

CALHOUN COMMUNITY COLLEGE

# ACADEMIC CATALOG

AND STUDENT HANDBOOK | 2024-25



# Accreditation

Calhoun Community College is accredited by the Southern Association of Colleges and Schools commission on Colleges (SACSCOC) to award Associate Degrees. Calhoun Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Calhoun Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Calhoun is a member of the American Association of Community Colleges and the Alabama Community College System.

*It is the intent of the compilers of this catalog that it contain policies, procedures, and guidelines adopted or approved by the Trustees for The Alabama Community College System. Users are cautioned that changes in policies, procedures, and guidelines may occur. Therefore, the information provided in the catalog is not the basis of a contract between the College and the student. The College will make every effort to maintain the integrity of the catalog and notify students of any changes that may occur. However, the College withholds the right to change any provision in this publication without notifying a student individually. In the event of any such change, the current statement of Board policy shall prevail.*

## Decatur (Main Campus)

PHYSICAL ADDRESS:  
6250 Highway 31 North  
Tanner, AL 35670  
(256) 306-2500

MAILING ADDRESS:  
P.O. Box 2216  
Decatur, AL 35609-2216

## Huntsville

102 Wynn Drive NW  
Huntsville, AL 35805  
(256) 890-4747

## Alabama Center for the Arts

133 2nd Ave NE  
Decatur, AL 35601  
(256) 260-4293

## Message from the 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.

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# College Overview

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## 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.

The College is committed to providing a workplace and campus community free of sexual harassment and does not discriminate on the basis of sex in its education programs and activities, and it is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. This includes, but is not limited to admission and employment and all individuals participating in or attempting to participate in a College sponsored program or activity.

The Title IX Coordinator for administrators, faculty, and staff is Ms. Kim Gaines, Director of Human Resources and Payroll, P.O. Box 2216, Decatur, Alabama 35609-2216, MSA Suite 360, Building 14 Decatur; telephone (256) 306-2592; email [kim.gaines@calhoun.edu](mailto:kim.gaines@calhoun.edu). The Title IX Coordinator for students is Dr. Brandon Brown, Director of Student Disability Services/ADA, P.O. Box 2216, Decatur, Alabama 35609-2216, Chasteen Student Center Suite 220, Decatur; telephone (256) 306-2635; email [brandon.brown2@calhoun.edu](mailto:brandon.brown2@calhoun.edu).

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 application for or employment by and application for or 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. Brandon Brown, 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 individual who believes that he or she has been subjected to discrimination or harassment based on their race, color, national origin, age, disability<sup>[1]</sup>, 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 in the [College Policies and Regulations](#) section of the Calhoun Student Handbook

<sup>[1]</sup> 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 in the Student Handbook.

## 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 State Technical 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

## Mission

Calhoun Community College promotes student success and community development through quality education, cultural enrichment, and workforce training.

## Core Values

ACCESS

ACCOUNTABILITY

COLLABORATION

INNOVATION

INTEGRITY

RESPECT

## Vision Statement

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

## 2024-2025 Calendar

### Fall Semester

|                      |          |            |           |
|----------------------|----------|------------|-----------|
| Registration         | M-F      | Apr 22     | - Aug 20  |
| Faculty Duty Days    | M-F      | Aug        | 12-16     |
| Fall Kick Off        | T        | Aug        | 13        |
| <b>Classes Begin</b> | <b>M</b> | <b>Aug</b> | <b>19</b> |

|                                                 |          |            |           |
|-------------------------------------------------|----------|------------|-----------|
| Drop/Add                                        | M-T      | Aug        | 19-20     |
| Holiday – Labor Day                             | M        | Sep        | 2         |
| Holiday - Veterans Day                          | M        | Nov        | 11        |
| Duty Day (No Students)                          | W        | Nov        | 27        |
| Holiday – Thanksgiving                          | Th       | Nov        | 28        |
| Holiday – Day after Thanksgiving                | F        | Nov        | 29        |
| Final Exams                                     | F-Th     | Dec        | 6-12      |
| Faculty Duty Days                               | F-Th     | Dec        | 13-19     |
| <b>Fall Grade Reporting by Noon</b>             | <b>T</b> | <b>Dec</b> | <b>17</b> |
| Administrator and Staff Duty Days (Faculty Off) | F-M      | Dec        | 20 & 23   |

Mini-session I: Aug 19– Oct 10

Mini-session II: Oct 14 – Dec 10

## Spring Semester

|                                              |          |            |          |
|----------------------------------------------|----------|------------|----------|
| Registration                                 | Th-Th    | Oct 24     | - Jan 9  |
| New Year's Day Holiday                       | W        | Jan        | 1        |
| Faculty & Staff Duty Days                    | Th-T     | Jan        | 2-7      |
| Faculty Professional Development             |          | Jan        |          |
| <b>Classes Begin</b>                         | <b>W</b> | <b>Jan</b> | <b>8</b> |
| Drop/Add                                     | W-Th     | Jan        | 8-9      |
| Holiday - Dr. Martin Luther King Jr.         | M        | Jan        | 20       |
| Spring Break                                 | M-F      | Mar        | 17-21    |
| Spring Break/Administrator & Staff Duty Days | M-W      | Mar        | 17-19    |
| Spring Break/College Closed                  | R-F      | Mar        | 20-21    |
| Assessment Week                              | W-F      | Mar 27     | - Apr 5  |
| Final Exams                                  | T-M      | Apr 29     | - May 5  |
| Faculty Duty Day                             | T        | May        | 6        |
| <b>Spring Grade Reporting by 11:59 p.m.</b>  | <b>T</b> | <b>May</b> | <b>6</b> |
| Graduation                                   | R        | May        | 8        |

Mini-session I: Jan 8 – Mar 3

Mini-session II: Mar 4 – Apr 30

## Summer Semester

|                                                  |          |            |           |
|--------------------------------------------------|----------|------------|-----------|
|                                                  |          |            |           |
| Administration and Staff Duty Days (Faculty Off) | F-W      | May        | 9-20      |
| Faculty Duty Days                                | W-Th     | May        | 21-22     |
| Memorial Day Holiday                             | M        | May        | 26        |
| <b>Classes Begin</b>                             | <b>T</b> | <b>May</b> | <b>27</b> |
| Drop/Add                                         | T-W      | May        | 27-28     |
| Juneteenth Holiday                               | Th       | June       | 19        |
| Independence Day                                 | F        | July       | 4         |
| Final Exams                                      | Th-W     | July 31    | Aug 6     |



|                                      |    |     |   |
|--------------------------------------|----|-----|---|
| Faculty Duty Day                     | Th | Aug | 7 |
| Summer Grade Reporting by 11:59 p.m. | Th | Aug | 7 |

The College will be closed the following eleven holidays:

|           |                   |                             |
|-----------|-------------------|-----------------------------|
| Monday    | September 2, 2024 | Labor Day                   |
| Monday    | November 11, 2024 | Veterans Day                |
| Thursday  | November 28, 2024 | Thanksgiving Day            |
| Friday    | November 29, 2024 | Day After Thanksgiving      |
| Tuesday   | December 24, 2024 | Christmas Eve               |
| Wednesday | December 25, 2024 | Christmas Day               |
| Wednesday | January 1, 2025   | New Year's Day              |
| Monday    | January 20, 2025  | Martin Luther King, Jr. Day |
| Monday    | May 26, 2025      | Memorial Day                |
| Thursday  | June 19, 2025     | Juneteenth                  |

|        |              |                  |
|--------|--------------|------------------|
| Friday | July 4, 2025 | Independence Day |
|--------|--------------|------------------|

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

|          |                   |
|----------|-------------------|
| Thursday | December 26, 2024 |
| Friday   | December 27, 2024 |
| Tuesday  | December 31, 2024 |
| Thursday | March 20, 2025    |
| Friday   | March 21, 2025    |

## 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 [www.calhoun.edu/ada](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 [www.calhoun.edu/ada](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. Brandon Brown  
 Director of Student Disability Services/ADA  
 Chasteen Student Services Center, Room 220E  
 P.O. Box 2216  
 Decatur, Alabama 35609-2216  
[brandon.brown2@calhoun.edu](mailto:brandon.brown2@calhoun.edu)  
 (256)306-2635  
 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](mailto: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.

## 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.

## CAMPUS 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, or you observe suspicious behavior, Calhoun strongly encourages you to report this immediately to the College's Campus Police Department by dialing the appropriate number.

Decatur Campus (main) - 256-306-2575

Located in Building 6 across from the Machine Tool Building

Huntsville Campus - 256-890-4711

Located in the Sparkman Grand Foyer next to the Welcome Center

Alabama Center for the Arts - 256-260-4305

Campus Police maintains a presence on the ACA Campus during scheduled hours. Police Department offices are located on the second floor of the Visual Arts building (Phase 1) in room 210 and on the first floor of the Performing Arts Center (Phase 2) in room 129.

Please notify campus police immediately of any accidents or falls, with or without injury, on any Calhoun campus.

The Chief of Police office is located in Building #6 on the main campus.

Emergencies: In the case of a major injury of serious illness, call 9-911 from a campus phone or 911 from a cell phone.

Calhoun Community College is proud of its historically safe campus. In an effort to promote awareness and enhance safety, we would like to direct you to the Annual Security Report, crime prevention, and emergency preparedness information on our Campus Police Department [www.calhoun.edu](http://www.calhoun.edu).

Calhoun Campus Police Responsibilities include:

- Assisting students.
- Enforcing all state and traffic laws and parking regulations.
- Investigating reports of criminal activity.
- Investigating incidents resulting in injury.
- Emergency management and preparedness, responding to emergency situations.
- Responding to and investigating traffic accidents.
- Responsible for Clery compliance.
- Providing parking and traffic flow during special events.
- Maintaining building security.
- Conducting lockdown and fire evacuation drills.
- Liaison with all off campus emergency resource agencies.
- Maintaining a daily crime log for public viewing.

Should you have any questions or suggestions regarding campus safety, please contact the campus Chief of Police at 256-306-2574.

## 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. Violation of the Parking Decal Policy can result in a \$20.00 fine.

## 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 Campus Police at the location in which the ticket was issued.

Decatur – Sgt. Andy Pugh, 256-306-2575, anthony.pugh@calhoun.edu

Huntsville – Sgt. Cedric Huntley, 256-890-4711, cedric.huntley@calhoun.edu

Alabama Center for the Arts - Sgt. Leslie Ramsey, 256-260-4305

## 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 Department, is located in Building 6. The Huntsville Campus Police Department is located in the Sparkman Building Grand Foyer next to the Welcome Center. The ACA Campus Police Department is located on the second floor of Phase I in room 210.

## 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 lower level inside faculty lounge. (Sparkman Building)

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 in any building owned or operated by Calhoun Community College. 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:

1. Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are:
  - a. 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.
  - b. Individuals not otherwise prohibited from a possession of a firearm by state or federal law may possess a firearm and ammunition for that firearms in the individual's privately owned motor vehicle while parked or operated on the grounds of the institutions; provided that the individual satisfies all of the following conditions;
    - (a.) If the firearm is a pistol, the individual is not generally prohibited from possession of a pistol by state or federal law.
    - (b.) If the firearms is any firearm legal for use for hunting in Alabama other than a pistol:
      - i. The individual possesses a valid Alabama hunting license.
      - ii. The firearm is unloaded at all times on the grounds.
      - iii. It is during a season in which hunting is permitted by Alabama law or regulation.
      - iv. The individual has never been convicted of any crime of violence.
      - v. The individual has no documented prior incidents on the grounds on the institution involving the threat of physical injury, or which in physical injury to another.
    - (c.) The motor vehicle is operated or parked in a location where it is otherwise permitted to be.
    - (d.) The firearm is either of the following:
      - i. In a motor vehicle attended by the individual, kept from ordinary observation within the individual's motor vehicle.
      - ii. In a motor vehicle attended by the individual, kept from ordinary observation and locked within a compartment, container, or in the interior of the individual's privately owned motor vehicle or in a compartment or container securely affixed to the motor vehicle.
  2. If the institution believes that an individual presents a risk of harm to himself, herself, or to others, the institution may inquire as to whether the individual possesses a firearm in his or her private motor vehicle. If the individual does possess a firearm in his or her private motor vehicle on the property of the institution, the institution may make any inquiry necessary to establish that the individual is in compliance with Section II above.
  3. If the individual is not in compliance with Section II, the institution may take adverse action against the individual, in the discretion of the institution.

## 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 Authorization to Release or Withhold 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

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](http://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
- 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 (3 semesters) 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 and/or primary form of identification 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, 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, an 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 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.

**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 and a transient letter of permission listing approved courses. Transient letters and all other requirements listed must be submitted to our Admissions Office 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, 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 an Associate's or higher 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 an Associate's or higher 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 student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of transfer credit after completing 15 semester hours with a cumulative GPA of 2.0 or above at Calhoun Community College.
5. A transfer grade of "D" will only be accepted when the transfer student's cumulative transfer GPA is 2.0 or above. Please consult with your academic or program advisor for transferability of a grade of "D" in English Composition. A grade of "D" in English Composition courses may or may not be accepted as transfer credit, depending on the student's program of study. Please note that some programs/courses require minimum grades of "C", thus a "D" will not transfer.
6. Transfer course grades are not calculated into a student's grade point average for any purpose, including graduation or honors consideration.
7. 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.
8. 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](http://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. International students holding an F-1 visa must meet specific 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. Students holding an F-1 visa 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](http://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.

- Students submitting Duolingo scores must place within the following range: 95 to 160. The Duolingo exam must have been completed no more than three (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 in-state 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 verify 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: Franklin, Giles, Lawrence, Lincoln, Marshall, 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 in-state 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.

## 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. Accelerated High School students are not eligible for Dual Enrollment Scholarship funding.

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 recommended to continue the program (the Accelerated High School approval form can be found on the Dual Enrollment page at the Admissions link on our website: <https://calhoun.edu/dual-enrollment/accelerated-high-school-program>);
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

## 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 with the exception of Automotive and Technologies programs. The GPA for those programs is 2.0.
2. The student must have written approval (application and approval form available online at [www.calhoun.edu](http://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 math and English courses must provide appropriate ACT, SAT or placement test scores and students must meet course prerequisites for all classes.

## 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.

### Dual Enrollment Continuous Eligibility Appeals Policy

A student who withdraws from an academic class, or who fails to earn a grade of C or better in an academic class, may appeal to continue in the Dual Enrollment program, provided the student is prepared to pay for future academic classes, and understands that no scholarship funding will be available for those academic classes.

A student who withdraws from a scholarship-funded career/technical class and who wishes to continue the Dual Enrollment program may appeal the Continuous Eligibility requirement. The appeal must be made by the student and supported by the high school counselor or home school administrator. The decision to allow the student to continue the program will be at the discretion of the college.

A student who earns a grade of D or F in a scholarship-funded career-technical class will be suspended from the Dual Enrollment program for one-semester and will be required to reapply to the Dual Enrollment program. **Continued scholarship funding will not be available for a student who earns a D or an F in a career/technical class.**

**All appeals to the Continuous Eligibility policy will be at the discretion of the college.**

## 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 any courses taken on an audit basis.

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](mailto:gwendlyn.baker@calhoun.edu) or [heath.daws@calhoun.edu](mailto: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 Scholarships

Funds are available through a Workforce grant to provide scholarships to Dual Enrollment students in specific 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 (Air Conditioning & Refrigeration, Design Drafting, Electrical Technology, Industrial Maintenance, Machine Tool Technology, Process Technology, and Welding); Computer Information Systems; Emergency Medical Services, Nursing Assistant and Criminal Justice.

## 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 Community College System.***

**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 other academic courses as well.

Most of Calhoun's manufacturing technology programs are taught on the Decatur campus. In addition, several high schools offer on-site Dual Enrollment classes in Drafting, Machine Tool Technology, Automotive Technology, Advanced Manufacturing 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 Dual Enrollment scholarship funding. High school students pursuing this EMS certification are encouraged to participate in these regional dual enrollment programs. High school students may be registered for Calhoun's traditional EMS programs only with the approval of the EMS Program Director.

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 or a certificate 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 incorporated in the Comprehensive Dual Enrollment Approval Form, and Signature Page. The link to this document can be found at: <http://www.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.

### 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 Title            | Credit Hours |
|------------------------|-------------------------|--------------|
| ASE 112                | Electrical Fundamentals | 3            |
| ASE 121                | Braking Systems         | 3            |
| ASE 122                | Steering and Suspension | 3            |
| ASE 130                | Drive Train and Axles   | 3            |
| Total Credit Hours     |                         | 12           |

#### 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     |                                            | 18           |

#### **DESIGN DRAFTING TECHNOLOGY**

| Course Prefix & Number                             | Course Title                   | Credit Hours |
|----------------------------------------------------|--------------------------------|--------------|
| ADM 111                                            | Manufacturing Safety Practices | 3            |
| DDT 111                                            | Fundamentals of Drafting       | 3            |
| ADM 107                                            | CAD Concepts                   | 3            |
| <i>Two of the following electives are required</i> |                                |              |
| DDT 132 or DDT 124                                 |                                | 3            |
| ADM 108 or DDT 109                                 |                                | 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 147                | Introduction to Machine Shop I        | 3            |
| MTT 148                | Introduction to Machine Shop I Lab    | 3            |
| Total Credit Hours     |                                       | 12           |

#### **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         | 4            |
| PCT 220                | Process Tech II - Systems          | 4            |
| Total Credit Hours     |                                    | 20           |

#### **WELDING TECHNOLOGY**

| Course Prefix & Number | Course Title                    | Credit Hours |
|------------------------|---------------------------------|--------------|
| ADM 111                | Manufacturing Safety Practices  | 3            |
| WDT 109                | SMAW/Fillet PAC/CAC             | 3            |
| WDT 123                | SMAW/Fillet PAC/CAC 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 (CIS) Cybersecurity Dual Enrollment Pathway allows a high school student to complete a certificate in cybersecurity preparation as well as English and math courses required for the Cybersecurity/IT 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 preferable to avoid scheduling and prerequisite issues. Students completing the pathway will earn the Cybersecurity Foundations Certificate. All coursework

listed in the pathway is eligible for Workforce Development Scholarship funding for students enrolling in the pathway program. Scholarship awards are based on availability of funds. For more information regarding this program contact 256-306-2665 or 256-306-2671.

Advanced placement credit is available for these courses with the appropriate CompTIA certifications listed in the study plan below. Articulated credit may be available as well; consult your high school counselor. CIS202 (Python Programming) is not included in the certificate program but is required for all CIS A.A.S. degrees and is highly recommended. It may be taken during any term without regard to the other courses.

Students may opt to take ENG 101 (English Composition I, 3 credit hours) and either of MTH 110\* (Finite Mathematics) or MTH 112 (Precalculus Algebra, each 3 credit hours), which are required for the CIS A.A.S. degree program. Dual Enrollment scholarships may be available contingent on funding.

## CYBERSECURITY FOUNDATIONS STUDY PLAN

### 11<sup>TH</sup> GRADE

| Term (suggested) | Course                                                      | College Credits |
|------------------|-------------------------------------------------------------|-----------------|
| FALL             | <a href="#">CIS 134</a> - IT Fundamentals (CompTIA ITF+)    | 3               |
| SPRING           | <a href="#">CIS 263</a> - Computer Maintenance (CompTIA A+) | 3               |

### 12<sup>TH</sup> GRADE

| Term (suggested)     | Course                                                              | College Credits |
|----------------------|---------------------------------------------------------------------|-----------------|
| FALL                 | <a href="#">CIS 199</a> - Network Communications (CompTIA Network+) | 3               |
| SPRING               | <a href="#">CIS 280</a> - Network Security (CompTIA Security+)      | 3               |
| <b>TOTAL CREDITS</b> |                                                                     | <b>12</b>       |

### Notes

1. Either MTH 110 or MTH 112 will satisfy the requirements for the Cybersecurity/IT A.A.S. degree, but MTH 110 generally does not transfer toward a bachelor's degree in a STEM major. 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. MTH112 and ENG 101 are offered on some high school campuses as well as at the college; consult your high school counselor.

2. Students may substitute CIS270, Cisco CCNA I. CIS 270 is required for the Cybersecurity/IT AAS degree

concentration, but any student who has earned the Network+ credential will be awarded advanced placement credit for CIS 270.

3. Proper sequencing of coursework is important. Completion, with a grade of C or better, of any one of CIS134, CIS202, or CIS263 is required to take CIS199 or 270, and CIS199 or 270 is required to take CIS 280. Students entering the program in the 12th grade must have either advanced placement credit or articulated credit for one of CIS134, CIS202, or CIS263 to be able to complete the program during their senior year.

Additional academic coursework required for high school may be taken at the college and may be available for Dual Enrollment scholarship funding.

### 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 with an official transfer agreement ([Alabama Transfers](#)), 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.

## Dual Enrollment EMS

EMS (Emergency Medical Services) are a critical part of your community's healthcare system. Emergency Medical Technicians (EMT's) provide medical assistance in everyday emergencies, large-scale incidents and natural disasters, alike. EMT's have the knowledge and skills to provide basic life support to all patients whether the problem is trauma, cardiac, or medical.

### Dual Enrollment EMT locations

Calhoun offers Dual Enrollment EMT programs at the Limestone County Career Technical Center and on Calhoun's Huntsville campus. Sufficient student registrations are required in order for the program to be offered at each of these locations.

Meeting days and times are announced each semester. All programs involve an online learning component.

### Program Costs

The Calhoun Dual Enrollment EMT program is eligible for scholarship funding through the Calhoun Community College Workforce Development grant. The grant currently covers tuition, fees, and cost of the textbook and some required supplies. The level of



funding for each year's program is determined by the availability and the scope of the Workforce Development grant.

### Student Eligibility

Dual Enrollment EMT is open to high school seniors who have a GPA of 2.5 or higher, who are or will be 18 before the end of the program, and have prior approval by their high school counselor or home school director.

### Courses included in the Dual Enrollment EMT program

[EMS 100](#), Cardiopulmonary Resuscitation I

[EMS 118](#), Emergency Medical Technician

[EMS 119](#), Emergency Medical Technician Clinical

The Dual Enrollment EMT program is year-long; students begin the program at the start of the fall semester in August and finish in May of the following spring semester.

## Dual Enrollment Dental Assisting

Dental assistants serve as 'generalists' in dental practices. They assist the dentist during procedures such as fillings, root canals, and tooth extractions, take x-rays, sterilize instruments, mix dental materials, teach patients about oral health, and perform office managerial duties. DAs need to be adaptable, organized, detail-oriented, and possess good interpersonal skills. DAs may be exposed to infectious disease and are required to wear protective gear.

Students who successfully complete the consecutive 3-semester program earn 45 hours of college credit, are awarded a certificate of completion from a CODA accredited dental educational program, and are eligible to earn the *Certified Dental Assistant* credential. Program graduates are prepared for employment in general dental offices or specialty practices such as orthodontics, pediatrics, periodontics, or oral surgery.

### Application and Enrollment Requirements

Students must be a rising HS senior with a minimum ACT Reading Score of 18, a current minimum GPA of 3.0, and have completed ENG 101 English Composition I and MTH 100 Intermediate College Algebra with a grade of C or higher. Students must have a valid driver's license and reliable transportation to drive to campus and clinical sites. Meeting minimum requirements does not guarantee acceptance.

Students who are accepted into the DA are making a commitment to a full year / three-semester program of study beginning the summer following their junior year in high school. During the summer term, students must

be able to meet for classes Monday – Thursday on the Decatur campus from 8:00 a.m. until as late at 4:30 p.m. During the fall semester, students must be able to attend on-campus DA classes on Mondays from 8:00 a.m. to 1:00 p.m. and on Wednesdays from 8:00 a.m. until 3:00 p.m. On Tuesdays and Thursdays students must be able to participate in clinical learning experiences at assigned local dental offices from approx. 8:00 - 5:00 p.m. During the spring semester, students must be able to attend assigned clinical learning rotations at local dental offices on Tuesdays and Thursdays from approximately 8:00 a.m. to 5:00 p.m. and attend an on-campus class on Wednesday from 8:00 until 11:00 a.m. In addition, students are responsible for varying hours of weekly online lecture each semester.

Students enrolled in dental assisting are required to successfully complete both academic and clinical requirements. The DA Eligibility Criteria <https://calhoun.edu/health-sciences/dental-assisting/>

delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, graduation, and for the provision of safe and effective client care as a dental assistant.

The Alabama Community College System endorses the Americans' with Disabilities Act. If a student cannot demonstrate the Eligibility Criteria, it is the responsibility of the student to request appropriate reasonable accommodations through the Student Disability Services Office.

### Program Costs

Funding is provided through the Calhoun Community College Workforce Scholarship grant and currently covers tuition, fees, textbooks and uniforms. The amount of funds each year is determined by the availability and scope of state distributions. The cost of a required health exam, TB testing, background check and drug screening are the responsibility of the student.

| Dental Assisting, Long Certificate |                                             |              |
|------------------------------------|---------------------------------------------|--------------|
| First Term                         |                                             |              |
| Course Prefix & Number             | Course Title                                | Credit Hours |
| ORI 110                            | Freshman Seminar                            | 1            |
| 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            |
| EMS 100 (Optional)                 | Cardiopulmonary Resuscitation               | 1            |

|                                               |                                     |              |
|-----------------------------------------------|-------------------------------------|--------------|
| <b>Dental Assisting,<br/>Long Certificate</b> |                                     |              |
| <b>Sub-total Credits</b>                      |                                     | <b>12-13</b> |
| <b>Second Term</b>                            |                                     |              |
| DAT 104                                       | Basic Sciences for Dental Assisting | 2            |
| DAT 111                                       | Clinical Practice I                 | 5            |
| DAT 112                                       | Dental Radiology                    | 3            |
| DAT 116                                       | Preclinical Procedures II           | 3            |
| MTH 100 or higher                             | Mathematics Elective                | 3-4          |
| <b>Sub-total Credits</b>                      |                                     | <b>16-17</b> |
| <b>Third Term</b>                             |                                     |              |
| DAT 113                                       | Dental Health Education             | 2            |
| DAT 114                                       | Dental Office Administration        | 4            |
| DAT 122                                       | Clinical Practice II                | 4            |
| DAT 123                                       | Dental Assisting Seminar            | 4            |
| ENG 101                                       | English Composition I               | 3            |
| <b>Sub-total Credits</b>                      |                                     | <b>17</b>    |
| <b>Total Credits</b>                          |                                     | <b>45-47</b> |

## 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 courses taken under the Accelerated High School program. Accelerated High School students are not eligible for Dual Enrollment Scholarship funding.

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 is recommended to continue the program (the Accelerated High School approval form can be found on the Dual Enrollment page at the Admissions link on our website: <https://calhoun.edu/dual-enrollment/accelerated-high-school-program>)
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

## Audit Students

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

- Calhoun Community College application for admission
- 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.

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.

## 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 student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of transfer credit after completing 15 semester hours with a cumulative GPA of 2.0 or above at Calhoun Community College.
5. A transfer grade of "D" will only be accepted when the transfer student's cumulative transfer GPA is 2.0 or above. Please note that some programs/courses require minimum grades of "C".
6. Transfer course grades are not calculated into a student's grade point average for any purpose, including graduation or honors consideration.
7. 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.
8. 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](http://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](http://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.

**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.

## 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 (HUNTSVILLE)

|                 |                        |
|-----------------|------------------------|
| 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     | \$129.00 per credit hour |
| Out-of-State Students | \$258.00 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 |
| ACCS Enhancements Fee | \$10.00 per credit hour |
| Reserve Fee           | \$1.00 per credit hour  |
| Access/Wellness       | \$10.00 per student     |

| COURSE FEES |                                        |          |
|-------------|----------------------------------------|----------|
| Course      | Type                                   | Amount   |
| DAT 100     | Malpractice Insurance                  | \$12.00  |
| DAT 101     | Certified Dental Exam Fee              | \$305.00 |
| DAT 112     | Certified Dental Exam Fee              | \$305.00 |
| DAT 114     | Certified Dental Exam Fee              | \$305.00 |
| DHY 112     | Malpractice Insurance                  | \$12.00  |
| DHY 212     | Malpractice Insurance                  | \$12.00  |
| EMS 119     | Malpractice Insurance                  | \$12.00  |
| EMS 156     | Malpractice Insurance                  | \$12.00  |
| EMS 244     | Malpractice Insurance                  | \$12.00  |
| EMS 253     | Life Support Certification Test        | \$47.00  |
| MLT 131     | Malpractice Insurance                  | \$12.00  |
| MLT 161     | Malpractice Insurance                  | \$12.00  |
| NAS 100     | Malpractice Insurance                  | \$12.00  |
| NUR 112     | Malpractice Insurance                  | \$12.00  |
| NUR 112     | Nursing Testing Fee                    | \$250.00 |
| NUR 113     | Nursing Testing Fee                    | \$250.00 |
| NUR 114     | Nursing Testing Fee                    | \$250.00 |
| NUR 114     | Malpractice Insurance                  | \$12.00  |
| NUR 209     | Malpractice Insurance                  | \$12.00  |
| NUR 209     | Nursing Testing Fee                    | \$350.00 |
| NUR 211     | Nursing Testing Fee                    | \$250.00 |
| NUR 221     | Nursing Testing Fee                    | \$250.00 |
| PTA 200     | Malpractice Insurance                  | \$12.00  |
| PTA 201     | PTA Testing Certification Fee          | \$37.00  |
| PTA 231     | PTA Testing Certification Fee          | \$40.00  |
| PTA 260     | Malpractice Insurance                  | \$12.00  |
| PTA 290     | PTA Testing Certification Fee          | \$40.00  |
| SUR 100     | Malpractice Insurance                  | \$12.00  |
| SUR 103     | Surgical Tech Certification            | \$247.00 |
| SUR 104     | Surgical Clinical Portfolio Management | \$75.00  |
| SUR 104     | Surgical Clinical Portfolio Management | \$110.00 |
| SUR 106     | Surgical Tech Certification            | \$50.00  |

### 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.

**ACCS Enhancements fee** is charged for implementing comprehensive advancements at both the statewide and local levels geared towards improving every aspect of engagement with the current and potential community college students. This fee is split evenly between local colleges and the System Office. Local funding would be focused on upgrading the student experience through campus improvements including technological advancements, renovations or construction projects, and safety enhancements. The System Office funding will be used to advance the establishment of a unified and collaborative community college system by increasing the services provided at the ACCS level to increase each college's ability to focus their efforts on student services and outcomes.

**Reserve 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. This fee is non-refundable beginning the first day of the term.

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.

#### 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.

## Payments

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

Calhoun accepts Visa, Mastercard, Discover and American Express. Calhoun does not accept payments by phone; however, a student can make an online payment with a credit or debit card in his or her MyCalhoun Experience. The option to pay by credit or debit card is also available at the Cashiers Window on either Decatur or Huntsville Campus.

From MyCalhoun Experience, select the following:

- Student Services Quick Links Card
- Pay Tuition & Fees
- Select the applicable term
- Enter the payment amount, click "Add", and the "Continue"
- 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, and split 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](https://RefundSelection.com) Enter your personal code to get started. Select the option that best fits you.

## **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 for a 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 of Trustees for the Alabama Community College System under the following circumstances provided such student is a citizen of the United States.

- a. 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.
- a. 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 Franklin, Marshall, Moore, Lawrence, Lincoln, Wayne, 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 who hold an F-1 visa 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.

## 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.

## 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 in-state 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.

## 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 verify 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: Franklin, Giles, Lawrence, Lincoln, Marshall, Moore, or Wayne.

- a. Academic
- b. Calhoun Foundation
- c. Fine Arts
- d. Senior Adults Program
- e. Student Activity and Leadership

## 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

## 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.studentaid.gov](http://www.studentaid.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, 2000.
- Student is a veteran or currently serving on active duty in US Armed Forces for purposes other than training
- Student is currently or has been a ward of the court since the age of 13, emancipated minor, both parents are deceased, in legal guardianship as determined by the student's state of legal residence, unaccompanied youth or homeless or at risk of being homeless (verified by high school counselor, clergy, homeless shelter, etc).
- Student has a child who receives more than half of their support.
- Student is married.

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 Banner Self-service 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 Banner Self-service 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 Banner Self-service.
- 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.

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 the Title 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 1-21 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 Banner Self-service.

## 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  $64 \times 150\% = 96 + 33 = 129$  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 or Ws 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.studentaid.gov](http://www.studentaid.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](http://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.

In accordance with PL 115-407 Section 103, students utilizing Chapter 33 Post 911 VA Education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of tuition/fees payment to the school provided by the Department of Veterans

Affairs. This protection begins when the student provides the school with a Certificate of Eligibility or Statement of Benefits and ends when VA makes payment or 90 days after the date the school certifies tuition and fees.

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.**

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:

**Effective August 1, 2021, Section 1005 of P.L. 116-315 (Isakson and Roe Veterans health care and Benefits Improvement Act of 2020) eliminates the three-year requirement.**

- A Veteran using educational assistance under either Chapter 30 (Montgomery GI Bill®- Active Duty Program ) or Chapter 33 (Post -9/11 GI Bill®) of Title 38, United States Code, who lives in the State of Alabama (regardless of his/her formal State of residence).
- 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).
- 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).
- 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 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

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

|         |                                                                                 |
|---------|---------------------------------------------------------------------------------|
| DECATUR | <b>Room 206, Student Financial Services</b><br>Chasteen Student Services Center |
|         | Monday - Thursday 7:45 a.m. - 5:00 p.m.<br>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**

- 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](http://www.calhoun.edu). Each application is reviewed by the Calhoun Scholarship Committee, and each award is based upon academic achievement and/or financial need.
- CALHOUN FOUNDATION SCHOLARSHIPS**  
The Calhoun College Foundation provides scholarships based upon a variety of qualifying criteria. February 1st is also the application deadline.
- 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

f. **CAREER DEVELOPMENT SCHOLARSHIPS**

The criteria for this scholarship is determined by departmental Deans in conjunction with the Scholarship Advisory Committee. Awardees are selected based on a completed scholarship application and combination of ACT composite score, cumulative grade point average, technical promise within their program of study, involvement in clubs and organizations, volunteer experience, and financial need. For a list of eligible programs of study, please visit [www.calhoun.edu/scholarships](http://www.calhoun.edu/scholarships).

**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             |
|------------------------|------------------------|
| <b>Monday-Thursday</b> | <b>Monday-Thursday</b> |
| 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.                                                             |
| <b>256-306-2572</b>                                                          | <b>256-890-4748</b>                                                                |
| <a href="http://www.calhouncataturstore.com">www.calhouncataturstore.com</a> | <a href="http://www.calhounhuntsvillestore.com">www.calhounhuntsvillestore.com</a> |

### 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.

## 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, 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  $64 \times 150\% = 96 + 33 = 129$  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 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. Attached the SAP Appeal form and the MAPS. 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 or Ws 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).

# 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.

**Freshman Level Classification** - 0 to 29.99 semester hours

**Sophomore Level Classification** - 30.00 semester hour or more

## Drop-and-Add Period

The drop and add period for fall, spring, and summer semesters will be defined within the Important Dates link for each term on the College's "[Class Schedules and Semester Information](#)" web page.

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 incompleteness 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 "I" is 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 and Repeat Policy

Course forgiveness is implemented when a student repeats a course and the higher/highest grade awarded (excluding the grades of W and WP) replaces all previous grades for that course in the computation of the cumulative grade point average. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, the highest grade will be counted in the GPA and all other grades excluded from the GPA. Official transcripts will list each course in which a student was enrolled.

A student may repeat a course more than once, but the course may be counted only once toward fulfillment of credit hours for graduation.

At the time that grades are placed on the official transcript - after the conclusion of all final exams - the course forgiveness/repeat rules will automatically be applied, and each transcript will reflect the Alabama Community College System's policy pertaining to computation of repeated courses. This is effective at the beginning of the 2024-2025 academic year and will not be retroactive.

NOTE: STUDENTS SHOULD CHECK FINANCIAL AID REGULATIONS REGARDING REPETITION OF COURSES.

## 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 using the ["Request to Change Program form"](#) with an Academic Advisor in the Advising Center at either the Decatur or Huntsville location. 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.

## 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](#).

## CREDIT FROM NON-TRADITIONAL 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:**

### CLEP - COLLEGE-LEVEL EXAMINATION PROGRAM

Calhoun Community College accepts 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.

|                                  |                                              |
|----------------------------------|----------------------------------------------|
| <b>CLEP SUBJECT EXAMINATIONS</b> | <i>Scores for computer based tests only.</i> |
|----------------------------------|----------------------------------------------|

| Examination          | Approx. Score | CCC Equivalent | Sem. Hrs. |
|----------------------|---------------|----------------|-----------|
| <b>Business</b>      |               |                |           |
| 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         |
| <b>Composition and Literature</b> |               |                |           |
| 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         |
| <b>Science and Mathematics</b>    |               |                |           |
| Biology                           | 50            | BIO 103-104    | 4-8       |
| Calculus                          | 50            | MTH125         | 4         |
| Chemistry                         | 50            | CHM111-112     | 8         |
| Pre-calculus                      | 50            | MTH112         | 3         |
| College Algebra                   | 50            | MTH 100        | 3         |
| <b>Social Sciences</b>            |               |                |           |
| American Government               | 50            | POL211         | 3         |

|                               |    |                   |   |
|-------------------------------|----|-------------------|---|
| 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 are 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 directly with other colleges to obtain their CLEP policy. The Huntsville Testing Center is an authorized CLEP Testing Center. For more information on CLEP testing at Calhoun, please see the CLEP information page at [calhoun.edu/testing-center](http://calhoun.edu/testing-center).

### **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

### Academic Standards of Progress

According to the number of hours a student has attempted with Calhoun, 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, distinctive gold tassel, PTK 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. The number of applied credit hours to be transferred and the level of attainment will be determined by the standards required by the institution to which the student is transferring. 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 the requirements in the college catalog in effect at the time of graduation. If a student who is not currently enrolled has attended within the past five (5) years, degrees can be awarded according to the catalog they followed previously. Students readmitted to Calhoun Community College must follow the catalog for their readmission term.
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.
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.

## Reverse Transfer

Calhoun Community College participates in the Reverse Transfer Program. Reverse transfer is the transfer of credits from a four-year institution to a two-year institution to facilitate the awarding of an Associate of Science Degree. Each student's credits will be evaluated to see if the combined credits meet degree and graduation requirements.

In order to be eligible, students must have earned at least 25% of the credit hours required for their degree at Calhoun Community College. Students must also have earned at least 3 semester credit hours from the four-year institution, must be in good standing and have a minimum overall GPA of 2.0 at Calhoun.

For more information, please visit the Reverse Transfer web page accessible from this link: <https://calhoun.edu/student-services/calhoun-admissions-records/reverse-transfer/>

## 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**

## Presidential Honors Program

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 transcript 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](mailto: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](mailto: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](mailto: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.

Please access the Library website for more information, including hours and the Library Facebook, Instagram, and YouTube links.

## Bookstore Information

| DECATUR CAMPUS                                                                | HUNTSVILLE CAMPUS                                                                       |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Monday-Thursdays</b><br>8:00 a.m.-5:00 p.m.                                | <b>Monday-Thursdays</b><br>9:00 a.m.-5:00 p.m.                                          |
| <b>Friday</b><br>8:00 a.m.-12:00 p.m.                                         | <b>Friday</b><br>9:00 a.m. - 12:00 p.m.                                                 |
| <b>256-306-2572</b>                                                           | <b>256-890-4748</b>                                                                     |
| <b><a href="http://www.calhouncaturshop.com">www.calhouncaturshop.com</a></b> | <b><a href="http://www.calhounhuntsvilleshop.com">www.calhounhuntsvilleshop.com</a></b> |

### 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).

## 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.

## Computer Technology Acceptable Use Policy

**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 for a 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.

## Evacuation Chair Locations

All evacuation chairs are located on the North or West stairwells of the building, depending on the orientation of the building.

1. Alabama Center for the Arts (Decatur) – Phase I (Visual Arts Center), second and third floors next to elevator. Phase II (Performing Arts Center), second floor
2. ATC – None
3. Harris Hall – second and third floor stairwells
4. Health Sciences – second and third floor stairwells
5. Chasteen Student Services – second floor main stairwell
6. MSA – second and third floor stairwells math division side
7. Wallace – second floor main stairwell
8. Huntsville Campus – CIS Building, third floor central stairwell. Sparkman building, none.

## Special Programs

### Adult Education

#### Adult Education

The Adult Education program offers free adult education services to include adult literacy, basic

academic skills, GED preparation and testing, digital literacy, employability skills through Alabama Career Essentials (ACE) and other career training, such as MSSC, as well as the Alabama Non-Traditional High School Diploma Option (HSDO) to adults in the Madison, Morgan, and Limestone County service areas. The program also offers English as a Second Language (ESL) classes. To participate in any of the Adult Education program's classes, all participants must first attend and complete the orientation program.

To learn more about any of the Adult Education programs or to how to enroll in orientation and classes, contact the Adult Education office at 256-306-2830 in Decatur or 256-890-4793 in Huntsville for additional information or visit the website: [calhoun.edu/adult-education/](http://calhoun.edu/adult-education/)

### High School Equivalency Options

#### GED® Test

Calhoun Community College's Adult Education FREE GED® program offers students the opportunity to earn a GED® through online or in person learning. The primary mission is to provide a reliable process for certifying that adults possess the major and lasting outcomes of a traditional high school education. Students work toward passing the four sections of the GED®:

- Reasoning Through Language Arts
- Mathematical Reasoning
- Science
- Social Studies

For more information on the GED® Test visit [ged.com](http://ged.com).

To learn more about the program, or to enroll, visit the website: [Calhoun.edu/adult-education/](http://Calhoun.edu/adult-education/)

#### GED4Me!

Not sure if the GED® is for you? You can see for FREE! Take your GED® Practice with no classroom attendance required! For a limited time, if you pass all four sections of the GED® Ready practice test, Alabama Adult Education will PAY for you to attempt the official GED® Exam! The GED® is accepted by over 97% of colleges and employers in the United States. By getting your GED®, you increase your earning potential by an annual average of over \$9,000!

#### Non-Traditional High School Diploma Option Program (HSDO)

The Non-Traditional High School Diploma Option Program (HSDO) may be a good option for the student who completed all 24 credits required to graduate but failed to pass the high school graduation exam; or the student who completed at least 10 credits of the 24 credits needed for high school completion. To find out if the HSDO program is right for you, contact the Adult Education office or visit the website at 256-306-2830 in Decatur, or 256-890-4793 in Huntsville, or visit the website: [calhoun.edu/adult-education/](http://calhoun.edu/adult-education/)

### **Manufacturing Skill Standards Council (MSSC)**

The Manufacturing Skill Standards Council (MSSC) is the nation's leading industry-led training, assessment and certification organization focused on the core technical competencies needed by the nation's frontline production and material handling workers. The MSSC CPT Manufacturing Certification is designed for those looking to develop foundational knowledge of manufacturing processes and production, safety, maintenance awareness, and lean manufacturing principles. Participants will have the opportunity to test for the nationally recognized Manufacturing Skills Standards Council Certified Production Technician (CPT). Participants can also participate in the Alabama Career Essentials (ACE) program and Work Keys. The MSSC Program at Calhoun Community College Adult Education Program allows the student to require several important certifications allowing the student to improve their opportunities for skilled employments. Our MSSC certifications include:

- MSSC - CPT (Manufacturing Skills Standards Council) - Certified Production Technician - designed for those looking to develop foundational knowledge of manufacturing processes and production. The CPT is a nationally recognized certification.
- MSSC-CLT - Certified Logistics Technician - industry-led program that prepares individuals for front-line material handling and supply chain logistics in fulfillment centers, warehouses, distribution centers, and factories. The CLT is a nationally recognized certification.
- MANUFACTURING PRE-APPRENTICE - a blend of CPT and RTW courses that provides the knowledge for success in the Calhoun Advanced Manufacturing Program. The student completes the pre-apprenticeship with a CPT, Alabama Certified Worker, and the ACT National Career Readiness Certificate.

### **Alabama Career Essentials (ACE)**

Alabama's Career Essentials (ACE) program provides trainees the entry-level skills required for employment with most businesses and industries in Alabama. The ACE course is designed to lead individuals to a specific career pathway credential, employment, or job

promotion. Students enrolled in the ACE course will have several pathway-specific, stackable credential opportunities. Participants who successfully complete the course will receive the Alabama Certified Employee credential.

The Alabama Community College System (ACCS) will provide one tuition FREE college course (up to four credit hours) for students who successfully complete the ACE program.

### **Digital Literacy**

Calhoun Community College Adult Education offers a FREE Digital Literacy class in the Decatur/Athens and Huntsville areas. The class covers computer basics, Internet basics, Windows 10, and the basic principles of Microsoft Word, Excel, PowerPoint, and Outlook. **This is an entry-level computer class.**

### **ACT Prep**

ACT Prep for Professionals is for non-traditional students who wish to further their education in Health Sciences or other professional fields that require a high ACT score. Certified instructors who are skilled in ACT test taking techniques will administer the TABE assessment to determine the foundation knowledge the student requires to raise their ACT score.

### **Armed Services Vocational Aptitude Battery (ASVAB)**

ASVAB Test Preparation is important to getting the assignment you want with the U.S. Military. The Higher your score, the more opportunity you have. The Adult Ed ASVAB Prep class can assist you with this goal.

### **ACCUPLACER Prep**

Accuplacer is a series of tests that evaluate students' skills in reading, writing, and math to help college administrators place students in courses that match their skills. If your ACCUPLACER scores are low, you may need to take basic or remedial courses that do not count toward your degree. On the other hand, if you score well, you can save a lot of time, money and boredom by skipping these courses. The Adult Ed ACCUPLACER Prep class can assist you in being more prepared for the assessment.

### **English as a Second Language (ESL)**

Calhoun Community College's Adult Education Department offers FREE English as a Second Language (ESL) classes. The ESL program provides instruction in reading, writing, speaking, and listening in English at six different levels – from literacy to advanced levels. Instructors use professionally developed curriculum



and integrated learning techniques, including web-based programs, to provide a complete learning experience.

Classes meet two times per week. Morning, afternoon, and evening classes are available.

### English Language and Civics Class

Designed for the ESL learner on the path to U.S. citizenship, this course is designed for adult students of English as a Second Language (ESL) who are at a low beginning ESL level. The curriculum includes developing English language skills and civics content knowledge. Participants will develop their reading, listening, writing and speaking skills while also learning about the Form N-400 and the naturalization interview.

## 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.
- Complete capstone project.

For more information, see [www.calhoun.edu/honors](http://www.calhoun.edu/honors).

## Cooperative Learning

Cooperative Learning 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 Learning 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-time (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 a complete application, the Career Services department will review the application and ensure that minimum requirements are met. Eligible applicants will then be added to the applicant pool and resumes will be submitted to employers based on interest. Completing the co-op application does not guarantee a co-op placement

Once a co-op has been secured for the student, the student will be registered by Career Services for the appropriate co-op course.

### Eligible Degree Programs

Co-op is currently offered to all degree-seeking students enrolled in AS or AAS programs.

### 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 (exemptions may be made for dual enrollment students)
- Currently enrolled in a degree seeking program at Calhoun Community College
- Completed 12 credit hours at Calhoun Community College
- 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](http://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. Distance Learning Courses at Calhoun Community College include the following:

- A hybrid course is one in which a majority of instruction is delivered online through Blackboard, a learning management system. Hybrid courses will have required meetings on campus and required assignments online. These courses typically meet once per week or less for lectures or labs. Calhoun identifies a hybrid course with an "H" in the course section of the semester course schedule.
- An asynchronous 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. Calhoun identifies an asynchronous online course with a "W" in the course section of the semester course schedule.
- A synchronous online course is one that utilizes a web conferencing tool to hold scheduled online meetings on a weekly basis. The course schedule will list specific days and times for these meetings when a student registers. There will be additional course materials and assignments available in Blackboard. The instructor may require proctored exams similar to an asynchronous online course. Calhoun identifies a synchronous online course with an "S" in the course section of the semester course schedule.
- A hy-flex course offers students the option to attend in-person or participate virtually via a web conferencing tool. Students have the option to change their mode of attendance from week to week. Calhoun identifies a hy-flex course with an "F" in the course section of the semester schedule.

All distance learning 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](http://www.calhoun.edu), or contact Distance Learning Services at [dlservices@calhoun.edu](mailto:dlservices@calhoun.edu) or 256-306-2998.

## Alabama Transfers

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 member of Alabama Transfers (formerly known as STARS).

The transfer agreement 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 Alabama Transfers website at [Alabama Transfers](http://AlabamaTransfers.com).

## 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 256-306-2938.

**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, and Electrical ), Renewable Energy, and Water Operator Certification. For more information, call 256-306-2923

**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-i-, Cisco Certified Network Associate, and customized computer network training. For more information, call 256-306-2923.

**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](http://www.salliemae.com).

For more information on these programs, call 256-306-2515 or visit the website at [www.calhoun.edu/healthcare](http://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 256-306-2938

#### **.Pre-Apprentice Lineworker Program**

The Calhoun Community College Pre-Apprentice Lineworker course provides the necessary skills and qualifications desired by utility companies and contractors in the North Central Alabama region. The course provides hands-on training in linework activities, as well as Commercial Driver's License training, TVPPA Pole Climbing Lab, OSHA 10, CPR/First Aid, ACT

WorkKeys Assessment, resume building, and mock interview sessions. For more information, call 256-306-2928.

**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](http://www.salliemae.com).

Contact the CDL office for more information, 256-306-2928 or visit [www.calhoun.edu/CDL](http://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](http://www.calhoun.edu/CDL) for more information, or contact our office at 256-306-2928 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](http://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/calhounccal.us](https://careertraining.ed2go.com/calhounccal.us) 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

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### 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)

*(Please note that Foreign Language and Speech courses will not count toward this elective if your program requires only one Humanities/Fine Arts elective.)*

#### 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 number of applied credit hours to be transferred and the level of attainment will be determined by the standards required by the institution to which the student is transferring. The courses completed in the A.S. degree must be those approved by the Articulation and General Studies Committee (ASGC) as listed in the [Alabama Transfers](#) Guide (formerly known as STARS).

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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. Please contact a Calhoun academic advisor to finalize a plan of study.

The State of Alabama requires the following hours per area for an Associate of Science degree:

| Areas of Study              |                                                        | Credit Hours |
|-----------------------------|--------------------------------------------------------|--------------|
| Area I                      | Written Composition                                    | 6            |
| Area II                     | Humanities and Fine Arts                               | 12           |
| Area III                    | Natural Science and Mathematics                        | 11           |
| Area IV                     | History, Social, and Behavioral Sciences               | 12           |
| <b>Areas I-IV</b>           | <b>General Education Requirements</b>                  | <b>41</b>    |
| Area V                      | Technical Core, Technical Concentration, and Electives | 19-23        |
| <b>Total Hours Required</b> |                                                        | <b>60-64</b> |

The College has developed [Example Plans of Study](#) for several common majors at four year institutions in Alabama, but students should complete an official transfer agreement for the college or university to which they plan to transfer in order to ensure they are taking the proper courses.

## 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-of-class 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.**



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| Child Development Administration         | 190708  |
| Child Development Short-Term Certificate | 19.0708 |



## Computer Information Systems

|                                                                                                 |         |
|-------------------------------------------------------------------------------------------------|---------|
| Computer Information Systems - Systems Engineering Technology Essentials Short-Term Certificate | 11.0101 |
| Computer Information Systems Cisco CCNA Preparation Short-Term Certificate                      | 11.0101 |
| Computer Information Systems Computer Science Essentials Short-Term Certificate                 | 11.0101 |
| Computer Information Systems Computer Technician Short-Term Certificate                         | 11.0101 |
| Computer Information Systems Cybersecurity Essentials Short-Term Certificate                    | 11.0101 |
| Computer Information Systems Programming Essentials Short-Term Certificate                      | 11.0101 |
| Computer Information Systems Server Administration Short-Term Certificate                       | 11.0101 |
| Computer Information Systems Software Applications Short-Term Certificate                       | 11.0101 |

## Criminal Justice

Security Short-Term Certificate 43.0107

## Emergency Medical Services

Advanced Emergency Medical Technician (AEMT) Certificate 51.0904  
Emergency Medical Technician (EMT) Certificate 51.0904

## Medical Laboratory Technology

Medical Laboratory Assistant (MLA) Short-term Certificate 51.1004

## Visual Communications

Visual Communications Multimedia Production Technology Short-Term Certificate 50.0401

## Advanced Manufacturing

### Additive Manufacturing Design Technology, A.A.S.

**Program Code**  
AAS-ADMA-DDAD  
**CIP**  
15.0613  
**Type**  
A.A.S.

The Additive Manufacturing Design Technology (AMDT) degree path will augment students' learning by coupling theory-based instruction with hands-on applications using current software. The AMDT path software includes, but is not limited to, SOLIDWORKS, Insight, Materialise, NetFabb, Generative Design, Geomagic Design X, GOM inspect, and AutoCad. The student will practice 3D printing techniques with hands-on a large polymer and Metal AM system. AMDT students will

obtain the skills by taking classes in innovation design, formal engineering design process, advanced critical thinking, project management GD & T option, reverse engineering, 3D modeling, printing and scanning, and converting point cloud data to solids and inspections. Additive Manufacturing Design Technology will undoubtedly revolutionize manufacturing and usher in a new wave of innovation.

Portfolio class offers students training in professionalism; instruction includes resume building, networking in an internet world, interviews, etc. All students produce an electronic website portfolio for marketing their skill set.

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

\*The Additive Manufacturing path student should take ADM 108, ADM 112, and DDT 111 in their first semester.

\* CHM 257 is required for your science.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
|         | MTH 103 or higher                                                     | 3-4     |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 3       |
| CHM 257 | Introduction to Material Science                                      | 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       |

## 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       |
| DDT 111 | Fundamentals of Drafting and Design Technology | 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       |
|         | Additive Manufacturing Electives (4-6 credits) | 4-6     |
|         | Total Credits                                  | 66-69   |

## Additive Manufacturing Design Technology Short-Term Certificate

**Program Code**

STC-ADM-DDAD

**CIP**

15.0613

**Type**

Short-Term Certificate

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

## 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       |
| CHM 257 | Introduction to Material Science            | 4       |
| 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                               | 26      |

## Advanced Aerospace Welding & Manufacturing – Short-Term Certificate

**Program Code**

STC.ADMX.AERA

**CIP**

15.0613

**Type**

Short-Term Certificate

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

## 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, A.A.S. F.A.M.E. (Federation for Advanced Manufacturing Education)

**Program Code**

AAS-ADMA-ADMT

**CIP**

150613

**Type**

A.A.S.

The Alabama F.A.M.E. (Federation for Advanced Manufacturing Education) includes a two-year technical Associate degree that combines cutting-edge curriculum that supports advanced manufacturing technology, paid working experience, along with learning highly sought after business principles and best practices of a world-class manufacturer.

**Students who meet the acceptance criteria must submit an application and be accepted into the program.**

## General Education Core Requirements

| Item #  | Title                                  | Credits |
|---------|----------------------------------------|---------|
| ENG 101 | English Composition I                  | 3       |
|         | MTH 103 or higher                      | 3-4     |
|         | MTH 100 or higher                      | 3-4     |
|         | Humanities Elective                    | 3       |
|         | Social or Behavioral Science Electives | 3       |

## Technical Core Requirements

| Item #        | Title                                             | Credits |
|---------------|---------------------------------------------------|---------|
| ADM 111       | Manufacturing Safety Practices                    | 3       |
| ADM 101       | Precision Measurement                             | 3       |
| ADM 105       | Fluid Systems                                     | 3       |
| ELT 108       | DC Fundamentals                                   | 3       |
| ELT 109       | AC Fundamentals                                   | 3       |
| ELT 117       | AC/DC Machines                                    | 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       |
| INT 117       | Principles of Industrial Mechanics                | 3       |
| INT 127       | Principles of Industrial Pumps and Piping Systems | 3       |
| ILT 139       | Introduction to Robotic Programming               | 3       |
| ILT 240       | Sensors Technology and Applications               | 3       |
| WDT 182       | Special Topics                                    | 3       |
| ADM 150-154   | Technical Co-operative Education                  | 5       |
| Total Credits |                                                   | 65-67   |

## Advanced Manufacturing Short-Term Certificate

### Program Code

STC-ADMX-ADMF

### CIP

15.0613

### Type

Short-Term Certificate

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

## COURSE 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      |

## Advanced Manufacturing Technology/ Industrial Maintenance Facilities (F.A.M.E.)

### Program Code

AAS.ADMA.ADFM

### CIP

150613

### Type

A.A.S.

The Alabama F.A.M.E. (Federation for Advanced Manufacturing Education) includes a two-year technical Associate degree that combines cutting-edge curriculum that supports advanced manufacturing technology, paid working experience, along with learning highly sought after business principles and best practices of a world-class manufacturer.

**Students who meet the acceptance criteria must submit an application and be accepted into the program.**

## First Semester

| Item #  | Title                             | Credits |
|---------|-----------------------------------|---------|
| ADM 105 | Fluid Systems                     | 3       |
| ADM 111 | Manufacturing Safety Practices    | 3       |
| ADM 150 | Technical Cooperative Education I | 1       |
| ELT 108 | DC Fundamentals                   | 3       |
| ELT 109 | AC Fundamentals                   | 3       |

## Second Semester

| Item #  | Title                                 | Credits |
|---------|---------------------------------------|---------|
| ADM 151 | Technical Cooperative Education II    | 1       |
| ELT 117 | AC/DC Machines                        | 3       |
| ELT 209 | Motor Controls I                      | 3       |
| INT 117 | Principles of Industrial Mechanics    | 3       |
| MTH 103 | Introduction to Technical Mathematics | 3       |

## Third Semester

| Item #  | Title                                         | Credits |
|---------|-----------------------------------------------|---------|
| ADM 104 | Introduction to Thermal/Electrical Principles | 3       |
| ADM 152 | Technical Cooperative Education III           | 1       |
| ELT 231 | Introduction to Programmable Controllers      | 3       |
| ENG 101 | English Composition I                         | 3       |
| ILT 240 | Sensors Technology and Applications           | 3       |

## Fourth Semester

| Item #  | Title                                    | Credits |
|---------|------------------------------------------|---------|
| ACR 119 | Fundamentals of Gas Heating Systems      | 3       |
| ACR 120 | Fundamentals of Electric Heating Systems | 3       |
| ADM 153 | Technical Cooperative Education IV       | 1       |
| ELT 212 | Motor Controls II                        | 3       |
| MTH 100 | Intermediate College Algebra             | 3       |

## Fifth Semester

| Item #  | Title                                 | Credits |
|---------|---------------------------------------|---------|
| ACR 113 | Refrigeration Piping Practices        | 3       |
| ADM 154 | Technical Cooperative Education V     | 1       |
| ELT 232 | Advanced Programmable Controllers     | 3       |
|         | Humanities Elective                   | 3       |
|         | Social & Behavioral Science Electives | 3       |
|         | Total Credits                         | 65      |

## Aerospace Technology/Aerospace Fundamentals Short-Term Certificate

### Program Code

STC-ADMX-ATFN

### CIP

15.0613

### Type

Short-Term Certificate

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

## AEROSPACE FUNDAMENTALS COURSE REQUIREMENTS

| Item #  | Title                          | Credits |
|---------|--------------------------------|---------|
| ADM 101 | Precision Measurement          | 3       |
| ADM 111 | Manufacturing Safety Practices | 3       |
| ARS 176 | Electrical/Electronic Assembly | 3       |
| ARS 178 | Aerospace Mechanical Assembly  | 3       |
|         | Total Credits                  | 12      |

## Aerospace Technology/Non-Destructive Testing

### Program Code

STC-ADMX-ATND

### CIP

150801

### Type

Short-Term Certificate

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

| Item #  | Title                                  | Credits |
|---------|----------------------------------------|---------|
| ADM 106 | Quality Control Concepts               | 3       |
| ARS 151 | Welding Principles, Theory and Symbols | 3       |
| ARS 161 | NDT Eddy Current Testing Inspection    | 3       |
| ARS 163 | NDT Magnetic Particle Inspection       | 3       |
|         | Total Credits                          | 12      |

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

### Program Code

AAS-ADMA-AERS

### CIP

15.0613

### Type

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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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/<br>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       |

## AEROSPACE FUNDAMENTAL COURSE REQUIREMENTS

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

## AEROSPACE/STRUCTURES & ASSEMBLY COURSE REQUIREMENTS

| Item #  | Title                                                             | Credits |
|---------|-------------------------------------------------------------------|---------|
| ARS 276 | Instrumentation Attachments<br>and Adhesive Bonding<br>Procedures | 3       |
| ARS 278 | Composite Materials<br>Fabrication and Assembly                   | 3       |
| ARS 284 | Specialized Coating Processes                                     | 3       |
|         | Total Credits                                                     | 63-64   |

## Aerospace Technology/Welding, A.A.S.

### Program Code

AAS-ADMA-AERW

### CIP

15.0613

### Type

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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                       | Credits |
|---------|-----------------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                       | 3       |
| MTH 103 | Introduction to Technical<br>Mathematics                                    | 3       |
|         | Humanities/Fine Arts Elective<br>(Excluding Speech and Foreign<br>Language) | 3       |
|         | Social & Behavioral Science<br>Electives                                    | 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/<br>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       |

## AEROSPACE FUNDAMENTAL COURSE REQUIREMENTS

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

## AEROSPACE/WELDING COURSE REQUIREMENTS

| Item #  | Title                                      | Credits |
|---------|--------------------------------------------|---------|
| ARS 153 | Gas Tungsten Arc and Plasma<br>Arc Welding | 3       |
| ARS 251 | Specialized Welding Processes              | 3       |
| ARS 253 | Welding Certification<br>Preparation       | 3       |
|         | Total Credits                              | 63-64   |

## Aerospace Technology Short Term Certificate

### Program Code

STC-ADMX-AERT

### CIP

150613

### Type

Short-Term Certificate

## COURSE REQUIREMENTS

| Item #  | Title                                        | Credits |
|---------|----------------------------------------------|---------|
| ADM 106 | Quality Control Concepts                     | 3       |
| MTT 121 | Basic Blueprint Reading for Machinists       | 3       |
| ARS 278 | Composite Materials Fabrication and Assembly | 3       |
| ARS 280 | Surface Preparation and Coatings             | 3       |
|         | Total Credits                                | 12      |

## Air Conditioning & Refrigeration, A.A.S.

### Program Code

AAS-ADMA-ACRA

### CIP

15.0613

### Type

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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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       |

## 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 181      | Special Topics in Air Conditioning and Refrigeration | 3       |
| 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       |
| ACR 211      | Building Automation and Engineering I                | 3       |
| ACR 212      | Building Automation and Engineering II               | 3       |
|              | Total Credits                                        | 63-67   |

## Air Conditioning & Refrigeration/HVAC Building Automation & Engineering

### Program Code

STC-ADMX-HBAE

### CIP

15.0613

### Type

Short-Term Certificate

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

## Building Automation & Engineering Core Requirements

| Item #        | Title                                  | Credits |
|---------------|----------------------------------------|---------|
| ACR 121       | Principles of Electricity for HVACR    | 3       |
| ACR 122       | HVAC/R Electrical Circuits             | 3       |
| ACR 126       | Commercial Heating Systems             | 3       |
| ACR 209       | Commercial Air Conditioning Systems    | 3       |
| ACR 211       | Building Automation and Engineering I  | 3       |
| ACR 212       | Building Automation and Engineering II | 3       |
| Total Credits |                                        | 18      |

## Air Conditioning and Refrigeration/ACR Fundamentals Short-Term Certificate

### Program Code

STC-ADMX-ACRF

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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

### Program Code

STC-ADMX-ACRA

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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

### Program Code

STC-ADMX-ACR

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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.

### Program Code

AAS-ADMA-DDBA

### CIP

15.0613

### Type

A.A.S.

The Architectural Design Technology (ADT) degree path will augment students' learning by coupling theory-based instruction with hands-on applications using current software. The ADT path software includes, but is not limited to, Revit Building Information Modeling (BIM), Chief Architect, with an option for Lumion, Sketch-up or NavisWorks, and AutoCad. ADT classes offer students knowledge in innovation design, formal design process, BIM, advanced critical thinking, project management, civil, and structural design. Students will obtain the skills needed to plan, develop, and produce final construction documents for residential and commercial applications.

Portfolio class offers students training in professionalism; instruction includes resume building, networking in an internet world, interviews, etc. All students produce an electronic website portfolio for marketing their skillset.

Graduates will be qualified to seek positions in the following fields: Architectural Designer, 3D Designer, CAD Technician, Civil Engineering Technician, BIM/CAD Technician, Structural Engineering CAD/BIM Technician, Electrical Engineering CAD/BIM Technician, Mechanical, CAD/BIM Technician BIM managers or coordinator, BIM Modeler, BIM Detailer, BIM/Revit Designer, Construction BIM Technician, Construction Management, Architectural Graphic Designer, Model Builder, Rendering/Illustrator, 3D Detailer, Architectural/Engineering Design CAD operators, Survey and Mapping Technician, Drafter/CAD Operator Architectural/Engineering Drawing Checker, and Instructor.

\* The Architectural Path student should take ADM 112, DDT 109, and DDT 111 or DDT 132 in their first semester.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                    | Credits |
|---------|--------------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                    | 3       |
|         | MTH 103 or higher                                                        | 3-4     |
|         | Humanities/Fine Arts Elective<br>(Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                    | 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       |

## 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       |
|         | Architectural Design Electives                  | 4-6     |
|         | Total Credits                                   | 65-69   |

## Architectural Design Technology Short-Term Certificate

### Program Code

STC-ADM-DDBA

### CIP

15.0613

### Type

Short-Term Certificate

The first semester path should include ADM 112, DDT 111, and one of the following: ADM 107, DDT 109, or DDT 132.

\* Revit, Chief Architect, and Lumion are used for industry-driven application.

## 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

### Program Code

STC.ADMX.AERB

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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      |

## Basic Welding Automation Short-Term Certificate

### Program Code

STC-ADMX-WTBA

### CIP

15.0613

### Type

Short-Term Certificate

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

## REQUIREMENTS

| Item #  | Title                                | Credits |
|---------|--------------------------------------|---------|
| WDT 100 | Introduction to Applied Technologies | 3       |
| WDT 119 | Gas Metal Arc/Flux Cored Arc Welding | 3       |
| WDT 160 | Robotics Lab I                       | 3       |
| WDT 182 | Special Topics                       | 3       |
| WDT 219 | Welding Inspection & Testing         | 3       |
| ILT 139 | Introduction to Robotic Programming  | 3       |
|         | Total Credits                        | 18      |

## Design Drafting Short-Term Certificate

### Program Code

STC-ADMX-DDT

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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.

### Program Code

AAS-ADMA-ELT

### CIP

15.0613

### Type

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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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       |

## 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

66-67

## Electrical Technology Entry Level Electrician Short-Term Certificate

### Program Code

STC-ADM-ELTE

### CIP

15.0613

### 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

### Program Code

STC-ADMX-ELTC

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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.

### Program Code

AAS-ADMA-DDEM

**CIP**  
15.0613  
**Type**  
A.A.S.

The Engineering Design Technology (EDT) degree path will augment students' learning by coupling theory-based instruction with hands-on applications using current software. The EDT path software includes but is not limited to AutoCAD and three levels of SOLIDWORKS. This degree comprises courses that emphasize application in industry standards, Geometric Dimensioning and Tolerance (GD & T), and ANSI standards to produce a complete technical drawing packet. EDT students will obtain the skills will by taking classes in innovation design, formal engineering design process, advanced critical thinking, and project management. This path allows additive manufacturing options; 3D printing, Insight, Materialise, NetFabb, Generative Design, Geomagic Design X, and GOM inspect software.

Portfolio class offers students training in professionalism; instruction includes resume building, networking in an internet world, interviews, etc. All students produce an electronic website portfolio for marketing their skillset.

Graduates will be qualified to seek positions in the following fields:

Engineering Technician, 3D Designer, 3D Solid Modeler, Manufacturing Technician, Prototyping Technician, Production Technician, Reverse Engineering Technician, SOLIDWORKS Designer, Engineering Design, Electronics Engineering Technicians, Mechanical Engineering Technicians r CAD Technician, Project Managers, Industrial Design technician, Part Inspection Technician, Additive Manufacturing Technician, 3D Prototyper, 3D Printing Operator, 3D Printer Specialists Manufacturing Technician, CAD/3D Design Drafter, Detailer, Engineering Design Drafter, Engineering Drawing Checker, 3D Printer Sales, and Instructors.

\*The Engineering path student should take ADM 108, ADM 112, and DDT 111 in their first semester.

\* CHM 257 is required for your science. \*Contact a faculty member during your first or second semester for a list of approved electives and a map for your course of study.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                    | Credits |
|---------|--------------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                    | 3       |
|         | MTH 103 or higher                                                        | 3-4     |
|         | Humanities/Fine Arts Elective<br>(Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science<br>Electives                                 | 3       |
| CHM 257 | Introduction to Material Science                                         | 4       |

## APPLIED TECHNOLOGY CORE COURSE REQUIREMENTS

| Item #  | Title                                             | Credits |
|---------|---------------------------------------------------|---------|
| ADM 101 | Precision Measurement                             | 3       |
| ADM 104 | Introduction to Thermal/<br>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       |

## ENGINEERING COURSE REQUIREMENTS

| Item #  | Title                                             | Credits |
|---------|---------------------------------------------------|---------|
| ADM 108 | Introduction to 3D Modeling                       | 3       |
| ADM 112 | Orientation to Additive<br>Manufacturing          | 1       |
| ADM 114 | Design Innovation                                 | 3       |
| ADM 210 | Design for Manufacturing                          | 3       |
| ADM 255 | Application of Design<br>(Capstone)               | 3       |
| DDT 111 | Fundamentals of Drafting and<br>Design Technology | 3       |
| DDT 124 | Basic Technical Drawing                           | 3       |
| DDT 215 | Geometric Dimensioning &<br>Tolerancing           | 3       |
| DDT 244 | Advanced 3D Modeling                              | 3       |
| DDT 260 | Portfolio                                         | 3       |
|         | Engineering Design Electives                      | 4-6     |
|         | Total Credits                                     | 66-69   |

## Engineering Design Technology Short-Term Certificate

**Program Code**  
STC-ADM-DDEM  
**CIP**  
15.0613  
**Type**  
Short-Term Certificate

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

The Engineering Design path student should take ADM 108, ADM 112 and DDT 111 in their first semester.

## 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 210 | Design for Manufacturing                       | 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, ADM 161, ADM 162, ADM 164    | 3         |
|         | <b>Total Credits</b>                           | <b>25</b> |

## Industrial Maintenance/Additive Manufacturing, A.A.S.

### Program Code

AAS-ADMA-IMAM

### CIP

150613

### Type

A.A.S.

## General Education Core Requirements

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
|         | MTH 103 or higher                                                     | 3-4     |
| ENG 101 | English Composition I                                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social/Behavioral Science Electives (3)                               | 3       |
| CHM 257 | Introduction to Material Science                                      | 4       |

## Advanced Manufacturing Core Classes

| 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 108 | Introduction to 3D Modeling                   | 3       |
| ADM 111 | Manufacturing Safety Practices                | 3       |

## Additive Manufacturing Concentration 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            |
| ELT 209 | Motor Controls I                            | 3            |
| ELT 231 | Introduction to Programmable Controllers    | 3            |
| ADM 112 | Orientation to Additive Manufacturing       | 1            |
| ADM 162 | Additive Manufacturing Processes - Polymers | 3            |
| ADM 164 | Additive Manufacturing Processes - Metals   | 3            |
| ADM 261 | Reverse Engineering                         | 3            |
|         | <b>Total Credits</b>                        | <b>62-63</b> |

## Industrial Maintenance/Electrical, A.A.S.

### Program Code

AAS-ADMA-IMTE

### CIP

15.0613

### Type

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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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       |

## 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 | Sensors Technology and Applications      | 3       |
|         | Total Credits                            | 63-64   |

## Industrial Maintenance/HVAC, A.A.S.

**Program Code**  
AAS-ADMA-IMTA  
**CIP**  
15.0613

**Type**  
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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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       |

## 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 |                                          | 66-67   |

## Industrial Maintenance/ Instrumentation, A.A.S.

### Program Code

AAS-ADMA-IMIN

### CIP

15.0613

### Type

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 the 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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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       |

## 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 240       | Sensors Technology and Applications                                                | 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 |                                                                                    | 66-67   |

## Industrial Maintenance/Mechanical, A.A.S.

### Program Code

AAS-ADMA-INMA

### CIP

15.0613

### Type

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.



## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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       |

## 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                                     | 66-67   |

## Industrial Maintenance Short-Term Certificate

**Program Code**

STC-ADMX-INDM

**CIP**

15.0613

**Type**

Short-Term Certificate

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

## 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.

**Program Code**

AAS-ADMA-MTT

**CIP**

15.0613

**Type**

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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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/<br>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       |

## MACHINE TOOL CORE CLASSES

| Item #  | Title                                     | Credits |
|---------|-------------------------------------------|---------|
| MTT 121 | Basic Blueprint Reading for<br>Machinists | 3       |
| MTT 138 | Milling I Lab                             | 3       |
| MTT 147 | Introduction to Machine Shop I            | 3       |
| MTT 148 | Introduction to Machine Shop I<br>Lab     | 3       |
| MTT 149 | Introduction to Machine Shop II           | 3       |
| MTT 150 | Introduction to Machine Shop II<br>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<br>Graphics: Turning | 3       |
| MTT 220 | Computer Numerical Control<br>Graphics: Milling | 3       |
| MTT 107 | Machining Calculations I                        | 3       |
|         | MTT 162 and MTT 163                             | 6       |
|         | Total Credits                                   | 69-70   |

## Machine Tool Technology/Geometric Dimensioning & Tolerancing

### Program Code

STC-ADMX-MGDT

### CIP

15.0613

### Type

Short-Term Certificate

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

## Required Courses

| Item #  | Title                                        | Credits |
|---------|----------------------------------------------|---------|
| MTT 121 | Basic Blueprint Reading for<br>Machinists    | 3       |
| MTT 128 | Geometric Dimensioning and<br>Tolerancing I  | 3       |
| MTT 221 | Advanced Blueprint Reading for<br>Machinists | 3       |
|         | Total Credits                                | 9       |

## Machine Tool Technology Advanced CNC Short-Term Certificate

### Program Code

STC-ADMX-MTAC

### CIP

15.0613

### Type

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)

## Required Courses

| Item #  | Title                                           | Credits |
|---------|-------------------------------------------------|---------|
| MTT 219 | Computer Numerical Control<br>Graphics: Turning | 3       |
| MTT 220 | Computer Numerical Control<br>Graphics: Milling | 3       |
| MTT 281 | Special Topics in Machine Tool<br>Technology    | 3       |
| MTT 282 | Special Topics in Machine Tool<br>Technology    | 3       |
|         | Total Credits                                   | 12      |

## Machine Tool Technology Manual Machining Short-Term Certificate

### Program Code

STC-ADM-MTM

### CIP

15.0613

### 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

### Program Code

STC-ADMX-MATL

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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

### CIP

15.0613

### 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      |

## Machine Tool Technology – Basic CNC

### Program Code

STC-ADM-MTCC

### CIP

15.0613

### Type

Short-Term Certificate

## REQUIREMENTS

| Item #        | Title                                       | Credits |
|---------------|---------------------------------------------|---------|
| MTT 140       | Basic CNC Turning I                         | 3       |
| MTT 141       | Basic CNC Milling I                         | 3       |
| MTT 212       | Advanced Computer Numerical Control Turning | 3       |
| MTT 213       | Advanced Computer Numerical Control Milling | 3       |
| MTT 241       | CNC Milling Lab I                           | 3       |
| MTT 242       | CNC Milling Lab II                          | 3       |
| MTT 243       | CNC Turning Lab I                           | 3       |
| MTT 244       | CNC Turning Lab II                          | 3       |
| Total Credits |                                             | 24      |

## Manufacturing Engineering Technology Short-Term Certificate

### Program Code

STC-ADMX-DDET

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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.

### Program Code

AAS-ADMA-PCT

### CIP

15.0613

### Type

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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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       |

## 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 Chemistry I        | 4       |
|         | Total Credits                      | 63-64   |

## Process Technology Short-Term Certificate

### Program Code

STC-ADMX-PCTC

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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.

### Program Code

AAS-ADMA-AUTM

### CIP

15.0613

### Type

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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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       |

## 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 139 | Introduction to Robotic Programming          | 3       |
| ADM 250 | Introduction to Flexible Manufacturing Cells | 4       |
|         | Total Credits                                | 64-65   |

## Robotics/Mechatronics Short-Term Certificate

**Program Code**  
STC-ADM-AUTM  
**CIP**  
15.0613  
**Type**  
Short-Term Certificate

## ROBOTICS/MECHATRONICS 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 139 | Introduction to Robotic Programming          | 3       |
| ILT 240 | Sensors Technology and Applications          | 3       |
| ADM 250 | Introduction to Flexible Manufacturing Cells | 4       |
|         | Total Credits                                | 25      |

## Welding Technology, A.A.S.

**Program Code**  
AAS-ADMA-WELD  
**CIP**  
15.0613  
**Type**  
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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Electives                                 | 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       |

## WELDING CORE CLASSES

| Item #  | Title                                | Credits |
|---------|--------------------------------------|---------|
| WDT 100 | Introduction to Applied Technologies | 3       |
| 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 18 credit hours

| 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 120 | Shielded Metal Arc Welding Groove        | 3       |
| WDT 123 | SMAW Fillet/PAC/CAC Lab                  | 3       |
| WDT 124 | Gas Metal Arc/Flux Cored Arc Welding Lab | 3       |
| WDT 131 | Carbon Steel Fabrication Methods         | 3       |
| WDT 141 | Aluminum Fabrication Methods             | 3       |
| WDT 155 | GTAW Carbon Pipe Lab                     | 3       |
| WDT 157 | Consumable Welding Processes             | 3       |
| WDT 160 | Robotics Lab I                           | 3       |
| WDT 166 | Flux Core Arc Welding                    | 3       |
| WDT 182 | Special Topics                           | 3       |
| WDT 217 | SMAW Carbon Pipe                         | 3       |
| WDT 218 | Certification                            | 3       |
| WDT 219 | Welding Inspection & Testing             | 3       |
| WDT 257 | SMAW Carbon Pipe Lab                     | 3       |
| WDT 259 | GTAW Groove Lab                          | 3       |
|         | Total Credits                            | 66-67   |

## Welding Technology - Aerospace Welding Short Certificate

### Program Code

STC.ADMX.WTAW

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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 141 | Aluminum Fabrication Methods            | 3       |
|         | Total Credits                           | 18      |

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

### Program Code

STC-ADMX-WBMF

### CIP

15.0613

### Type

Short-Term Certificate

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

## Required Courses

| Item #        | Title                             | Credits |
|---------------|-----------------------------------|---------|
| WDT 120       | Shielded Metal Arc Welding Groove | 3       |
| WDT 182       | Special Topics                    | 3       |
| WDT 218       | Certification                     | 3       |
| WDT 228       | Gas Tungsten Arc Welding          | 3       |
| WDT 259       | GTAW Groove Lab                   | 3       |
| Total Credits |                                   | 15      |

## Welding Technology Short-Term Certificate

### Program Code

STC-ADMX-WDT

### CIP

15.0613

### Type

Short-Term Certificate

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

## 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

### Program Code

STC-AUMX-AET

### CIP

47.0604

### Type

Short-Term Certificate

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

## 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

### CIP

47.0604

### Type

A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ENG 101 | English Composition I                                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | Natural Science or MTH Elective 3-4                                   |         |
|         | Social & Behavioral Science Electives                                 | 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 |                                            | 60-61   |

## Brakes and Suspension Technician Short-Term Certificate

### Program Code

STC-AUMX-BST

### CIP

47.0604

### Type

Short-Term Certificate

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

## 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

### Program Code

STC-AUMX-ENT

### CIP

47.0604

### Type

## Short-Term Certificate

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

## Required Courses

| Item #        | Title                       | Credits |
|---------------|-----------------------------|---------|
| ASE 112       | Electrical Fundamentals     | 3       |
| ASE 124       | Automotive Engines          | 3       |
| ASE 220       | Advanced Automotive Engines | 3       |
| Total Credits |                             | 9       |

## Equipment Service - Electrical Certificate

### Program Code

STC-AUMX-ESEL

### CIP

470604

### Type

Short-Term Certificate

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

| Item #        | Title                                      | Credits |
|---------------|--------------------------------------------|---------|
| ASE 112       | Electrical Fundamentals                    | 3       |
| ASE 162       | Electrical and Electronic Systems          | 3       |
| ASE 212       | Advanced Electrical and Electronic Systems | 3       |
| DEM 234       | Diesel Electronic Systems Cab-Chassis      | 3       |
| Total Credits |                                            | 12      |

## Tune Up or Drivability Technician Short-Term Certificate

### Program Code

STC-AUMX-TTEC

### CIP

47.0604

### Type

Short-Term Certificate

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

## 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

**Program Code**

STC-BSAD-BACT

**CIP**

52.0201

**Type**

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).

## 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       | Computer Applications       | 3       |
| CIS 197E      | Microsoft Excel Expert      | 3       |
| Total Credits |                             | 27      |

### Accounting Technology A.A.S. Concentration

**Program Code**

AAS-BSAD-BACT

**CIP**

52.0201

**Type**

A.A.S.

You can acquire the skills you need for small business accounting with Calhoun's Accounting Technology AAS concentration. 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.

## 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 100 or higher                                                     | 3-4     |
| CIS 146 | Computer Applications                                                 | 3       |
| ECO 231 | Principles of Macroeconomics                                          | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 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. Concentration

**Program Code**

AAS-BSAD-BSAD

**CIP**

52.0201

**Type**

A.A.S.

The Business Administration AAS Concentration 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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| BUS 151 | Modern Business Mathematics with Excel                                | 3       |
| BUS 215 | Business Communications                                               | 3       |
| CIS 146 | Computer Applications                                                 | 3       |
| ECO 231 | Principles of Macroeconomics                                          | 3       |
| ENG 101 | English Composition I                                                 | 3       |
|         | MTH 100 or higher                                                     | 3-4     |
| ORI 110 | Freshman Seminar                                                      | 1       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |

## MAJOR COURSE REQUIREMENTS

| Item #   | Title                                        | Credits |
|----------|----------------------------------------------|---------|
| 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 Administration Electives            | 6       |
|          | Total Credits                                | 61-62   |

## Business Short-Term Certificate

**Program Code**  
STC-BUSX-BUSI  
**CIP**  
52.0201  
**Type**  
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).

## 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

**Program Code**  
STC-BUSX-ENTR  
**CIP**  
52.0201  
**Type**  
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).

## 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

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

**Business and Accounting degree requirements differ among universities. Be sure to consult [calhoun.edu/BusinessDegree](http://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](http://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](mailto:rita.mintz@calhoun.edu).

## 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)                        | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (3-6)                         | 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 AREA V COURSES

| 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 | Computer Applications                          | 3       |
|         | MTH 120 OR MTH 125 OR APPROPRIATE SUBSTITUTION | 3-4     |
|         | Total Credits                                  | 63-64   |

## Office Management A.A.S. Concentration

**Program Code**

AAS-BSAD-OFTC

**CIP**

52.0201

**Type**

A.A.S.

The Office Management AAS concentration 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.

## 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 | Modern Business Mathematics with Excel                                | 3       |
|         | MTH 100 or higher                                                     | 3-4     |
| CIS 146 | Computer Applications                                                 | 3       |
| ECO 231 | Principles of Macroeconomics                                          | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 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 197K | Microsoft Outlook Expert                     | 3       |
| OAD 103  | Intermediate Keyboarding                     | 3       |
| BUS 289  | Business Strategy Capstone                   | 3       |
|          | Office Management Electives                  | 6       |
|          | Total Credits                                | 61-62   |

## Paralegal A.A.S. Concentration

### Program Code

AAS-BSAD-PRL

### CIP

52.0201

### Type

A.A.S.

Calhoun's A.A.S. Degree Concentration 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.*
- *Students must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction.*

*Paralegals may not provide legal services directly to the public, unless specifically authorized by law.*

## 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                                                     | 3-4     |
| BUS 151 | Modern Business Mathematics with Excel                                | 3       |
| CIS 146 | Computer Applications                                                 | 3       |
| ECO 231 | Principles of Macroeconomics                                          | 3       |
|         | SPH 106 or SPH 107                                                    | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 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                                  | 3       |
| PRL 282 | Law Office Management and Procedures           | 3       |
|         | Total Credits                                  | 64-65   |

## Tax Professional Short-Term Certificate

### Program Code

STC-BUSX-BTAX

### CIP

52.0201

### Type

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).

## 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  | Computer Applications       | 3       |
| CIS 197E | Microsoft Excel Expert      | 3       |
|          | Total Credits               | 21      |

## Child Development

## Auxiliary Teacher Certificate

### Program Code

STC.CDVX

**CIP**

19.0708

**Type**

Short-Term 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.

## 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.

**Program Code**

AAS-CDVA

**CIP**

19.0708

**Type**

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 either in Huntsville or Decatur, in a variety of formats (hybrid and/or 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 the Alabama Department of Human Resource (DHR) licensing requirements, including a criminal history background check. For more information, contact the Alabama Department of Human Resources at (334) 242-1435 or visit <https://dhr.alabama.gov/child-care/instructions-for-child-care-licensing-background-checks/> (select 'Child Care Licensing Criminal History Background Check'). Students are responsible for the criminal history background check fee.

### 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](mailto:susan.satterfield@calhoun.edu)

## 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        | 3-4     |
|         | Fine Arts Elective (CHD) | 3       |
|         | SPH 106 or SPH 107       | 3       |
| BIO 103 | Principles of Biology I  | 4       |
|         | History Elective         | 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       |
|         | Program Electives - Child Development                              | 6-7     |
| CHD 201 | Child Growth and Development Principles                            | 3       |
|         | Total Credits                                                      | 65-67   |

## Child Development Administration

### Program Code

STC-CDVX-ADMN

### CIP

190708

### Type

Short-Term Certificate

## Certificate Requirements

| Item #  | Title                                        | Credits |
|---------|----------------------------------------------|---------|
| CHD 208 | Administration of Child Development Programs | 3       |
| BUS 263 | The Legal and Social Environment of Business | 3       |
| BUS 276 | Human Resource Management                    | 3       |
|         | Total Credits                                | 9       |

## Child Development Short-Term Certificate

### Program Code

STC-CDV

### CIP

19.0708

### Type

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](mailto:susan.satterfield@calhoun.edu)

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                 | Credits |
|---------|-----------------------|---------|
| ORI 110 | Freshman Seminar      | 1       |
|         | MTH 100 or higher     | 3-4     |
| CIS 146 | Computer 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                                 | 25-26   |

## Computer Information Systems

## Computer Information Systems - Systems Engineering Technology Essentials Short-Term Certificate

### Program Code

STC-CISX-SETE

### CIP

11.0101

### Type

Short-Term Certificate

## REQUIREMENTS

| Item #        | Title                                   | Credits |
|---------------|-----------------------------------------|---------|
| SYS 221       | MBSE in the Digital Environment         | 3       |
| SYS 231       | Systems Modeling I                      | 3       |
| SYS 232       | Systems Modeling II                     | 3       |
| SYS 233       | Systems Modeling III                    | 3       |
| SYS 241       | Systems Engineering Technology Capstone | 3       |
| Total Credits |                                         | 15      |

### Computer Information Systems A.A.S. Cybersecurity/IT Concentration

#### Program Code

AAS-CIS-CYBS

#### CIP

11.0101

#### Type

A.A.S.

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.**

## 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 100 or higher                                                     | 3-4     |
| ECO 231 | Principles of Macroeconomics                                          | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 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 A.A.S. Programming Concentration

#### Program Code

AAS-CIS-PROG

#### CIP

11.0101

#### Type

A.A.S.

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 Programming Essentials short-term certificates.**

## 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 100 or higher                                                        | 3-4     |
| ECO 231 | Principles of Macroeconomics                                             | 3       |
|         | Humanities/Fine Arts Elective<br>(Excluding Speech and Foreign Language) | 3       |

## MAJOR COURSE REQUIREMENTS

| Item #  | Title                                                  | Credits |
|---------|--------------------------------------------------------|---------|
| CIS 134 | IT Fundamentals (CompTIA ITF+)                         | 3       |
| CIS 155 | Intro. to Mobile App Development                       | 3       |
| CIS 171 | Linux I                                                | 3       |
|         | CIS 199 Network Communications or CIS 270 CISCO CCNA I | 3       |
| CIS 202 | Python Programming                                     | 3       |
| CIS 207 | Introduction to Web Development                        | 3       |
| CIS 209 | Advanced Web Development                               | 3       |
| CIS 222 | Database Management Systems                            | 3       |
| CIS 251 | C++ Programming                                        | 3       |
| CIS 255 | Java Programming                                       | 3       |
| CIS 262 | Data Structures and Algorithms                         | 3       |
| CIS 266 | Software Engineering with Secure Coding                | 3       |
| CIS 280 | Network Security (CompTIA Security+)                   | 3       |
| CIS 283 | Software Development Capstone                          | 3       |
| CIS 285 | Object-Oriented Programming                            | 3       |
|         | Total Credits                                          | 64-65   |

## Computer Information Systems A.A.S. Systems Engineering Technology Concentration

### Program Code

AAS-CIS-SET

### CIP

11.0101

### 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 100 or higher                                                        | 3-4     |
| ECO 231 | Principles of Macroeconomics                                             | 3       |
|         | Humanities/Fine Arts Elective<br>(Excluding Speech and Foreign Language) | 3       |

## Major Course Requirements

| Item #  | Title                                                  | Credits |
|---------|--------------------------------------------------------|---------|
| CIS 134 | IT Fundamentals (CompTIA ITF+)                         | 3       |
|         | CIS 199 Network Communications or CIS 270 CISCO CCNA I | 3       |
| CIS 202 | Python Programming                                     | 3       |
| CIS 207 | Introduction to Web Development                        | 3       |
| CIS 222 | Database Management Systems                            | 3       |
| CIS 251 | C++ Programming                                        | 3       |
| CIS 266 | Software Engineering with Secure Coding                | 3       |
| CIS 280 | Network Security (CompTIA Security+)                   | 3       |
| CIS 285 | Object-Oriented Programming                            | 3       |
| SYS 101 | Introduction to Systems Engineering                    | 3       |
| SYS 221 | MBSE in the Digital Environment                        | 3       |
| SYS 231 | Systems Modeling I                                     | 3       |
| SYS 232 | Systems Modeling II                                    | 3       |
| SYS 233 | Systems Modeling III                                   | 3       |
| SYS 241 | Systems Engineering Technology Capstone                | 3       |
|         | Total Credits                                          | 64-65   |

## Computer Information Systems Cisco CCNA Preparation Short-Term Certificate

### Program Code

STC-CISX-CSTC

### CIP

11.0101

### Type

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).

## 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

### Program Code

STC-CISX-CSES

### CIP

11.0101

### Type

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.

## Required Courses

| Item #  | Title                        | Credits |
|---------|------------------------------|---------|
| CIS 202 | Python Programming           | 3       |
| CIS 251 | C++ Programming              | 3       |
|         | MTH 125 Calculus I or higher | 3-4     |
|         | Total Credits                | 9-10    |

## Computer Information Systems Computer Technician Short-Term Certificate

**Program Code**  
STC-CISX-COMT  
**CIP**

11.0101

**Type**  
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).

## 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

**Program Code**  
STC-CISX-CYES  
**CIP**

11.0101

**Type**  
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).

## 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

### Program Code

STC-CISX-CPE

### CIP

11.0101

### Type

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).

## Required Courses

| Item #        | Title                       | Credits |
|---------------|-----------------------------|---------|
| CIS 202       | Python Programming          | 3       |
| CIS 251       | C++ Programming             | 3       |
| CIS 255       | Java Programming            | 3       |
| CIS 285       | Object-Oriented Programming | 3       |
| Total Credits |                             | 12      |

## Computer Information Systems Server Administration Short-Term Certificate

### Program Code

STC-CISX-SADM

### CIP

11.0101

### Type

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).

## 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

### Program Code

STC-CISX-SFTW

### CIP

11.0101

### Type

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 the 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).

## Required Courses

| Item #        | Title                  | Credits |
|---------------|------------------------|---------|
| CIS 146       | Computer Applications  | 3       |
| CIS 197A      | Microsoft Access       | 3       |
| CIS 197E      | Microsoft Excel Expert | 3       |
| CIS 197W      | Microsoft Word Expert  | 3       |
| Total Credits |                        | 12      |

## General Studies - Computer Science Concentration

**Program Code**  
AS-GENED-GCIS  
**CIP**  
24.0102  
**Type**  
A.S.

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 [Alabama Transfers](#), 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](mailto:nainika.patnayakuni@calhoun.edu).

## 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)                | 3-6     |
|         | Fine Arts Elective                        | 3       |
|         | Humanities Elective (3-6)                 | 3-6     |
|         | Natural Science Sequence - 8 Credits      | 8       |
|         | MTH 112 or higher                         | 3-4     |
|         | History Electives (3-6 credits)           | 3-6     |
|         | Social/Behavioral Science Electives (6-9) | 6-9     |

## CONCENTRATION AREA V COURSES

| 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   |

## 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       |
|         | Fine Arts Elective (ART 100, 203, 204, MUS 101, THR 120) |         |
|         | MTH 100 or higher                                        | 3-4     |
| SPH 107 | Fundamentals of Public Speaking                          | 3       |
| BIO 103 | Principles of Biology I                                  | 4       |
| CIS 146 | Computer Applications                                    | 3       |
|         | History Elective                                         | 3       |
| PSY 200 | General Psychology                                       | 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 or SOC 200 (3 Credits)      | 3       |
|         | CRJ Elective or PSY 222 (3 Credits) | 3       |
|         | PED Elective (1 -2 Credits)         | 1-2     |
|         | Total Credits                       | 63-64   |

## Security Short-Term Certificate

### Program Code

STC-SECURITY

### CIP

43.0107

### Type

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).

## 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

#### Program Code

AAS.DNT

#### CIP

51.0601

#### Type

A.A.S.

### DENTAL ASSISTING

Program Director: Karen Chockley, MA, CDA, CDPMA

[karen.chockley@calhoun.edu](mailto:karen.chockley@calhoun.edu) 256-306-2812

Additional information is on the DA program website:

[www.calhoun.edu/health-sciences/dental-assisting/](http://www.calhoun.edu/health-sciences/dental-assisting/)

## CAREER

Dental assistants are vital team members who serve as 'generalists' in the dental office. DA responsibilities may include assisting the dentist chair side during patient treatment procedures, taking and developing x-rays, disinfecting and sterilizing instruments, mixing materials and taking impressions of teeth, providing oral hygiene instructions, and/or performing office managerial duties. The DA works in close physical proximity to patients and is at risk of exposure to infectious diseases. Dental assistant education requirements, job titles, and allowable functions vary state by state.

## ACCREDITATION

The dental assisting program has been granted the accreditation status of "approval without reporting requirements" by the Commission on Dental Accreditation (CODA), a specialized accrediting body recognized by the United States Department of Education. Commission on Dental Accreditation, 211 East Chicago Avenue, Suite 1900 Chicago, Illinois 60611-2678, 1-800-621-8099, ext. 4653.

## CERTIFICATION

Licensure of dental assistants is not required in Alabama. The dental assisting program prepares students to be successful on the Certified Dental Assistant (CDA) exam administered by the Dental Assisting National Board, Inc. Many employers prefer candidates with the CDA credential, which demonstrates knowledge attainment, a commitment to the profession, and lifelong learning.

The DAT coursework is sequential, requiring a grade of 75% or higher in each DAT course to progress to the next semester. A grade of "C" or higher is required in all general education courses which may be taken prior to beginning the program.

## ADMISSION REQUIREMENTS

A new class of DA students is enrolled once a year and begins summer semester. Applicants must minimally:

1. Meet all admission requirements of CCC
2. Have a transcript of coursework taken at other colleges sent to the CCC Office of Admissions and Records
3. Demonstrate a current minimum overall GPA of 2.3
4. Submit ACT results or a Next-Generation ACCUPLACER test reading score to CCC
5. Complete the online program application

Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. An application and the selection criteria can be found on the DA webpage.

## ELIGIBILITY CRITERIA

Students enrolled in the dental assisting program are required to successfully complete both academic and clinical requirements. The purpose of the DA Eligibility Criteria, found on the DA webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

## HEALTH SCIENCES STUDENTS REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

## COST

In addition to tuition, health sciences students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

## POLICIES

Additional DA program information including policies on application, readmission, transfer students, and advanced standing are available on the DA webpage or by contacting the program director. The curriculum plan

and policies of the DA program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

## First Term

| Item #             | Title                                       | Credits |
|--------------------|---------------------------------------------|---------|
| ORI 110            | Freshman Seminar                            | 1       |
| 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       |
| EMS 100 (Optional) | Cardiopulmonary Resuscitation I             | 1       |
| PSY 200            | General Psychology                          | 3       |

## Second Term

| Item #  | Title                               | Credits |
|---------|-------------------------------------|---------|
| DAT 104 | Basic Sciences for Dental Assisting | 2       |
| DAT 111 | Clinical Practice I                 | 5       |
| DAT 112 | Dental Radiology                    | 3       |
| DAT 116 | Preclinical Procedures II           | 3       |
|         | Mathematics Elective (Health)       | 3-4     |
|         | SPH 106 or SPH 107                  | 3       |

## Third Term

| Item #  | Title                        | Credits |
|---------|------------------------------|---------|
| DAT 113 | Dental Health Education      | 2       |
| DAT 114 | Dental Office Administration | 4       |
| DAT 122 | Clinical Practice II         | 4       |
| DAT 123 | Dental Assisting Seminar     | 4       |
| ENG 101 | English Composition I        | 3       |

## Additional Gen Ed Requirements for the AAS Degree

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| CIS 146 | Computer Applications                                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Natural Science Elective DNT                                          | 4       |
| SOC 200 | Introduction to Sociology                                             | 3       |
|         | Total Credits                                                         | 64-66   |

## Dental Assisting, Long Certificate

### Program Code

CT-DNT

### CIP

51.0601

## Type

Long Certificate

### Program Open to Dual Enrollment Students

## DENTAL ASSISTING

Program Director: Karen Chockley, MA, CDA, CDPMA

[karen.chockley@calhoun.edu](mailto:karen.chockley@calhoun.edu) 256-306-2812

Additional information is on the DA program website:

[www.calhoun.edu/health-sciences/dental-assisting/](http://www.calhoun.edu/health-sciences/dental-assisting/)

## CAREER

Dental assistants are vital team members who serve as 'generalists' in the dental office. DA responsibilities may include assisting the dentist chair side during patient treatment procedures, taking and developing x-rays, disinfecting and sterilizing instruments, mixing materials and taking impressions of teeth, providing oral hygiene instructions, and/or performing office managerial duties. The DA works in close physical proximity to patients and is at risk of exposure to infectious diseases. Dental assistant education requirements, job titles, and allowable functions vary state by state.

## ACCREDITATION

The dental assisting program has been granted the accreditation status of "approval without reporting requirements" by the Commission on Dental Accreditation (CODA), a specialized accrediting body recognized by the United States Department of Education. Commission on Dental Accreditation, 211 East Chicago Avenue, Suite 1900 Chicago, Illinois 60611-2678, 1-800-621-8099, ext. 4653

## CERTIFICATION

Licensure of dental assistants is not required in Alabama. The dental assisting program prepares students to be successful on the Certified Dental Assistant (CDA) exam administered by the Dental Assisting National Board, Inc. Many employers prefer candidates with the CDA credential, which demonstrates knowledge attainment, a commitment to the profession, and lifelong learning.

The DAT coursework is sequential, requiring a grade of 75% or higher in each DAT course to progress to the



next semester. A grade of “C” or higher is required in all general education courses which may be taken prior to beginning the program.

## ADMISSION REQUIREMENTS

A new class of DA students is enrolled once a year and begins summer semester. Applicants must minimally:

1. Meet all admission requirements of CCC
2. Have a transcript of coursework taken at other colleges sent to the CCC Office of Admissions and Records
3. Demonstrate a current minimum overall GPA of 2.3
4. Submit ACT results or a Next-Generation ACCUPLACER test reading score to CCC
5. Complete the online program application

Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. An application and the selection criteria can be found on the DA webpage.

## ELIGIBILITY CRITERIA

Students enrolled in the dental assisting program are required to successfully complete both academic and clinical requirements. The purpose of the DA Eligibility Criteria, found on the DA webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans’ with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

## HEALTH SCIENCES STUDENTS REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check

and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

## COST

In addition to tuition, health sciences students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

## POLICIES

Additional DA program information including policies on application, readmission, transfer students, and advanced standing are available on the DA webpage or by contacting the program director. The curriculum plan and policies of the DA program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

## First Term

| Item #             | Title                                       | Credits |
|--------------------|---------------------------------------------|---------|
| ORI 110            | Freshman Seminar                            | 1       |
| 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       |
| EMS 100 (Optional) | Cardiopulmonary Resuscitation I             | 1       |

## Second Term

| Item #  | Title                               | Credits |
|---------|-------------------------------------|---------|
| DAT 104 | Basic Sciences for Dental Assisting | 2       |
| DAT 111 | Clinical Practice I                 | 5       |
| DAT 112 | Dental Radiology                    | 3       |
| DAT 116 | Preclinical Procedures II           | 3       |
|         | Mathematics Elective (Health)       | 3-4     |

## Third Term

| Item #  | Title                        | Credits |
|---------|------------------------------|---------|
| DAT 113 | Dental Health Education      | 2       |
| DAT 114 | Dental Office Administration | 4       |
| DAT 122 | Clinical Practice II         | 4       |
| DAT 123 | Dental Assisting Seminar     | 4       |
| ENG 101 | English Composition I        | 3       |
|         | Total Credits                | 45-47   |

# Dental Hygiene

## Dental Hygiene, A.A.S.

### Program Code

AAS.DHY

### CIP

51.0602

### Type

A.A.S.

## DENTAL HYGIENE

Program Director: Sunnie McWhorter, MS, RDH

[sunnie.mcwhorter@calhoun.edu](mailto:sunnie.mcwhorter@calhoun.edu) 256-306-2854

Additional information is on the DH program website: <http://www.calhoun.edu/health-sciences/dental-hygiene>

## CAREER

A registered dental hygienist (RDH) is a licensed dental professional whose primary role is providing preventive oral healthcare and patient education. As a member of the dental team, the RDH is responsible for reviewing and recording a patient's health and dental history, exposing x-rays, and removing calculus, plaque, and stains from the teeth. The hygienist also provides preventive services such as applying sealants, fluoride, and desensitizing agents as well as taking impressions of teeth and fabricating whitening materials. They work in close physical proximity to patients and so are at risk of exposure to infectious diseases. Most hygienists work in a private dental practice and generally direct their own tasks.

## ACCREDITATION

The dental hygiene program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. Web address: <https://coda.ada.org/>

## LICENSURE

DH graduates are qualified to take the National Board Dental Hygiene Exam and a clinical skills exam. Successful completion grants the individual eligibility to apply for licensure in the state of their choice. The Alabama Board of Dental Examiners application for licensure as a dental hygienist states: *The applicant must not have been convicted of a felony or any*

*misdemeanor involving moral turpitude or of any law dealing with the administering or dispensing of legend drugs, including controlled substances.*

Once a student is accepted for enrollment, the program is designed to be completed in 5 consecutive terms. The coursework is progressive, requiring a grade of 75% or higher in each DHY course to progress to the next semester and a "C" or higher in general education courses. General education classes may be taken prior to beginning the program or once enrolled. Graduates are awarded an Associate in Applied Science Degree.

## ADMISSION REQUIREMENTS

A new class of DH students is enrolled once a year and begins in the fall semester. Applicants must minimally:

1. Meet all admission requirements of CCC
2. Submit an unofficial CCC transcript documenting all previously completed applicable coursework taken at Calhoun or accepted in transfer by the CCC Office of Admissions and Records,
3. Submit an ACT composite score of 18 or > from a test taken in the past 3 years

**-or-**

- Submit a Next-Generation ACCUPLACER test with a reading score of 245 or > and a writing score of 4 or > from a test taken in the past 3 years
4. Prior to application to the program, complete the following courses with a grade of C or higher :
    - BIO 201 Human Anatomy and Physiology I
    - BIO 220 General Microbiology
    - CHM 104 Introduction to Inorganic Chemistry
  5. Submit an online DH program application by the designated deadline.

Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. An application and the selection criteria can be found on the DH webpage.

## ELIGIBILITY CRITERIA

Students enrolled in the dental hygiene program are required to successfully complete both academic and clinical requirements. The purpose of the DH Eligibility Criteria, found on the DH webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

## HEALTH SCIENCES STUDENTS REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

### COST

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

### POLICIES

Additional DH program information including policies on application, readmission, transfer students, and advanced standing are available on the DH webpage or by contacting the program director. The curriculum plan and policies of the DH program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

## General Education 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       |
|         | CHM 104 OR CHM 111                                                              | 4       |
| ENG 101 | English Composition I                                                           | 3       |
|         | Humanities Elective - Excluding Foreign Language and Speech (PHL 206 preferred) | 3       |
| ORI 110 | Freshman Seminar                                                                | 1       |
| PSY 200 | General Psychology                                                              | 3       |
| SOC 200 | Introduction to Sociology                                                       | 3       |
|         | SPH 106 or SPH 107                                                              | 3       |
|         | Math Elective                                                                   | 3-4     |

## Program Core Requirements

| Item #  | Title                                                   | Credits |
|---------|---------------------------------------------------------|---------|
| 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       |
| 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       |
| DHY 130 | Biological Chemistry and Applied Nutrition              | 1       |
| DHY 132 | Clinical Dental Hygiene II                              | 2       |
| DHY 134 | Dental Hygiene Theory III                               | 1       |
| DHY 210 | General and Oral Pathology                              | 2       |
| DHY 212 | Clinical Dental Hygiene III                             | 4       |
| DHY 214 | Dental Hygiene Theory IV                                | 1       |
| DHY 216 | Dental Research                                         | 1       |
| DHY 217 | Community Dental Health                                 | 1       |
| DHY 218 | Clinical Dental Hygiene IV                              | 4       |
| DHY 220 | Dental Hygiene Theory V                                 | 1       |
|         | Total Credits                                           | 76-77   |

## Emergency Medical Services

Advanced Emergency Medical Technician (AEMT) Certificate  
Program Code

STC.EMT.EMTA  
**CIP**  
51.0904  
**Type**  
Short-Term Certificate

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

AEMT is the second level of certification in EMS. The certificate is one semester in length and the course is open enrollment. Class size is limited and students are registered on a first come, first serve basis.

## **EMERGENCY MEDICAL SERVICES**

Program Director: Tyler Mosley, BS, NRP

richard.mosley@calhoun.edu 256-306-2978

Additional information is on the EMS program website:

[www.calhoun.edu/health-sciences/ems/](http://www.calhoun.edu/health-sciences/ems/)

## **CAREER**

Emergency medical personnel provide pre-hospital emergency care to the ill and injured. The Emergency Medical Technician (EMT) has the knowledge and skills to provide basic life support to all persons whether the problem is trauma, cardiac, or other medical condition. EMTs splint fractures, bandage wounds, and stabilize a patient for transport to a medical facility. The Advanced Emergency Medical Technician (AEMT) may establish IV lines, insert blind intubation devices, and can administer certain medications. Paramedics provide the highest level of pre-hospital care in the EMS system. Paramedics record and interpret EKG findings, treat heart rhythm disturbances with cardioversion, reduce shock by IV fluid administration, provide ventilation and airway protection by endotracheal intubation and administer pharmacologic therapies. Paramedics serve as team leaders on EMS units.

## **AUTHORIZATION & ACCREDITATION**

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.

## **LICENSURE**

Students who successfully complete the EMT, AEMT, and paramedic programs are eligible to sit for National

Registry (NREMT) examinations. Successful completion is required for state licensure. Individuals applying for a license are required to comply with requirements set forth by the National Registry of EMTs and the Alabama Department of Public Health. Situations that may affect licensure eligibility include, but are not limited to:

1. Being less than 18 years of age;
2. Not being a U.S. citizen or not able to provide evidence of lawful presence in the U.S.
3. A conviction of any criminal act, incl. DUI;
4. Addiction to the use of intoxicating liquors or controlled substances at present or in the past;
5. Not possessing 180-degree peripheral vision capacity.
6. Having a diagnosed condition that may affect the ability to safely practice. For more information: <https://www.alabamapublichealth.gov/ems/licensure.html>.

## **ADMISSION REQUIREMENTS**

1. Apply and be accepted unconditionally to Calhoun Community College
2. Submit evidence of current NREMT certification and state licensure as an EMT
3. Meet with an advisor on the Huntsville or Decatur campus to register for AEMT classes

Enrolled AEMT students are subject to the health sciences student requirements and EMS Eligibility Criteria noted below.

## **ELIGIBILITY CRITERIA**

Students enrolled in EMS programs are required to successfully complete both academic and clinical requirements. The purpose of the EMS Eligibility Criteria, found on the EMS webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

## **HEALTH SCIENCES STUDENTS REQUIREMENTS**

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

### **COST**

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

### **POLICIES**

Additional EMS program information including policies on application, readmission, and transfer, and advanced placement are available on the EMS webpage or by contacting the program director. The curriculum plan and policies of the EMS program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

### **Required courses**

| <b>Item #</b> | <b>Title</b>                                   | <b>Credits</b> |
|---------------|------------------------------------------------|----------------|
| EMS 155       | Advanced Emergency Medical Technician          | 7              |
| EMS 156       | Advanced Emergency Medical Technician Clinical | 2              |
| Total Credits |                                                | 9              |

## **Emergency Medical Technician (EMT) Certificate**

### **Program Code**

STC.EMT.EMTB

### **CIP**

51.0904

### **Type**

Short-Term Certificate

### **This certificate program is not eligible for Title IV funding (Pell Grant, SEOG and Direct Student Loan)**

The EMT certificate is one semester in length and the course is open enrollment. Class size is limited and students are registered on a first come, first serve basis. Applicants must minimally meet all admission requirements of CCC.

### **EMERGENCY MEDICAL SERVICES**

Program Director: Tyler Mosley, BS, NRP

richard.mosley@calhoun.edu 256-306-2978

Additional information is on the EMS program website:

[www.calhoun.edu/health-sciences/ems/](http://www.calhoun.edu/health-sciences/ems/)

### **CAREER**

Emergency medical personnel provide pre-hospital emergency care to the ill and injured. The Emergency Medical Technician (EMT) has the knowledge and skills to provide basic life support to all persons whether the problem is trauma, cardiac, or other medical condition. EMTs splint fractures, bandage wounds, and stabilize a patient for transport to a medical facility. The Advanced Emergency Medical Technician (AEMT) may establish IV lines, insert blind intubation devices, and can administer certain medications. Paramedics provide the highest level of pre-hospital care in the EMS system. Paramedics record and interpret EKG findings, treat heart rhythm disturbances with cardioversion, reduce shock by IV fluid administration, provide ventilation and airway protection by endotracheal intubation and administer pharmacologic therapies. Paramedics serve as team leaders on EMS units.

### **AUTHORIZATION & ACCREDITATION**

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.

### **LICENSURE**

Students who successfully complete the EMT, AEMT, and paramedic programs are eligible to sit for National Registry (NREMT) examinations. Successful completion is required for state licensure. Individuals applying for a license are required to comply with requirements set forth by the National Registry of EMTs

and the Alabama Department of Public Health. Situations that may affect licensure eligibility include, but are not limited to:

1. Being less than 18 years of age;
2. Not being a U.S. citizen or not able to provide evidence of lawful presence in the U.S.
3. A conviction of any criminal act, incl. DUI;
4. Addiction to the use of intoxicating liquors or controlled substances at present or in the past;
5. Not possessing 180-degree peripheral vision capacity.
6. Having a diagnosed condition that may affect the ability to safely practice. For more information: <https://www.alabamapublichealth.gov/ems/licensure.html>.

### ADMISSION REQUIREMENTS

1. Apply and be accepted unconditionally to Calhoun Community College
2. Meet with an advisor on the Huntsville or Decatur campus to register for EMT classes

Enrolled EMT students are subject to the health sciences student requirements and EMS Eligibility Criteria noted below.

### ELIGIBILITY CRITERIA

Students enrolled in EMS programs are required to successfully complete both academic and clinical requirements. The purpose of the EMS Eligibility Criteria, found on the EMS webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

### HEALTH SCIENCES STUDENTS REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level

- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

### COST

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

### POLICIES

Additional EMS program information including policies on application, readmission, and transfer, and advanced placement are available on the EMS webpage or by contacting the program director. The curriculum plan and policies of the EMS program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

### Required courses

| Item #             | Title                                 | Credits |
|--------------------|---------------------------------------|---------|
| EMS 118            | Emergency Medical Technician          | 9       |
| EMS 119            | Emergency Medical Technician Clinical | 1       |
| EMS 100 (Optional) | Cardiopulmonary Resuscitation I       | 1       |
| EMS 107 - Optional | Emergency Vehicle Operator Ambulance  | 1       |
| Total Credits      |                                       | 10-12   |

### Paramedic, A.A.S.

#### Program Code

AAS-EMS

#### CIP

51.0904

#### Type

A.A.S.

### EMERGENCY MEDICAL SERVICES

Program Director: Tyler Mosley, BS, NRP

Additional information is on the EMS program website:

[www.calhoun.edu/health-sciences/ems/](http://www.calhoun.edu/health-sciences/ems/)

The Paramedic program is designed to be completed in 3 terms. The coursework is sequential, requiring a grade of 75% or higher in each EMS course to progress to the next semester and a "C" or higher in general education courses. BIO 201 Human Anatomy and Physiology I is a pre-requisite for admission to the program. Other general education courses may be taken prior to beginning the program or during the first two paramedic semesters, but it is recommended that they are completed prior to program enrollment.

### CAREER

Emergency medical personnel provide pre-hospital emergency care to the ill and injured. The Emergency Medical Technician (EMT) has the knowledge and skills to provide basic life support to all persons whether the problem is trauma, cardiac, or other medical condition. EMTs splint fractures, bandage wounds, and stabilize a patient for transport to a medical facility. The Advanced Emergency Medical Technician (AEMT) may establish IV lines, insert blind intubation devices, and can administer certain medications. Paramedics provide the highest level of pre-hospital care in the EMS system. Paramedics record and interpret EKG findings, treat heart rhythm disturbances with cardioversion, reduce shock by IV fluid administration, provide ventilation and airway protection by endotracheal intubation and administer pharmacologic therapies. Paramedics serve as team leaders on EMS units.

### AUTHORIZATION & ACCREDITATION

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.

The paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 113th Street North, #7709, Seminole, FL 33775 Tel. 727-210-2350 [www.caahep.org](http://www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP 8301 Lakeview Parkway, Suite 111-312 Rowlett, TX 75088 Tel. 214-703-8445 [www.coaemsp.org](http://www.coaemsp.org))

### LICENSURE

Students who successfully complete the EMT, AEMT, and paramedic programs are eligible to sit for National Registry (NREMT) examinations. Successful completion is required for state licensure. Individuals applying for a license are required to comply with requirements set forth by the National Registry of EMTs and the Alabama Department of Public Health. Situations that may affect licensure eligibility include, but are not limited to:

1. Being less than 18 years of age;
2. Not being a U.S. citizen or not able to provide evidence of lawful presence in the U.S.
3. A conviction of any criminal act, incl. DUI;
4. Addiction to the use of intoxicating liquors or controlled substances at present or in the past;
5. Not possessing 180-degree peripheral vision capacity.
6. Having a diagnosed condition that may affect the ability to safely practice. For more information: <https://www.alabamapublichealth.gov/ems/licensure.html>.

### ADMISSION REQUIREMENTS

A new class of paramedic students is enrolled once a year and begins summer semester. Applicants must minimally:

1. Be accepted unconditionally to CCC
2. Have transcripts of all coursework taken at other colleges attended sent to the CCC Admissions Office for evaluation at least one month before the application deadline
3. If not completed, be eligible for ENG 101 and MTH 100.
4. Have a minimum overall GPA of 2.0
5. Have completed or be enrolled in AEMT and must obtain Alabama State AEMT license prior to the start of second semester
6. Have completed BIO 201 Human Anatomy and Physiology with a grade of "C" or higher
7. Complete the online program application



Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. An application and the selection criteria can be found on the EMS webpage.

## ELIGIBILITY CRITERIA

Students enrolled in EMS programs are required to successfully complete both academic and clinical requirements. The purpose of the EMS Eligibility Criteria, found on the EMS webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

## HEALTH SCIENCES STUDENTS REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

## COST

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

## POLICIES

Additional EMS program information including policies on application, readmission, and transfer, and advanced placement are available on the EMS webpage or by contacting the program director. The curriculum plan

and policies of the EMS program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

## CURRICULUM PLAN

### SEMESTER 1

| Item #             | Title                                 | Credits |
|--------------------|---------------------------------------|---------|
| EMS 100 (Optional) | Cardiopulmonary Resuscitation I       | 1       |
| EMS 107 - Optional | Emergency Vehicle Operator Ambulance  | 1       |
| EMS 118            | Emergency Medical Technician          | 9       |
| EMS 119            | Emergency Medical Technician Clinical | 1       |

### SEMESTER 2

| Item #  | Title                                          | Credits |
|---------|------------------------------------------------|---------|
| EMS 155 | Advanced Emergency Medical Technician          | 7       |
| EMS 156 | Advanced Emergency Medical Technician Clinical | 2       |

### SEMESTER 3

| Item #  | Title                          | Credits |
|---------|--------------------------------|---------|
| EMS 241 | Paramedic Cardiology           | 3       |
| EMS 242 | Paramedic Patient Assessment   | 2       |
| EMS 257 | Paramedic Applied Pharmacology | 2       |
| EMS 244 | Paramedic Clinical I           | 1       |

### SEMESTER 4

| 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       |

### SEMESTER 5

| 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       |



## General Education Requirements

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| BIO 201 | Human Anatomy and Physiology I                                        | 4       |
| BIO 202 | Human Anatomy and Physiology II                                       | 4       |
| ENG 101 | English Composition I                                                 | 3       |
|         | SPH 106 or SPH 107                                                    | 3       |
|         | MTH 100, 110, or 112                                                  | 3       |
| PSY 200 | General Psychology                                                    | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Total Credits                                                         | 71-73   |

## Paramedic - Long Term Certificate

### Program Code

CT.EMS

### CIP

51.0904

### Type

Long Certificate

### EMERGENCY MEDICAL SERVICES

Program Director: Tyler Mosley, BS, NRP

richard.mosley@calhoun.edu 256-306-2978

Additional information is on the EMS program website:

[www.calhoun.edu/health-sciences/ems/](http://www.calhoun.edu/health-sciences/ems/)

### CAREER

Emergency medical personnel provide pre-hospital emergency care to the ill and injured. The Emergency Medical Technician (EMT) has the knowledge and skills to provide basic life support to all persons whether the problem is trauma, cardiac, or other medical condition. EMTs splint fractures, bandage wounds, and stabilize a patient for transport to a medical facility. The Advanced Emergency Medical Technician (AEMT) may establish IV lines, insert blind intubation devices, and can administer certain medications. Paramedics provide the highest level of pre-hospital care in the EMS system. Paramedics record and interpret EKG findings, treat heart rhythm disturbances with cardioversion, reduce shock by IV fluid administration, provide ventilation and airway protection by endotracheal intubation and administer pharmacologic therapies. Paramedics serve as team leaders on EMS units.

### AUTHORIZATION & ACCREDITATION

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.

The paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 113th Street North, #7709, Seminole, FL 33775  
Tel. 727-210-2350 [www.caahep.org](http://www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP 8301 Lakeview Parkway, Suite 111-312 Rowlett, TX 75088 Tel. 214-703-8445 [www.coaemsp.org](http://www.coaemsp.org))

### LICENSURE

Students who successfully complete the EMT, AEMT, and paramedic programs are eligible to sit for National Registry (NREMT) examinations. Successful completion is required for state licensure. Individuals applying for a license are required to comply with requirements set forth by the National Registry of EMTs and the Alabama Department of Public Health. Situations that may affect licensure eligibility include, but are not limited to:

1. Being less than 18 years of age;
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3. A conviction of any criminal act, incl. DUI;
4. Addiction to the use of intoxicating liquors or controlled substances at present or in the past;
5. Not possessing 180-degree peripheral vision capacity.
6. Having a diagnosed condition that may affect the ability to safely practice. For more information: <https://www.alabamapublichealth.gov/ems/licensure.html>.

The paramedic program is designed to be completed in 3 terms. The coursework is sequential, requiring a grade of 75% or higher in each EMS course to progress to the next semester and a "C" or higher in general education courses. BIO 201 Human Anatomy and Physiology I is a pre-requisite for admission to the program. Other general education courses may be taken prior to beginning the program or during the first two paramedic semesters, but it is recommended that they are completed prior to program enrollment.

### ADMISSION REQUIREMENTS

A new class of paramedic students is enrolled once a year and begins summer semester. Applicants must minimally:

1. Be accepted unconditionally to CCC
2. Have transcripts of coursework taken at other colleges sent to the CCC Admissions Office for evaluation
3. If not completed, be eligible for ENG 101 and MTH 100.
4. Have a minimum overall GPA of 2.0
5. Have completed or be enrolled in AEMT and must obtain Alabama State AEMT license prior to the start of second semester
6. Have completed BIO 201 Human Anatomy and Physiology with a grade of "C" or higher
7. Complete the online program application

Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. An application and the selection criteria can be found on the EMS webpage.

### ELIGIBILITY CRITERIA

Students enrolled in EMS programs are required to successfully complete both academic and clinical requirements. The purpose of the EMS Eligibility Criteria, found on the EMS webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

### HEALTH SCIENCES STUDENTS REQUIREMENTS

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- Submit proof of current certification in basic life support at the healthcare provider level

- Purchase low-cost malpractice insurance through the CCC health sciences division

- Submit to a background check by a designated vendor

- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

### COST

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

### POLICIES

Additional EMS program information including policies on application, readmission, and transfer, and advanced placement are available on the EMS webpage or by contacting the program director. The curriculum plan and policies of the EMS program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

### SEMESTER 1

| Item #                | Title                                 | Credits |
|-----------------------|---------------------------------------|---------|
| EMS 100<br>(Optional) | Cardiopulmonary Resuscitation I       | 1       |
| EMS 107 -<br>Optional | Emergency Vehicle Operator Ambulance  | 1       |
| EMS 118               | Emergency Medical Technician          | 9       |
| EMS 119               | Emergency Medical Technician Clinical | 1       |

## SEMESTER 2

| Item #  | Title                                          | Credits |
|---------|------------------------------------------------|---------|
| EMS 155 | Advanced Emergency Medical Technician          | 7       |
| EMS 156 | Advanced Emergency Medical Technician Clinical | 2       |

## SEMESTER 3

| Item #  | Title                          | Credits |
|---------|--------------------------------|---------|
| EMS 241 | Paramedic Cardiology           | 3       |
| EMS 242 | Paramedic Patient Assessment   | 2       |
| EMS 257 | Paramedic Applied Pharmacology | 2       |
| EMS 244 | Paramedic Clinical I           | 1       |

## SEMESTER 4

| 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       |

## SEMESTER 5

| 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       |

## General Education Requirements

| Item #  | Title                            | Credits |
|---------|----------------------------------|---------|
| BIO 201 | Human Anatomy and Physiology I   | 4       |
| ENG 101 | English Composition I            | 3       |
|         | Math Elective - 100, 110, or 112 | 3       |
|         | Total Credits                    | 58-60   |

## General Studies

### General Studies - Art Concentration

**Program Code**  
AS-GENED-GART  
**CIP**  
24.0102  
**Type**  
A.S.

\*\*Students should consult [Alabama Transfers](#) and the AREA V page of their planned transfer institution to select general electives and to complete an official transfer agreement. Students should also meet with a Calhoun academic advisor to finalize a plan for graduation.

For more information, please contact Ms. Kathryn Vaughn at [kathryn.vaughn@calhoun.edu](mailto: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.

## 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)                | 3-6     |
| ART 203 | Art History I                             | 3       |
|         | Humanities Elective (3-6)                 | 3-6     |
|         | Natural Science Electives                 | 8       |
|         | MTH 110 or higher                         | 3-4     |
|         | History Electives (3-6 credits)           | 3-6     |
|         | Social/Behavioral Science Electives (6-9) | 6-9     |

## CONCENTRATION AREA V COURSES

| 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

**Program Code**  
AS-GENED-GBIO  
**CIP**  
24.0102  
**Type**  
A.S.

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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 advisor and complete an official transfer agreement to guarantee your program of study for transfer is correct. Please see [Alabama Transfers](#) for more information.

For more information, please contact Dr. Divya Pradhan at [divya.pradhan@calhoun.edu](mailto:divya.pradhan@calhoun.edu).

#### NOTES:

\*MTH 112 or higher: MTH 113 is required as the prerequisite to MTH 125 Calculus I.

\*\*Select **CHM 221/222 OR PHY 213/214** based on your transfer institution degree plan.

### 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)                | 3-6     |
|         | Fine Arts Elective                        | 3       |
|         | Humanities Elective (3-6)                 | 3-6     |
| BIO 103 | Principles of Biology I                   | 4       |
| BIO 104 | Principles of Biology II                  | 4       |
|         | MTH 112 or higher                         | 3-4     |
|         | History Electives (3-6 credits)           | 3-6     |
|         | Social/Behavioral Science Electives (6-9) | 6-9     |

### CONCENTRATION AREA V COURSES

| Item #  | Title                                      | Credits |
|---------|--------------------------------------------|---------|
| CHM 111 | College Chemistry I                        | 4       |
| CHM 112 | College Chemistry II                       | 4       |
| MTH 125 | Calculus I                                 | 4       |
| CIS 146 | Computer Applications                      | 3       |
|         | CHM 221 and CHM 222 or PHY 213 and PHY 214 | 8       |
|         | Total Credits                              | 65      |

### General Studies - Biotechnology Concentration

**Program Code**  
AS-GENED-GBOT

**CIP**  
24.0102

**Type**  
A.S.

The Biotechnology degree option is not guaranteed for transfer by the [Alabama Transfers](#) 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](mailto:david.ansardi@calhoun.edu).

### 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)                | 3-6     |
|         | Fine Arts Elective                        | 3       |
|         | Humanities Elective (3-6)                 | 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) | 6-9     |

### CONCENTRATION AREA V COURSES

| 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

**Program Code**  
AS-GENED-GBUS

**Type**  
A.S.

**Business and Accounting degree 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](http://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](mailto:rita.mintz@calhoun.edu).

## 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)                        | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (3-6)                         | 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 AREA V COURSES

| 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 | Computer Applications                          | 3       |
|         | MTH 120 OR MTH 125 OR APPROPRIATE SUBSTITUTION | 3-4     |
|         | Total Credits                                  | 63-64   |

## General Studies - Chemistry Concentration

**Program Code**

AS-GENED-GCHM

**CIP**

24.0102

**Type**

A.S.

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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 advisor and complete an official transfer agreement to guarantee your program of study for transfer is correct. Please see [Alabama Transfers](#) for more information.

For more information, please contact Dr. Rhonda Coffelt at [rhonda.coffelt@calhoun.edu](mailto:rhonda.coffelt@calhoun.edu) or Dr. Amanda Hendrix at [amanda.hendrix@calhoun.edu](mailto:amanda.hendrix@calhoun.edu).

## 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)                | 3-6     |
|         | Fine Arts Elective                        | 3       |
|         | Humanities Elective (3-6)                 | 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) | 6-9     |

## CONCENTRATION AREA V COURSES

| 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 | Computer Applications            | 3       |
|         | Total Credits                    | 66      |

## General Studies - Child Development

**Program Code**

AS-GENED-GCDV

**CIP**

240102

**Type**

A.S.

This program is designed primarily for students who plan to transfer to a four-year institution to pursue a degree in early childhood education with the goal of seeking employment in preschool or school-age programs. All students are required to complete the General Education Core Requirements and the Child Development Concentration courses.

Please contact Susan Satterfield at [susan.satterfield@calhoun.edu](mailto:susan.satterfield@calhoun.edu) if you have questions.

\*\*Students must take history or literature sequence.

## General Education Core Requirements

| Item #  | Title                                             | Credits |
|---------|---------------------------------------------------|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Fine Arts Elective                                | 3       |
|         | Literature Electives (3-6)                        | 3-6     |
|         | SPH 106 or SPH 107                                | 3       |
|         | Humanities Elective (0-3 credits)                 | 0-3     |
|         | MTH 110 or higher                                 | 3-4     |
|         | BIO 103 and BIO 104                               | 8       |
|         | PSY 200 and PSY 210                               | 6       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Social/Behavioral Science Electives (0-3 credits) | 0-3     |

## Concentration Area V Courses

| Item #  | Title                                                | Credits |
|---------|------------------------------------------------------|---------|
| CHD 100 | Introduction of Early Care and Education of Children | 3       |
| CHD 203 | Children's Literature and Language Development       | 3       |
| CHD 204 | Methods and Materials for Teaching Children          | 3       |
| CHD 206 | Children's Health and Safety                         | 3       |
| CHD 208 | Administration of Child Development Programs         | 3       |
| CHD 209 | Infant and Toddler Education Programs                | 3       |
| CIS 146 | Computer Applications                                | 3       |
|         | Total Credits                                        | 63-64   |

## General Studies - Computer Science Concentration

**Program Code**

AS-GENED-GCIS

**CIP**

24.0102

**Type**

A.S.

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 [Alabama Transfers](#), 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](mailto:nainika.patnayakuni@calhoun.edu).

## 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)                | 3-6     |
|         | Fine Arts Elective                        | 3       |
|         | Humanities Elective (3-6)                 | 3-6     |
|         | Natural Science Sequence - 8 Credits      | 8       |
|         | MTH 112 or higher                         | 3-4     |
|         | History Electives (3-6 credits)           | 3-6     |
|         | Social/Behavioral Science Electives (6-9) | 6-9     |

## CONCENTRATION AREA V COURSES

| 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

**Program Code**

AS-GENED-GCRJ

**CIP**

24.0102



**Type**  
A.S.

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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 advisor and complete an official transfer guide to guarantee your program of study for transfer is correct. Visit [Alabama Transfers](#) for the accurate class selection.

For more information, please contact Jim Stewart at [jim.stewart@calhoun.edu](mailto: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.

## 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)                | 3-6     |
|         | Fine Arts Elective                        | 3       |
|         | Humanities Elective (3-6)                 | 3-6     |
|         | Natural Science Electives                 | 8       |
|         | MTH 110 or higher                         | 3-4     |
|         | History Electives (3-6 credits)           | 3-6     |
|         | Social/Behavioral Science Electives (6-9) | 6-9     |

## CONCENTRATION AREA V COURSES

| Item #  | Title                                        | Credits |
|---------|----------------------------------------------|---------|
| CRJ 100 | Introduction to Criminal Justice             | 3       |
| CIS 146 | Computer Applications                        | 3       |
|         | CRJ Elective (CRJ 110, CRJ 150 3 OR CRJ 160) | 3       |
|         | CRJ Elective (CRJ 110, CRJ 150 3 OR CRJ 160) | 3       |
|         | General Electives (7)                        | 7       |
|         | PED Elective (1 -2 Credits)                  | 1-2     |
|         | Total Credits                                | 62-63   |

## General Studies - Elementary Education Concentration

**Program Code**  
AS-GENED-GEED  
**CIP**  
24.0102

**Type**  
A.S.

\* Mathematics: To fulfill the Mathematics Electives in the Area V 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.

## 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)                        | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (0-3 credits)                 | 0-3     |
|         | SPH 106 or SPH 107                                | 3       |
|         | Natural Science Elective (4)                      | 4       |
| BIO 103 | Principles of Biology I                           | 4       |
|         | MTH 110 or higher                                 | 3-4     |
|         | History Electives (3-6 credits)                   | 3-6     |
| PSY 200 | General Psychology                                | 3       |
|         | Social/Behavioral Science Electives (3-6 credits) | 3-6     |

## CONCENTRATION AREA V COURSES

| Item #  | Title                              | Credits |
|---------|------------------------------------|---------|
|         | Natural Science Elective (4)       | 4       |
|         | Mathematics Elective (Lower Level) | 3       |
|         | Mathematics Elective (Lower Level) | 3       |
|         | Mathematics Elective (Upper Level) | 3       |
| CIS 146 | Computer Applications              | 3       |
| PSY 210 | Human Growth and Development       | 3       |
|         | General Electives (1 credit)       | 1       |
|         | Total Credits                      | 62      |

## General Studies - English Concentration

**Program Code**  
AS-GENED-GENG  
**CIP**  
24.0102  
**Type**  
A.S.

For more information, please contact Dr. Steve Calatrello at [stephen.calatrello@calhoun.edu](mailto:stephen.calatrello@calhoun.edu).

## 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       |
|         | Fine Arts Elective                  | 3       |
|         | SPH 106 or SPH 107                  | 3       |
|         | Natural Science Electives           | 8       |
|         | MTH 110 or higher                   | 3-4     |
|         | History Elective                    | 3       |
|         | Social/Behavioral Science Electives | 9       |

## CONCENTRATION AREA V COURSES

| Item #  | Title                     | Credits |
|---------|---------------------------|---------|
| CIS 146 | Computer Applications     | 3       |
|         | Literature Sequence       | 6       |
|         | Foreign Language Sequence | 8       |
|         | General Elective          | 3-4     |
|         | Total Credits             | 62-64   |

## General Studies - General Education Concentration

### Program Code

AS-GENED-GNST

### CIP

24.0102

### Type

A.S.

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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 advisor and complete an official transfer agreement to guarantee your program of study for transfer is correct. Visit [Alabama Transfers](#) 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.

## 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)                | 3-6     |
|         | Fine Arts Elective                        | 3       |
|         | Humanities Elective (3-6)                 | 3-6     |
|         | Natural Science Electives                 | 8       |
|         | MTH 110 or higher                         | 3-4     |
|         | History Electives (3-6 credits)           | 3-6     |
|         | Social/Behavioral Science Electives (6-9) | 6-9     |

## CONCENTRATION AREA V COURSES

| Item # | Title                                                 | Credits |
|--------|-------------------------------------------------------|---------|
|        | Transferrable General Electives (19 credits) (Code A) | 19      |
|        | Total Credits                                         | 61      |

## General Studies - Graphic Design

### Program Code

AS-GENED-GGRD

### CIP

240102

### Type

A.S.

## General Education Core Requirements

| Item #  | Title                                           | Credits |
|---------|-------------------------------------------------|---------|
| ART 100 | Art Appreciation                                | 3       |
| ART 203 | Art History I                                   | 3       |
| ENG 101 | English Composition I                           | 3       |
| ENG 102 | English Composition II                          | 3       |
|         | History Electives (6 credits)                   | 6       |
|         | Humanities Elective                             | 3       |
|         | Literature Elective                             | 3       |
|         | MTH 110 or higher                               | 3-4     |
|         | Natural Science Electives (8 credits)           | 8       |
| ORI 110 | Freshman Seminar                                | 1       |
|         | Social/Behavioral Science Electives (6 credits) | 6       |



## Concentration Area V Courses

| Item #  | Title                          | Credits |
|---------|--------------------------------|---------|
| ART 221 | Computer Graphics I            | 3       |
| ART 253 | Graphic Design I               | 3       |
| ART 299 | Art Portfolio                  | 1       |
| VCM 180 | Introduction to Graphic Design | 3       |
| VCM 232 | Advanced Computer Graphics     | 3       |
|         | Graphic Design Electives       | 6-9     |
|         | Total Credits                  | 61-65   |

## General Studies - History Concentration

### Program Code

AS-GENED-GHIS

### CIP

24.0102

### Type

A.S.

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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 advisor and complete an official transfer agreement to guarantee your program of study for transfer is correct. Please see [Alabama Transfers](#) for more information.

For the Example Area V Courses, 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](mailto:Glenda.mitchell@calhoun.edu).

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                           | Credits |
|---------|-------------------------------------------------|---------|
| ENG 101 | English Composition I                           | 3       |
| ENG 102 | English Composition II                          | 3       |
|         | Fine Arts Elective                              | 3       |
|         | FRN 101 or SPA 101                              | 4       |
| HIS 121 | World History I                                 | 3       |
| HIS 122 | World History II                                | 3       |
|         | Literature Elective                             | 3       |
|         | MTH 110 or higher                               | 3-4     |
|         | Natural Science Electives                       | 8       |
| ORI 110 | Freshman Seminar                                | 1       |
|         | Social/Behavioral Science Electives (6 credits) | 6       |
|         | SPH 106 or SPH 107                              | 3       |

## CONCENTRATION AREA V COURSES

| Item #  | Title                    | Credits |
|---------|--------------------------|---------|
| CIS 146 | Computer Applications    | 3       |
|         | FRN 102 or SPA 102       | 4       |
|         | General Electives (6)    | 6       |
| HIS 201 | United States History I  | 3       |
| HIS 202 | United States History II | 3       |
|         | Total Credits            | 61      |

## General Studies - Mathematics Concentration

### Program Code

AS-GENED-GMTH

### CIP

24.0102

### Type

A.S.

For more information, please contact Dr. Katey Bjurstrom at [katey.bjurstrom@calhoun.edu](mailto:katey.bjurstrom@calhoun.edu).

## 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)                | 3-6     |
|         | Fine Arts Elective                        | 3       |
|         | Humanities Elective                       | 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) | 6-9     |

## CONCENTRATION AREA V COURSES

| 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

### Program Code

AS-GENED-GMUS

### CIP

24.0102

**Type**  
A.S.

For more information, please contact Dr. Matt Leder at matthew.leder@calhoun.edu for instrumental music and Granville Oldham at granville.oldham@calhoun.edu for Chorale.

\* MUS 111 requires a minimum grade of C in MUS 110 or acceptable score on placement test (75%).

\*\*Private lessons every semester will be on the student's primary instrument or voice. Any MUP courses would credit to this area, depending on the individual student's choice of instrument/voice training.

## 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 Elective                             | 3       |
| MUS 101 | Music Appreciation                              | 3       |
|         | Humanities Elective                             | 3       |
|         | MTH 110 or higher                               | 3-4     |
|         | Natural Science Electives                       | 8       |
|         | History Electives (6 credits)                   | 6       |
| SPH 106 | Fundamentals of Oral Communication              | 3       |
|         | Social/Behavioral Science Electives (6 credits) | 6       |

## CONCENTRATION AREA V COURSES

| Item #  | Title                      | Credits |
|---------|----------------------------|---------|
|         | MUS 110 (or exam)*         | 3       |
| 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       |
| MUL 101 | Class Piano I              | 1       |
| MUL 102 | Class Piano II             | 1       |
|         | MUP Electives (3)          | 3       |
|         | MUL Ensemble Electives (6) | 6       |
|         | Total Credits              | 64-65   |

## General Studies - Music Technology

**Program Code**  
AS-GENED-GMUT  
**CIP**

240102

**Type**  
A.S.

## General Education Core Requirements

| Item #  | Title                                           | Credits |
|---------|-------------------------------------------------|---------|
| ENG 101 | English Composition I                           | 3       |
| ENG 102 | English Composition II                          | 3       |
|         | History Elective                                | 3       |
|         | Literature Sequence                             | 6       |
|         | MTH 110 or higher                               | 3-4     |
| MUS 101 | Music Appreciation                              | 3       |
|         | Natural Science Electives (8 credits)           | 8       |
| ORI 110 | Freshman Seminar                                | 1       |
| PSY 200 | General Psychology                              | 3       |
|         | Social/Behavioral Science Electives (6 credits) | 6       |
|         | SPH 106 or SPH 107                              | 3       |

## Concentration Area V Courses

| Item #  | Title                                  | Credits |
|---------|----------------------------------------|---------|
| MIC 153 | Audio Engineering Fundamentals         | 3       |
| MIC 201 | Survey of the Recording Industry       | 3       |
| MIC 251 | Advanced Audio Engineering             | 3       |
| MIC 253 | Digital Audio Workstation Fundamentals | 3       |
| MIC 255 | MIDI Production and Synthesis          | 3       |
| MIC 291 | Audio for Visual Media                 | 3       |
| MIC 293 | Mixing Techniques                      | 3       |
|         | Total Credits                          | 63-64   |

## General Studies - Physics Concentration

**Program Code**  
AS-GENED-GPHY  
**CIP**  
24.0102  
**Type**  
A.S.

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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 advisor and complete an official transfer agreement to guarantee your program of study for transfer is correct. Please see [Alabama Transfers](#) for more information on the transfer agreement.

For more information, please contact Dr. John Golben at john.golben@calhoun.edu.

## 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)                | 3-6     |
|         | Fine Arts Elective                        | 3       |
|         | Humanities Elective (3-6)                 | 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) | 6-9     |

## CONCENTRATION AREA V COURSES

| 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 | Computer Applications | 3       |
|         | General Electives (6) | 6       |
|         | Total Credits         | 68      |

## General Studies - Pre-Engineering Concentration

### Program Code

AS-GENED-GEGR

### CIP

24.0102

### Type

A.S.

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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 advisor and complete an official transfer agreement to guarantee your program of study for transfer is correct. Please see [Alabama Transfers](#) for more information.

For more information, please contact Rodney Alford at [rodney.alford@calhoun.edu](mailto:rodney.alford@calhoun.edu) or Ernest Williams at [ernest.williams@calhoun.edu](mailto:ernest.williams@calhoun.edu).

## 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 Elective                                        | 3       |
|         | Fine Arts Elective                                         | 3       |
|         | Humanities Elective                                        | 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       |
|         | History or Social/Behavioral Science Electives (6 Credits) | 6       |

## CONCENTRATION AREA V COURSES

| 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)           | 10      |
|         | Total Credits                    | 62      |

## General Studies - Pre-Nursing Concentration

### Program Code

AS-GENED-GNUR

### CIP

24.0102

### Type

A.S.

For more information, please contact Dr. Lynn Hogan at [lynn.hogan@calhoun.edu](mailto:lynn.hogan@calhoun.edu).

\* For General Electives, PHL 206 Ethics and Society highly recommended.

## 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)                        | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (0-3 credits)                 | 0-3     |
|         | SPH 106 or SPH 107                                | 3       |
| CHM 104 | Introduction to Chemistry I                       | 4       |
| BIO 103 | Principles of Biology I                           | 4       |
|         | MTH 110 or higher                                 | 3-4     |
|         | 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 AREA V COURSES

| 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

#### Program Code

AS-GENED-GPSY

#### CIP

24.0102

#### Type

A.S.

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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 advisor and complete an official transfer agreement to guarantee your program of study for transfer is correct. Please see [Alabama Transfers](#) for more information.

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](mailto:sara.sayle@calhoun.edu).

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                     | Credits |
|---------|-------------------------------------------|---------|
| ENG 101 | English Composition I                     | 3       |
| ENG 102 | English Composition II                    | 3       |
|         | Fine Arts Elective                        | 3       |
|         | Humanities Elective (3-6)                 | 3-6     |
|         | Literature Electives (3-6)                | 3-6     |
|         | MTH 110 or higher                         | 3-4     |
|         | Biology or Chemistry Electives            | 8       |
|         | History Electives (3-6 credits)           | 3-6     |
| ORI 110 | Freshman Seminar                          | 1       |
|         | Social/Behavioral Science Electives (6-9) | 6-9     |

## CONCENTRATION AREA V COURSES

| Item #  | Title                        | Credits |
|---------|------------------------------|---------|
| CIS 146 | Computer Applications        | 3       |
|         | General Electives (10)       | 10      |
| PSY 200 | General Psychology           | 3       |
| PSY 210 | Human Growth and Development | 3       |
|         | Total Credits                | 61-62   |

### General Studies - Social Work Concentration

#### Program Code

AS-GENED-GSWT

#### CIP

24.0102

#### Type

A.S.

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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 advisor and complete an official transfer agreement to guarantee your program of study for transfer is correct. Visit [Alabama Transfers](#) for the accurate class selection.

For more information, please contact Flo Doughty at [florence.doughty@calhoun.edu](mailto:florence.doughty@calhoun.edu).

\* For the Example Area V Courses, 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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                   | Credits |
|---------|-----------------------------------------|---------|
| BIO 103 | Principles of Biology I                 | 4       |
| ENG 101 | English Composition I                   | 3       |
| ENG 102 | English Composition II                  | 3       |
|         | Fine Arts Elective                      | 3       |
|         | History Electives (3-6 credits)         | 3-6     |
|         | Humanities Elective (3-6)               | 3-6     |
|         | Literature Electives (3-6)              | 3-6     |
|         | MTH 110 or higher                       | 3-4     |
|         | Natural Science Elective (4)            | 4       |
| ORI 110 | Freshman Seminar                        | 1       |
|         | PSY 200 or SOC 210                      | 3       |
| SOC 200 | Introduction to Sociology               | 3       |
|         | Social/Behavioral Science Electives (3) | 3       |

## CONCENTRATION AREA V COURSES

| Item #  | Title                               | Credits |
|---------|-------------------------------------|---------|
| ECO 231 | Principles of Macroeconomics        | 3       |
| MTH 265 | Elementary Statistics               | 3       |
| SWT 130 | The Community and the Social Worker | 3       |
|         | General Electives (10)              | 10      |
|         | Total Credits                       | 61-68   |

### General Studies - Sociology Concentration

**Program Code**

AS-GENED-GSOC

**CIP**

24.0102

**Type**

A.S.

Students planning to pursue transfer to a four-year university should complete an official transfer agreement 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 advisor and complete an official transfer agreement to

guarantee your program of study for transfer is correct. Visit [Alabama Transfers](#) for the accurate class selection.

For more information, please contact Dr. Isaac Sakyi-Addo at [anaafi.sakyi-addo@calhoun.edu](mailto:anaafi.sakyi-addo@calhoun.edu).

\* Must check with transfer institution concerning sequences in the Literature, History and Natural Science areas.

\* For the Concentration Area V Courses, 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.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                             | Credits |
|---------|---------------------------------------------------|---------|
| BIO 103 | Principles of Biology I                           | 4       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Fine Arts Elective                                | 3       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Humanities Elective (3-6)                         | 3-6     |
|         | Literature Electives (3-6)                        | 3-6     |
|         | MTH 110 or higher                                 | 3-4     |
|         | Natural Science Elective (4)                      | 4       |
| ORI 110 | Freshman Seminar                                  | 1       |
| SOC 200 | Introduction to Sociology                         | 3       |
| SOC 210 | Social Problems                                   | 3       |
|         | Social/Behavioral Science Electives (0-3 credits) | 0-3     |

## CONCENTRATION AREA V COURSES

| Item #  | Title                          | Credits |
|---------|--------------------------------|---------|
| CIS 146 | Computer Applications          | 3       |
| SOC 247 | Marriage and the Family        | 3       |
|         | General Electives (13 credits) | 13      |
|         | Total Credits                  | 61-68   |

### General Studies - Theatre Concentration (Acting, Technical/Design, and Musical Theatre)

**Program Code**

AS-GENED-GTHR

**CIP**

24.0102

**Type**

A.S.

Students should consult [Alabama Transfers](#) and the AREA V page of their planned transfer institution to select general electives and to complete an official

transfer agreement. Students should also meet with a Calhoun academic advisor to finalize a plan for graduation.

For more information, please contact Lauren Cantrell Salerno at [lauren.cantrellsalerno@calhoun.edu](mailto:lauren.cantrellsalerno@calhoun.edu).

## 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 MTH 112                        | 3       |
|         | Natural Science Electives                 | 8       |
| THR 120 | Theatre Appreciation                      | 3       |
|         | Literature Electives (3-6)                | 3-6     |
|         | Humanities Elective (3-6)                 | 3-6     |
|         | History Electives (3-6 credits)           | 3-6     |
|         | Social/Behavioral Science Electives (6-9) | 6-9     |

## CONCENTRATION AREA V COURSES

| Item #  | Title                                 | Credits |
|---------|---------------------------------------|---------|
| THR 113 | Theatre Workshop I                    | 1-2     |
| THR 114 | Theatre Workshop II                   | 2       |
| THR 115 | Theatre Workshop III                  | 2       |
| THR 124 | Theatre Technology Scenery & Lighting | 3       |
| THR 131 | Acting Techniques I                   | 3       |
| THR 210 | Introduction to Theatrical Design     | 3       |
| THR 213 | Theatre Workshop IV                   | 1-2     |
| THR 241 | Voice and Speech for the Performer    | 3       |
|         | Theatre Electives                     | 4-5     |
|         | Total Credits                         | 64      |

# Medical Laboratory Technology

## Medical Laboratory Assistant (MLA) Short-term Certificate

### Program Code

STC-MLA

### CIP

51.1004

### Type

Short-Term Certificate

**This certificate may be eligible for funding through the Workforce Innovation & Opportunity Act (WIOA)**

## MEDICAL LABORATORY ASSISTANT

Program Director: Reannon Wilkerson, MS, MLS (ASCP)

[reannon.wilkerson@calhoun.edu](mailto:reannon.wilkerson@calhoun.edu) 256-890-4981

Additional information is on the MLA program website:

[www.calhoun.edu/health-sciences/medical-laboratory-assistant/](http://www.calhoun.edu/health-sciences/medical-laboratory-assistant/)

## CAREER

A Medical Laboratory Assistant (MLA) is educated and skilled in specimen collection, transport and processing of patient blood, urine and other body fluids for analysis. MLAs are knowledgeable of the pre-analytical factors which compromise the accuracy of patient test results. MLAs perform rapid, waived laboratory testing and basic analyzer maintenance procedures. They are capable of preparation, performance and interpretation, and troubleshooting techniques necessary for quality control analysis.

## CERTIFICATION

Upon successful completion of the MLA program, individuals are eligible to sit for American Society for Clinical Pathology Board of Certification (ASCP-BOC) or the American Medical Technologist (AMT) national certification examination. Though not required in Alabama, employers prefer MLAs with a certification credential which demonstrates knowledge attainment and a commitment to quality patient care.

## ADMISSION REQUIREMENTS

The MLA program is open enrollment. Class size is limited and students are registered for courses on a first come, first serve basis. For more information on registration please visit the MLA website. Applicants must minimally meet all admission requirements of CCC.

## ELIGIBILITY CRITERIA

Students enrolled in the medical laboratory assistant program are required to successfully complete both academic and clinical requirements. The purpose of the MLT Eligibility Criteria, found on the MLA webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot



meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

### HEALTH SCIENCES STUDENTS REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

### COST

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed at information sessions and program orientation.

### POLICIES

Additional MLA program information including policies on application, readmission, and transfer students are available on the MLA webpage or by contacting the program director. The curriculum plan and policies of the MLA program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

The MLA program is 20 weeks in length and is offered once a year in the spring semester. During the initial 15 weeks, students develop knowledge and skills through on-campus learning and simulated laboratory experiences. The final 5 weeks the student participates in assigned experiential learning in a clinical laboratory.

*A grade of 75% or higher is required in all MLA courses.*

## 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       |
| EMS 100 (Optional) | Cardiopulmonary Resuscitation I       | 1       |
| Total Credits      |                                       | 13      |

## Medical Laboratory Technician (MLT), A.A.S.

### Program Code

AAS-MLT

### CIP

51.1004

### Type

A.A.S.

Program Director: Reannon Wilkerson, MS, MLS (ASCP)

[reannon.wilkerson@calhoun.edu](mailto:reannon.wilkerson@calhoun.edu) 256-890-4981

Additional information is on the MLT program website:

[www.calhoun.edu/health-sciences/medical-laboratory-technician/](http://www.calhoun.edu/health-sciences/medical-laboratory-technician/)

### CAREER

The medical laboratory technician (MLT) performs a wide array of tests on blood, tissue, cells, and body fluids to provide crucial information used in the diagnosis and treatment of disease. This work may include preparing samples, solutions and reagents, analyzing the chemical content of blood, identifying microorganisms, testing for drug levels, matching blood for transfusion, and maintaining laboratory equipment.

### ACCREDITATION

The CCC MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). 5600 N. River Rd. Suite 720 Rosemont, IL. 60018; 773-714-8886, [www.naacls.org](http://www.naacls.org).

### CERTIFICATION

MLT graduates are eligible to sit for the American Society for Clinical Laboratory Science Board of Certification (ASCP-BOC) or the American Medical Technologist (AMT) national certification examination. Though not required in Alabama, employers prefer

MLTs with a certification credential which demonstrates knowledge attainment and a commitment to the profession and lifelong learning.

The MLT program is designed to be completed in 5 terms. The coursework is sequential, requiring a grade of 75% or higher in each MLT course to progress to the next semester and a "C" or higher in general education courses. General education courses may be taken prior to beginning the program. Graduates are awarded an Associate in Applied Science Degree.

## ADMISSION REQUIREMENTS

A new class of MLT students is enrolled once a year and begins fall semester. Applicants must minimally:

1. Meet all admission requirements of CCC.
2. Submit an unofficial Calhoun Community College transcript documenting all previously completed coursework taken at CCC or accepted in transfer.
3. If not completed, be eligible to enroll in ENG 101 and MTH 100.
4. Submit either ACT results from a test taken within the past 3 years or a Next-Gen ACCUPLACER test reading score from a test taken within the past 3 years.
5. Complete the online program application by the deadline date.

Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. An application and the selection criteria can be found on the MLT webpage.

## ELIGIBILITY CRITERIA

Students enrolled in the medical laboratory technician program are required to successfully complete both academic and clinical requirements. The purpose of the MLT Eligibility Criteria, found on the MLT webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

## HEALTH SCIENCES STUDENT REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.

- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

## COST

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

## POLICIES

Additional MLT program information including policies on application, readmission, and transfer students are available on the MLT webpage or by contacting the program director. The curriculum plan and policies of the MLT program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ORI 110 | Freshman Seminar                                                      | 1       |
|         | Mathematics Elective (Health)                                         | 3-4     |
| ENG 101 | English Composition I                                                 | 3       |
| BIO 201 | Human Anatomy and Physiology I                                        | 4       |
| CHM 104 | Introduction to Chemistry I                                           | 4       |
|         | SPH 106 or SPH 107                                                    | 3       |
|         | PSY 200 or SOC 200                                                    | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |



## FALL - 1st YEAR

| Item #  | Title                   | Credits |
|---------|-------------------------|---------|
| MLT 121 | Hematology              | 5       |
| MLT 131 | Laboratory Techniques I | 4       |
| MLT 181 | MLT Immunology          | 2       |

## SPRING - 1st YEAR

| Item #             | Title                           | Credits |
|--------------------|---------------------------------|---------|
| MLT 141            | MLT Microbiology I              | 5       |
| MLT 151            | MLT Clinical Chemistry          | 5       |
| EMS 100 (Optional) | Cardiopulmonary Resuscitation I | 1       |

## SUMMER - 1st YEAR

| Item #  | Title                      | Credits |
|---------|----------------------------|---------|
| MLT 142 | MLT Microbiology II        | 3       |
| MLT 111 | Urinalysis and Body Fluids | 4       |

## FALL - 2nd YEAR

| Item #  | Title                                       | Credits |
|---------|---------------------------------------------|---------|
| MLT 161 | MLT Integrated Laboratory Simulation        | 2       |
| MLT 191 | MLT Immunohematology                        | 5       |
| MLT 295 | Medical Laboratory Practicum - Microbiology | 2       |

## SPRING 2nd YEAR

| Item #        | Title                                                    | Credits |
|---------------|----------------------------------------------------------|---------|
| MLT 293       | Mlt Medical Seminar                                      | 2       |
| MLT 294       | Medical Laboratory Practicum - Hematology and Urinalysis | 2       |
| MLT 296       | Medical Laboratory Practicum - Immunohematology          | 2       |
| MLT 297       | Medical Laboratory Practicum - Chemistry and Immunology  | 2       |
| Total Credits |                                                          | 70-71   |

## Music

### Music Technology, A.A.S.

#### Program Code

AAS-MUT

#### CIP

50.0999

#### Type

A.A.S.

This program is for those interested in specializing in coursework which has application to the recording and mixing industries as well as to sound design and MIDI production. Students will study audio and MIDI recording and mixing using a variety of industry standard software. Students will also be required to

complete a practicum and portfolio class in which they will prepare a professional reel as they gain experience in the field.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
| ORI 110 | Freshman Seminar                                                      | 1       |
| ENG 101 | English Composition I                                                 | 3       |
|         | MTH 100 OR HIGHER                                                     | 3-4     |
|         | SPH 106 or SPH 107                                                    | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Natural Science or Math Elective                                      | 3-4     |
| PSY 200 | General Psychology                                                    | 3       |

## MAJOR COURSE REQUIREMENTS

| Item #        | Title                                    | Credits |
|---------------|------------------------------------------|---------|
| MIC 253       | Digital Audio Workstation Fundamentals   | 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       | MIDI Production and Synthesis            | 3       |
| MIC 291       | Audio for Visual Media                   | 3       |
| MIC 293       | Mixing Techniques                        | 3       |
| MUL 101       | Class Piano I                            | 1       |
| MUS 101       | Music Appreciation                       | 3       |
| MUS 103       | Survey of Popular Music                  | 2       |
| MUS 110       | Basic Musicianship                       | 3       |
| MUS 292       | Songwriting                              | 3       |
| RTV 119       | Video Production I                       | 3       |
| Total Credits |                                          | 61-63   |

## Nursing

### Nursing, A.A.S.

#### Program Code

AAS-NURS

#### CIP

51.3801

#### Type

A.A.S.

Program Director: Lynn S. Hogan, DNP, RN

[nursing@calhoun.edu](mailto:nursing@calhoun.edu) 256-306-2794

Additional information on the nursing program website:

[www.calhoun.edu/health-sciences/nursing/](http://www.calhoun.edu/health-sciences/nursing/)

## **CAREER**

Individuals who practice nursing are service-oriented, intellectually mature, have a strong sense of self-direction and motivation, and are able to work and interact with people of all ages and from various backgrounds. Practical nurses (PN) provide direct patient care under the supervision of an RN, physician or dentist. 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. Nursing functions require communication skills, critical thinking, decision making, and sound judgment. Nurses 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 may specialize in a variety of areas of patient care, and with additional education, have the opportunity to function in advance practice roles such as nurse practitioner, nurse anesthetist, nurse midwife, or nurse educator.

## **ACCREDITATION**

The practical nursing certificate and associate degree nursing programs at Calhoun Community College, offered on the Decatur and the Huntsville campuses, located in Tanner and Huntsville, Alabama are accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000. [www.acenursing.org](http://www.acenursing.org) The most recent accreditation decision made by the ACEN Board of Commissioners for the licensed practical nursing certificate and associate degree nursing program is continuing accreditation.

## **LICENSURE**

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 does not assure 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](http://www.abn.state.al.us)) and include being of good moral character. Applicants who have been found guilty of offenses listed in the Code may be denied licensure by the ABN or other state board of nursing. Offenses may include but are not limited to: fraud or deceit in

attempting to procure a licensure; a felony conviction, conviction of a crime involving moral turpitude or gross immorality; being unfit or incompetent due to the use of alcohol, or addiction to habit forming drugs; conviction of a violation of federal or state law relating to controlled substances; mental incompetence.

A practical nursing (PN) certificate is earned by successful completion of the first 3 semesters of the ADN curriculum plan and students are eligible to write the NCLEX-PN. The associate degree (RN) nursing plan includes completion of 5 semesters. The coursework is sequential, requiring a grade of 75% or > in each NUR course and a "C" or higher in general education courses. General education courses may be taken prior to beginning the program or as sequenced in the plan.

## **ADMISSION REQUIREMENTS**

A traditional day time class of nursing students is enrolled twice a year and begins in either the fall or spring semester. The program is available at both the Decatur and Huntsville campuses. Applicants must minimally:

1. Meet all admission requirements of CCC.
2. Have transcripts of all coursework at other colleges sent to the CCC Office of Admissions and Records for evaluation at least one month before the application deadline
3. Submit an ACT composite score National or Residual or a HESI A2 composite score from a test taken at CCC
4. Demonstrate a minimum GPA of 2.5 in the required academic core courses and a minimum cumulative GPA of 2.0 at the current or native institution. Applicants without prior college courses must demonstrate a minimum cumulative GPA of 2.5 in high school; GED will be used if applicable.
5. If not completed, be eligible to take ENG 101, BIO 201, and MTH 100.
6. Submit an online nursing application by the published deadline.

Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. An application and the selection criteria can be found on the nursing program webpage.

## **ELIGIBILITY CRITERIA**

Students enrolled in nursing programs are required to successfully complete both academic and clinical requirements. The purpose of the Nursing Eligibility Criteria, found on the Nursing webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective

client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

## HEALTH SCIENCES STUDENTS REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

## COST

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

## POLICIES

Additional nursing programs information including policies on application, readmission, and transfer students are available on the NUR webpage or by contacting the program director. The curriculum plan and policies of the nursing programs are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

## 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/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Total Credits                                                         | 66      |

## Nursing: Practical Nursing Program Certificate

### Program Code

CT-LPN

### CIP

51.3901

### Type

Certificate

Program Director: Lynn S. Hogan, DNP, RN

[nursing@calhoun.edu](mailto:nursing@calhoun.edu) 256-306-2794

Additional information on the nursing program website:

[www.calhoun.edu/health-sciences/nursing/](http://www.calhoun.edu/health-sciences/nursing/)

## CAREER

Individuals who practice nursing are service-oriented, intellectually mature, have a strong sense of self-direction and motivation, and are able to work and interact with people of all ages and from various backgrounds. Practical nurses (PN) provide direct patient care under the supervision of an RN, physician or dentist. 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. Nursing functions require communication skills, critical thinking, decision making, and sound judgment. Nurses 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 may specialize in a variety of areas of patient care, and with additional education, have the opportunity to function in advance practice roles such as nurse practitioner, nurse anesthetist, nurse midwife, or nurse educator.

### **ACCREDITATION**

The practical nursing certificate and associate degree nursing programs at Calhoun Community College, offered on the Decatur and the Huntsville campuses, located in Tanner and Huntsville, Alabama are accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000. [www.acenursing.org](http://www.acenursing.org) The most recent accreditation decision made by the ACEN Board of Commissioners for the licensed practical nursing certificate and associate degree nursing program is continuing accreditation.

### **LICENSURE**

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 does not assure 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](http://www.abn.state.al.us)) and include being of good moral character. Applicants who have been found guilty of offenses listed in the Code may be denied licensure by the ABN or other state board of nursing. Offenses may include but are not limited to: fraud or deceit in attempting to procure a licensure; a felony conviction, conviction of a crime involving moral turpitude or gross immorality; being unfit or incompetent due to the use of alcohol, or addiction to habit forming drugs; conviction of a violation of federal or state law relating to controlled substances; mental incompetence.

A practical nursing (PN) certificate is earned by successful completion of 3 semesters and students are eligible to write the NCLEX-PN. The coursework is sequential, requiring a grade of 75% or > in each NUR course and a "C" or higher in general education courses. General education courses may be taken prior to beginning the program or as sequenced in the plan.

### **ADMISSION REQUIREMENTS**

A traditional day time class of nursing students is enrolled twice a year and begins in either the fall or spring semester. The program is available at both the Decatur and Huntsville campuses. Applicants must minimally:

1. Meet all admission requirements of CCC.
2. Have transcripts of all coursework at other colleges sent to the CCC Office of Admissions and Records for evaluation at least one month before the application deadline
3. Submit an ACT composite score National or Residual or a HESI A2 composite score from a test taken at CCC
4. Demonstrate a minimum GPA of 2.5 in the required academic core courses and a minimum cumulative GPA of 2.0 at the current or native institution. Applicants without prior college courses must demonstrate a minimum cumulative GPA of 2.5 in high school; GED will be used if applicable.
5. If not completed, be eligible to take ENG 101, BIO 201, and MTH 100.
6. Submit an online nursing application by the published deadline.

Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. An application and the selection criteria can be found on the nursing program webpage.

### **ELIGIBILITY CRITERIA**

Students enrolled in nursing programs are required to successfully complete both academic and clinical requirements. The purpose of the Nursing Eligibility Criteria, found on the Nursing webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

## HEALTH SCIENCES STUDENTS REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

### COST

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

### POLICIES

Additional nursing programs information including policies on application, readmission, and transfer students are available on the NUR webpage or by contacting the program director. The curriculum plan and policies of the nursing programs are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

### 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      |

## RN BRIDGE PROGRAM

### Program Code

AAS-NURCM

### CIP

51.3801

### Type

A.A.S.

Program Director: Lynn S. Hogan, DNP, RN  
[nursing@calhoun.edu](mailto:nursing@calhoun.edu) 256-306-2794

Additional information on the nursing program website:  
[www.calhoun.edu/health-sciences/nursing/](http://www.calhoun.edu/health-sciences/nursing/)

### CAREER

Individuals who practice nursing are service-oriented, intellectually mature, have a strong sense of self-direction and motivation, and are able to work and interact with people of all ages and from various backgrounds. Practical nurses (PN) provide direct patient care under the supervision of an RN, physician or dentist. 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. Nursing functions require communication skills, critical thinking, decision making, and sound judgment. Nurses 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 may specialize in a variety of areas of patient care, and with additional education, have the opportunity to function in advance practice roles such as nurse practitioner, nurse anesthetist, nurse midwife, or nurse educator.

### ACCREDITATION

The practical nursing certificate and associate degree nursing programs at Calhoun Community College, offered on the Decatur and the Huntsville campuses, located in Tanner and Huntsville, Alabama are accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000.



[www.acenursing.org](http://www.acenursing.org) The most recent accreditation decision made by the ACEN Board of Commissioners for the licensed practical nursing certificate and associate degree nursing program is continuing accreditation.

## **LICENSURE**

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 does not assure 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](http://www.abn.state.al.us)) and include being of good moral character. Applicants who have been found guilty of offenses listed in the Code may be denied licensure by the ABN or other state board of nursing. Offenses may include but are not limited to: fraud or deceit in attempting to procure a licensure; a felony conviction, conviction of a crime involving moral turpitude or gross immorality; being unfit or incompetent due to the use of alcohol, or addiction to habit forming drugs; conviction of a violation of federal or state law relating to controlled substances; mental incompetence.

## **ADMISSION REQUIREMENTS BRIDGE PROGRAM**

Licensed practical nursing and paramedic students are enrolled in the bridge to ADN program once a year to begin evening classes in the spring semester. Applicants must minimally:

1. Meet all nursing admission requirements for ADN program
2. Have completed all prerequisite general education coursework with a grade of "C" or better
3. Possess an unencumbered/unrestricted license as a Practical Nurse or Paramedic in Alabama. An active unencumbered LPN MSL with privileges in Alabama is also accepted.

## **ELIGIBILITY CRITERIA**

Students enrolled in nursing programs are required to successfully complete both academic and clinical requirements. The purpose of the Nursing Eligibility Criteria, found on the Nursing webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot meet the Eligibility Criteria it is

their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

## **HEALTH SCIENCES STUDENTS REQUIREMENTS**

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

## **COST**

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

## **POLICIES**

Additional nursing programs information including policies on application, readmission, and transfer students are available on the NUR webpage or by contacting the program director. The curriculum plan and policies of the nursing programs are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

## 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       |
|         | HUM Elective (Ethics preferred)             | 3       |
|         | Total Credits                               | 66      |

## RN to BSN Program Options

**CIP**  
51.3801

CCC has agreements with Athens State University, Auburn University and the University of Alabama in Huntsville, to offer motivated students who are eligible to enroll at both colleges. The plan of study allows an individual to simultaneously earn an Associate Degree in Nursing and a Baccalaureate Degree in Nursing. Upon completion of the program of study, both degrees will be awarded by the respective college. CCC courses are traditional, face-to-face and include class, lab and clinical learning experiences. RN license eligibility is earned with the CCC associate degree program completion after the 5<sup>th</sup> semester.

University courses are online and the RN license requirement is waived for enrollment. The plan of study,

admission requirements, eligibility criteria, cost and policies can be found at: <https://calhoun.edu/health-sciences/nursing/calhoun-dual-nursing-degree/>

# Physical Therapist Assistant

## Physical Therapist Assistant, A.A.S.

### Program Code

AAS-PTA

### CIP

51.0806

### Type

A.A.S.

PHYSICAL THERAPIST ASSISTANT

Program Director: Heather MacKrell, PhD, PT  
[heather.mackrell@calhoun.edu](mailto:heather.mackrell@calhoun.edu) 256-306-2805

Additional information is on the PTA program website:  
<https://calhoun.edu/health-sciences/physical-therapist-assistant/>

## CAREER

A Physical Therapist Assistant (PTA) is an educated, skilled, and licensed healthcare worker. Under the direction and supervision of a physical therapist, PTAs help people of all ages with health conditions that limit their ability to move and perform activities in their daily lives. PTAs treat persons with disabling conditions such as arthritis or head injury, individuals recovering from surgery or a sports injury, and accident victims. PTAs help clients to exercise, learn to use crutches or other assistive devices, and provide electrical stimulation, ultrasound, traction, or other treatments.

## ACCREDITATION

The Physical Therapist Assistant Program at Calhoun Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.captionline.org](http://www.captionline.org). If needing to contact the program directly, please call 256-306-2805 or email [heather.mackrell@calhoun.edu](mailto:heather.mackrell@calhoun.edu)

## LICENSURE

PTA graduates are qualified to take the National Physical Therapy Exam for the PTA administered by the

Federation of State Boards of Physical Therapy. Successful completion grants the individual eligibility to apply for licensure in the state of their choice. The Alabama Board of Physical Therapy application for licensure states: *Licensure shall be refused to any applicant who is of other than good moral character and the determination as to what constitutes good moral character and reputation shall be solely within the judgment of the Board.* Grounds for refusal of licensure may include, but are not limited to conviction of a felony or of a crime involving moral turpitude, conduct detrimental to the best interest of the public, or conviction of violating any state or federal narcotic law.

The PTA program is designed to be completed in 5 terms. The coursework is sequential, requiring a grade of 75% or higher in each PTA course to progress and a "C" or higher in general education courses. General education courses may be taken prior to beginning the program or as sequenced in the plan. Graduates are awarded an Associate in Applied Science Degree.

### ADMISSION REQUIREMENTS

A new class of PTA students is enrolled once a year and begins fall semester. Applicants must minimally:

1. Meet all admission requirements of CCC
2. Submit an unofficial CCC transcript documenting all previously completed applicable coursework taken at Calhoun or accepted in transfer by the CCC Office of Admissions and Records,
3. Submit an ACT reading score of 18 or > or a Next-Generation ACCUPLACER reading score of 250 or > from an ACT or ACCUPLACER test taken in the past 3 years.
4. Submit documentation of participation in physical therapy observation hours.
5. Submit a current year PTA Program Application

Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. An application and the selection criteria can be found on the PTA webpage.

### ELIGIBILITY CRITERIA

Students enrolled in the physical therapist assistant program are required to successfully complete both academic and clinical requirements. The purpose of the PTA Eligibility Criteria, found on the PTA webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans'

with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

### HEALTH SCIENCES STUDENTS REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

### COST

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

### POLICIES

Additional PTA program information including policies on application, readmission, and transfer students are available on the PTA webpage or by contacting the program director. The curriculum plan and policies of the PTA program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

**\*CPR is required in the Semester 3 Summer if not already certified at the professional level**



## FALL - FIRST YEAR

| Item #  | Title                                      | Credits |
|---------|--------------------------------------------|---------|
| ORI 110 | Freshman Seminar                           | 1       |
| EMS 106 | Medical Terminology for Health Professions | 2       |
| BIO 201 | Human Anatomy and Physiology I             | 4       |
| 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       |

## SPRING - FIRST YEAR

| Item #  | Title                                      | Credits |
|---------|--------------------------------------------|---------|
| BIO 202 | Human Anatomy and Physiology II            | 4       |
|         | SPH 106 or SPH 107                         | 3       |
| PTA 202 | PTA Communication Skills                   | 2       |
| PTA 240 | Physical Disabilities I                    | 2       |
| PTA 251 | Therapeutic Procedures II                  | 4       |
| PTA 252 | Physical Agents and Therapeutic Modalities | 2       |

## SUMMER - FIRST YEAR

| Item #             | Title                           | Credits |
|--------------------|---------------------------------|---------|
| PTA 230            | Neuroscience                    | 2       |
| PTA 232            | Orthopedics for the PTA         | 2       |
| PTA 290            | Therapeutic Exercise            | 1       |
| PSY 200            | General Psychology              | 3       |
| ENG 101            | English Composition I           | 3       |
| EMS 100 (Optional) | Cardiopulmonary Resuscitation I | 1       |

## FALL - SECOND YEAR

| Item #  | Title                        | Credits |
|---------|------------------------------|---------|
| MTH 100 | Intermediate College Algebra | 3       |
| PSY 210 | Human Growth and Development | 3       |
| PTA 231 | Rehabilitation Techniques    | 2       |
| PTA 241 | Physical Disabilities II     | 2       |
| PTA 260 | Clinical Education I         | 1       |
| PTA 266 | Clinical Field Work I        | 2       |

## SPRING - SECOND YEAR

| Item #  | Title                                                                 | Credits |
|---------|-----------------------------------------------------------------------|---------|
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
| PTA 201 | Physical Therapy Assistant Seminar                                    | 2       |
| PTA 261 | Clinical Education II                                                 | 1       |
| PTA 263 | Clinical Affiliation I                                                | 3       |
| PTA 267 | Clinical Field Work II                                                | 2       |
|         | Total Credits                                                         | 70      |

## Respiratory Therapy

### Respiratory Therapy, A.A.S.

#### Program Code

AAS.RPT

#### CIP

510908

#### Type

A.A.S.

Program Director: Christy Goodwin, BHS, LRT, RRT, RRT-ACCS [christy.goodwin@calhoun.edu](mailto:christy.goodwin@calhoun.edu) 256-306-2852

Additional information available on the health sciences website: <https://calhoun.edu/health-sciences/>

### CAREER

A respiratory therapist is an educated, skilled, and licensed healthcare professional who, under the direction of physicians, assess, diagnose, and treat individuals who have breathing difficulties. RTs work with people of all ages, from infants to the elderly. A day in the life of a respiratory therapist may involve meeting and assessing new clients, performing diagnostic tests, administering pulmonary treatments, and educating patients about their disease and treatment plan to optimize their quality of life. RTs work in a variety of healthcare settings, including hospitals, clinics, physicians' offices, critical care units, neonatal intensive care units, ERs, and in patients' homes. RTs must be detail-oriented, compassionate, and possess excellent interpersonal skills to interact effectively with patients with cardio-pulmonary disorders.

### ACCREDITATION

Calhoun Community College is currently in the process of seeking CoARC (the Commission on Accreditation for Respiratory Care) accreditation for a respiratory care program. However, CCC can provide no assurance that accreditation will be granted by the CoARC.

**Students will be enrolled in the RT program once the status of provisional accreditation is attained from CoARC in order that graduates are eligible to sit for the National Board for Respiratory Care professional credentialing exam. Updates regarding program accreditation and enrollment will be available on the health sciences website.**

### **LICENSURE**

Graduates will be qualified to sit for the National Board for Respiratory Care TMC exam which is needed for licensure as a RT in 49 states. The Alabama State Board of Respiratory Therapy may deny or revoke licensure to individuals convicted of crime if the offense has a direct bearing on whether the person should be entrusted to serve the public in the capacity of a respiratory therapist, and for being found guilty of unprofessional conduct as defined by the Board or violating the code of ethics adopted and published by the American Association for Respiratory Care.

The respiratory therapy program is designed to be completed in 5 terms. The coursework is progressive, requiring a grade of 75% or higher in each RPT course to progress to the next semester, and a "C" or higher in general education courses. Graduates are awarded an Associate in Applied Science degree.

### **ADMISSION REQUIREMENTS**

Once the program is initiated, a new class of RT students will be enrolled once a year. Applicants must minimally:

1. Meet all admission requirements of CCC
2. Have on file with Admissions and Records a CCC transcript documenting all previously completed applicable coursework taken at Calhoun or accepted in transfer
3. Have on file either an ACT test taken in the past 3 years demonstrating a reading score of 18 or > or a Next-Generation ACCUPLACER Reading Placement test, taken in the past 3 years, with a score of 250 or higher.
4. Have completed, prior to RT program enrollment, with a grade of C or > the following 4 courses:
  - BIO 201 Human Anatomy and Physiology I
  - BIO 202 Human Anatomy and Physiology II
  - MTH 100 Intermediate College Algebra (or higher MTH)
  - ENG 101 English Composition I
5. Complete the online respiratory therapy application by the published deadline.

Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. More information about applying to the program can be found on the Health Sciences website.

### **ELIGIBILITY CRITERIA**

Students enrolled in the respiratory therapy program are required to successfully complete both academic and clinical requirements. The purpose of the RT Eligibility Criteria, found on the RT webpage, is to delineate the cognitive, psychomotor, and affective skills deemed minimally necessary for admission, progression, graduation, and for the provision of safe and effective patient care. Safety is paramount in all health programs. The College endorses the Americans with Disabilities Act. If a student cannot meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Service Office.

### **HEALTH SCIENCES STUDENTS REQUIREMENTS**

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to specified infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

### **COST**

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

### **POLICIES**

Additional RT program information including policies on application, readmission, and transfer students are available on the RT webpage or by contacting the program director. The curriculum plan and policies of the RT program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

## General Education Requirements

| Item #             | Title                                                                 | Credits |
|--------------------|-----------------------------------------------------------------------|---------|
| ENG 101            | English Composition I                                                 | 3       |
|                    | MTH Elective: 100, 110 or 112                                         | 3       |
|                    | SPH 106 or SPH 107                                                    | 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 (Excluding Speech and Foreign Language) | 3       |
| ORI 110            | Freshman Seminar                                                      | 1       |
| EMS 100 (Optional) | Cardiopulmonary Resuscitation I                                       | 1       |

## Program Core Requirements

| Item #  | Title                                     | Credits   |
|---------|-------------------------------------------|-----------|
| RPT 210 | Clinical Practice I                       | 2         |
| RPT 211 | Introduction to Respiratory Care          | 2         |
| RPT 212 | Fundamentals of Respiratory Care I        | 4         |
| RPT 213 | Anatomy and Physiology for the RCP        | 3         |
| RPT 214 | Pharmacology for the RCP                  | 2         |
| RPT 220 | Clinical Practice II                      | 2         |
| RPT 221 | Pathology for the RCP I                   | 3         |
| RPT 222 | Fundamentals for Respiratory Care II      | 4         |
| RPT 223 | Acid-Base Regulation and ABG Analysis     | 2         |
| RPT 230 | Clinical Practice III                     | 2         |
| RPT 231 | Pathology for the RCP II                  | 3         |
| RPT 232 | Diagnostic Procedures for the RCP         | 2         |
| RPT 233 | Special Procedures for the RCP            | 2         |
| RPT 234 | Mechanical Ventilation for the RCP        | 4         |
| RPT 240 | Clinical Practice IV                      | 4         |
| RPT 241 | Rehabilitation and Home Care for the RCP  | 2         |
| RPT 242 | Perinatal / Pediatric Respiratory Care    | 3         |
| RPT 243 | Computer Applications for the RCP         | 2         |
| RPT 244 | Critical Care Considerations for the RCP  | 2         |
| RPT 254 | Patient Assessment Techniques for the RCP | 2         |
|         | <b>Total Credits</b>                      | <b>76</b> |

## Social Work Technology

### Social Work Technician, A.A.S.

#### Program Code

AAS-SWT

#### CIP

440701

#### 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       | 3-4     |
|         | Fine Arts Elective      | 3       |
| SPA 101 | Introductory Spanish I  | 4       |
|         | History Elective        | 3       |
| BIO 103 | Principles of Biology I | 4       |
| PSY 200 | General Psychology      | 3       |

## Major Course Requirements

| Item #  | Title                                       | Credits      |
|---------|---------------------------------------------|--------------|
| CIS 146 | Computer Applications                       | 3            |
| CHD 206 | Children's Health and Safety                | 3            |
| PSY 230 | Abnormal Psychology                         | 3            |
| SOC 200 | Introduction to Sociology                   | 3            |
| SOC 209 | Juvenile Delinquency                        | 3            |
| SOC 210 | Social Problems                             | 3            |
| SWT 109 | Techniques of Behavior Modification I       | 3            |
| SWT 130 | The Community and the Social Worker         | 3            |
| SWT 131 | Problems of Children and Youth              | 3            |
| SWT 133 | Geriatrics                                  | 3            |
| SWT 200 | Social Work Practicum                       | 3            |
| SPH 116 | Introduction to Interpersonal Communication | 3            |
|         | <b>Total Credits</b>                        | <b>60-61</b> |

## Surgical Technology

### Surgical Technology, A.A.S.

#### Program Code

AAS-SUR

#### CIP

51.0909

#### Type

A.A.S.

Program Director: Grant Wilson, M.Ed., CST, FAST

[grant.wilson@calhoun.edu](mailto:grant.wilson@calhoun.edu) 256-306-2950

Additional information is on the Surgical Technology Program website:

[www.calhoun.edu/health-sciences/surgical-technology/](http://www.calhoun.edu/health-sciences/surgical-technology/)

## CAREER

Surgical technologists prepare the operating room, including the sterile field, setting up surgical equipment, supplies and solutions. During surgery, surgical technologists pass instruments, fluids and supplies to the surgeon and prepare and manage surgical equipment. Surgical technologists simultaneously manage the sterile field and specimens. Surgical technologists perform a count of sponges and supplies to prevent foreign retained objects.

## ACCREDITATION

The CCC surgical technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 113th Street North, #7709, Seminole, FL 33775, Tel. 727-210-2350 [www.caahep.org](http://www.caahep.org). upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) 19751 East Mainstreet, Suite #339 Parker, CO 80138 [www.arcstsa.org](http://www.arcstsa.org)

## CERTIFICATION

Though certification is not required in Alabama, employers prefer candidates with the certified surgical technologist (CST) credential which demonstrates knowledge attainment and a commitment to the profession and lifelong learning. Graduates of the CCC ST program are eligible to sit for the CST certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

After completing the general education coursework, the ST program is designed to be completed in 3 terms. The coursework is sequential, requiring a grade of 75% or higher in each ST course to progress and a "C" or higher in general education courses. Applications are accepted twice yearly and students begin the program in the fall or spring semester. Graduates are awarded an Associate in Applied Science Degree.

## ADMISSION REQUIREMENTS

A new class of ST students is enrolled twice a year and begin the program in either the fall or spring semester. Applicants must minimally:

1. Meet all admission requirements of CCC

2. Have transcripts of all coursework taken at other colleges attended sent to the CCC Admissions Office for evaluation at least one month before the application deadline
3. Have completed ENG 101, MTH 100, and BIO 201 with a grade of C or higher.
4. Submit the online program application

Meeting minimum requirements does not guarantee acceptance. Class size is limited and there is a selective application process. An application and the selection criteria can be found on the ST webpage.

## ST Program Policy - Transfer Credit / Credit for Experience

Individuals who have previously completed a Surgical Technology certificate program may apply for admission to the associate degree program in order to complete the degree-level General Education Core Courses and Essential Technical Courses. Applicants must submit transcripts showing successful completion of a program accredited in Surgical Technology by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), proof of current Certified Surgical Technologist (CST) certification, and proof of current employment as a surgical technologist or a surgical technology educator.

Individuals who completed a program before March 1, 2000 may submit a letter requesting special consideration if they provide proof of current CST and related employment. A minimum of 25% of program requirements must be completed at Calhoun Community College in order to earn the Surgical Technology AAS Degree.

Transfer credit will only be considered for surgical technology courses completed within the previous 12 months at a CAAHEP-accredited program. Students wishing to receive transfer credit must pass, with a 75% or higher, the CCC final didactic and skills exams for the courses that transfer credit is being considered. The student should contact the surgical technology program director for more information and to schedule a time to take the exams.

## ELIGIBILITY CRITERIA

Students enrolled in the surgical technology program are required to successfully complete both academic and clinical requirements. The purpose of the ST Eligibility Criteria, found on the ST webpage, is to delineate the cognitive, affective, and psychomotor skills deemed minimally necessary for admission, progression, and graduation, and for the provision of safe and effective client care. Safety is paramount in all health programs. The College endorses the Americans' with Disabilities Act. If a student cannot

meet the Eligibility Criteria it is their responsibility to request appropriate reasonable accommodations through the Student Disability Services Office.

### HEALTH SCIENCES STUDENTS REQUIREMENTS

- Retain reliable transportation to and from the campus and assigned clinical education facilities.
- Comply with a dress code that includes an assigned uniform
- Undergo a health examination, TB screening, and validate immunity to infectious diseases
- Submit proof of current certification in basic life support at the healthcare provider level
- Purchase low-cost malpractice insurance through the CCC health sciences division
- Submit to a background check by a designated vendor
- Undergo drug and alcohol testing by a designated vendor

In the interest of the patients they will serve, every health science student is obligated to complete the above requirements. Policies for the background check and drug testing are provided upon enrollment. Results may prohibit a student from participating in clinical education and necessitate withdrawal or course failure.

### COST

In addition to tuition, health students will have expenses related to the listed requirements, books, and associated supplies. Approximated costs are discussed in information sessions and program orientation.

### POLICIES

Additional ST program information including policies on application, readmission, and transfer students are available on the ST webpage or by contacting the program director. The curriculum plan and policies of the ST program are subject to change. Written notice will be given to students enrolled in the program prior to implementation.

## 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       |
|                    | SPH 106 or SPH 107                                                    | 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 (Excluding Speech and Foreign Language) | 3       |
| PSY 210            | Human Growth and Development                                          | 3       |
| EMS 100 (Optional) | Cardiopulmonary Resuscitation I                                       | 1       |

## 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       |
|         | Total Credits                              | 62      |

## Visual Communications

### Visual Communications 3D Modeling and Animation, A.A.S.

#### Program Code

AAS-VCM-MOA

#### CIP

50.0401

#### Type

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.

### Year I (Fall)

| Item #  | Title                                   | Credits |
|---------|-----------------------------------------|---------|
| ART 113 | Drawing I                               | 3       |
|         | ART 203 or ART 204                      | 3       |
| CAP 123 | CGI Shading, Lighting, and Rendering    | 3       |
| CAT 283 | 3D Graphics and Animation               | 3       |
|         | MTH 100 or higher (MTH 110 Recommended) | 3-4     |
| ORI 110 | Freshman Seminar                        | 1       |

### Year I (Spring)

| Item #  | Title                         | Credits |
|---------|-------------------------------|---------|
| ART 126 | Color                         | 3       |
| ART 127 | Three-dimensional Composition | 3       |
| ENG 101 | English Composition I         | 3       |
| VCM 172 | Digital Illustration I        | 3       |
| VCM 232 | Advanced Computer Graphics    | 3       |

### Year II (Fall)

| Item #  | Title                                             | Credits |
|---------|---------------------------------------------------|---------|
| ART 283 | Graphic Animation I                               | 3       |
| CAP 122 | Storytelling and Previsualization Process/Project | 5       |
| ENG 102 | English Composition II                            | 3       |
| RTV 119 | Video Production I                                | 3       |
| VCM 145 | Introduction to Digital Photography               | 3       |

### Year II (Spring)

| Item #  | Title                                  | Credits |
|---------|----------------------------------------|---------|
| ART 284 | Graphic Animation II                   | 3       |
| ART 299 | Art Portfolio                          | 1       |
| RTV 219 | Video Production II                    | 3       |
|         | Natural Science Elective (4)           | 4       |
|         | Social or Behavioral Science Electives | 3       |
|         | Total Credits                          | 62-63   |

## Visual Communications Graphics and Digital Design, A.A.S.

**Program Code**  
AAS-VCM-GRDD

**CIP**  
50.0401  
**Type**  
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.

### YEAR I (Fall)

| Item #  | Title                          | Credits |
|---------|--------------------------------|---------|
| ART 126 | Color                          | 3       |
| ART 221 | Computer Graphics I            | 3       |
| ENG 101 | English Composition I          | 3       |
| ORI 110 | Freshman Seminar               | 1       |
| VCM 172 | Digital Illustration I         | 3       |
| VCM 180 | Introduction to Graphic Design | 3       |

### Year I (Spring)

| Item #  | Title                        | Credits |
|---------|------------------------------|---------|
|         | ART 203 or ART 204           | 3       |
| CAT 283 | 3D Graphics and Animation    | 3       |
|         | Natural Science Elective (4) | 4       |
| VCM 150 | Typography                   | 3       |
| VCM 232 | Advanced Computer Graphics   | 3       |

### Year II (Fall)

| Item #  | Title                                             | Credits |
|---------|---------------------------------------------------|---------|
| ART 253 | Graphic Design I                                  | 3       |
| CAP 122 | Storytelling and Previsualization Process/Project | 5       |
|         | MTH 100 or higher                                 | 3-4     |
| RTV 119 | Video Production I                                | 3       |
| VCM 145 | Introduction to Digital Photography               | 3       |

## Year II (Spring)

| Item #  | Title                                 | Credits |
|---------|---------------------------------------|---------|
| ART 254 | Graphic Design II                     | 3       |
| ART 299 | Art Portfolio                         | 1       |
| ENG 102 | English Composition II                | 3       |
| RTV 219 | Video Production II                   | 3       |
|         | Social & Behavioral Science Electives | 3       |
| VCM 281 | Digital Design                        | 3       |
| VCM 282 | Advanced Digital Design               | 2       |
|         | Total Credits                         | 67-68   |

## Visual Communications Multimedia Production Technology

### Program Code

AAS-VCM-MPTC

### CIP

50.0401

### Type

A.A.S.

## General Education Requirements

| Item #  | Title                                   | Credits |
|---------|-----------------------------------------|---------|
|         | ART 203 or ART 204                      | 3       |
| ENG 101 | English Composition I                   | 3       |
| ENG 102 | English Composition II                  | 3       |
|         | MTH 100 or higher (MTH 110 Recommended) | 3-4     |
|         | Natural Science Elective (4)            | 4       |
| ORI 110 | Freshman Seminar                        | 1       |
|         | Social & Behavioral Science Electives   | 3       |
| VCM 232 | Advanced Computer Graphics              | 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       |
| CAP 122 | Storytelling and Previsualization Process/Project | 5       |
| CAT 283 | 3D 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       |
| MIC 291 | Audio for Visual Media                            | 3       |
| RTV 119 | Video Production I                                | 3       |
| RTV 219 | Video Production II                               | 3       |
| VCM 145 | Introduction to Digital Photography               | 3       |
| VCM 172 | Digital Illustration I                            | 3       |
|         | Total Credits                                     | 65-66   |

## Visual Communications Multimedia Production Technology Short-Term

### Certificate

#### Program Code

STC-VCMX-MPT

#### CIP

50.0401

#### Type

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).



## Required Courses

| Item #  | Title                                  | Credits |
|---------|----------------------------------------|---------|
| RTV 119 | Video Production I                     | 3       |
| RTV 153 | Practicum in Television/Video I        | 3       |
| RTV 219 | Video Production II                    | 3       |
| VCM 145 | Introduction to Digital<br>Photography | 3       |
| VCM 180 | Introduction to Graphic Design         | 3       |
| VCM 232 | Advanced Computer Graphics             | 3       |
|         | Total Credits                          | 18      |

# Courses

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## Accounting Technology

### **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**

**Theory Credit**

3

**Prerequisites**

[BUS 242](#)

### **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**

**Theory Credit**

3

**Prerequisites**

[BUS 253](#)

## Advanced Manufacturing

### **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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

### **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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

### **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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**ADM 114 : Design Innovation**

This course introduces students to concepts that enable them to think like a designer when approaching architectural, engineering, and additive manufacturing tasks. Emphasis will be placed on design and problem-solving skills when working independently or with a team. This course focuses on giving students exposure to creativity, problem-solving skills, and the design processes in which a design-centered approach will be employed to develop innovative solutions. This course includes components to develop basic skills to express innovative solutions to design problems with the application of projects, drawings, and oral and written communication skills. Students will be introduced to related computer-based tools used by architects, engineers, and design manufacturers. (e.g., spreadsheet, word processing, presentation software, and Internet). Based tools used by architects and engineers (e.g. spreadsheet, word processing, presentation software, and the Internet).

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

C or better in ADM 108 or DDT 109 or DDT 132

**ADM 150 : Technical Cooperative Education I**

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 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 5**

**ADM 151 : Technical Cooperative Education II**

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 152 : Technical Cooperative Education III**

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 153 : Technical Cooperative Education IV**

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 154 : Technical Cooperative Education V**

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**

**Experimental Laboratory Credit**

6

**Prerequisites**

Permission of Instructor

**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".

**Offered in the summer semester only.**

**Credits 3**

**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.

**(Offered Fall Semester)**

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

ADM 108 and ADM 112 OR ADM 132 or DDT 109 OR DDT 144 (C or better)

DDT 111 is recommended prior to taking ADM 162.

Advanced Manufacturing degree seeking students must earn a C or better in ADM 162 to meet the graduation requirement.

**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****Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

C or better in ADM 108 and ADM 112

Additive Manufacturing degree seeking students must earn a C or better in ADM 164 to meet the graduation requirement.

**ADM 210 : Design for Manufacturing**

This course focuses on the fundamentals of designing for different manufacturing processes with an emphasis on material selection, manufacturing considerations, designing for assembly, quality, and life cycle engineering. The lectures are augmented with laboratory exercises highlighting tolerancing, assembly, and manufacturability, and include an industry related project where students design a product, generate a prototype, and obtain feedback concerning feasibility and manufacturability. Student should have previous experience with an Engineering 3d Modeling software.

**Credits 3****Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

C or better in ADM 108

**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****Theory Credit**

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****Theory Credit**

2

**Experimental Laboratory Credit**

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 only offered in the spring semester and must be taken within the last three (3) semesters of the program of study.*

**Credits 3****Prerequisites**

C or better in ADM 114

**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. (Offered only in the fall semester.)

**Credits 3****Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

ADM 108 or DDT 144 or EGR 125

## Design Drafting Technology

**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****Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

A C or higher in ADM 107, ADM 108 and DDT 111

**DDT 132 : Architectural Drafting**

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.

**Credits 3****Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

Pre-requisite or Corequisite: DDT 111

**DDT 144 : Basic 3D Modeling**

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****Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**[DDT 111](#)

**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**

**Experimental Laboratory Credit**

6

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

ADM 107 and DDT 111

**DDT 214 : Pipe Drafting**

This course covers the theory and practical application needed to understand piping fundamentals as used in refineries and petrochemical plants. Topics include process and mechanical flow diagrams, plant equipment, isometric drawings, instrumentation symbols, pipe symbols, flanges, fittings, and applications of basic math and trigonometry. Upon completion, students should be able to demonstrate pipe drafting techniques and fundamentals in order to prepare working drawings used in refineries and the petrochemical industrial environment.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

2

**Prerequisites**

A grade of C or better in ADM 107

**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 Spring Semester)

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

ADM 107 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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

C or better in ADM 108 or DDT 109 or DDT 222

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

C or better in DDT 109 or ADM 108

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

C or better in ADM 108

**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](#)

**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. Please note that this course is only offered in the fall semester and must be taken with in the last three semesters of the program of study.

**Credits 3****Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

Permission of Instructor

## Aerospace Technology

**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****Theory Credit**

1

**Experimental Laboratory Credit**

4

**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****Theory Credit**

2

**Experimental Laboratory Credit**

2

**Prerequisites**

ARS 151

**ARS 161 : NDT Eddy Current Testing Inspection**

This course will cover the theory of the production of eddy currents, calibration and operation of eddy current machines, and applications of eddy current testing. Topics include aerospace maintenance and production, covering analog and phase analysis principles, and detecting surface and subsurface flaws, cracks, and corrosion. The labs will use Eddy current to inspect various materials and components across several engineering fields, including Aerospace, Chemical industry, nuclear, and power generation.

**Credits 3****Theory Credit**

2

**Experimental Laboratory Credit**

3

**Prerequisites**

ARS 151

**ARS 163 : NDT Magnetic Particle Inspection**

This course introduces magnetic particle principles of electromagnetism, terminology, and applications of magnetic particle inspections to give the students a basic understanding of inducing magnetic fields, flaw detection, and interpretation. In addition, this course covers developing proper magnetic particle inspection techniques, quality control checks, interpretation, and reporting of indications.

**Credits 3****Theory Credit**

2

**Experimental Laboratory Credit**

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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**Prerequisites**

ARS 278 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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**Prerequisites**

ARS 176 or 178

# Air Conditioning and Refrigeration

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Corequisites**

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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Corequisites**

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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Corequisites**

[ACR 122](#)

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Corequisites**

[ACR 121](#)

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

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**

**Experimental Laboratory Credit**

2

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

1

**Experimental Laboratory Credit**

6

**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**

**Theory Credit**

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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Corequisites**

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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Corequisites**

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**

**Theory Credit**

2

**Experimental Laboratory Credit**

8

**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**

**Theory Credit**

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**

**Theory Credit**

3

**Manipulative Laboratory**

6

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

Permission of instructor

**ACR 211 : Building Automation and Engineering I**

Students study the basic components of a simple building automation system, controlling a small variable air volume air handling unit that serves various air terminals, an air handling unit, and how they interact. In addition, students are introduced to the basics of block-based programming related to commercial HVAC systems, properly installing various field devices and their associated wiring, and analyzing for proper installing.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**ACR 212 : Building Automation and Engineering II**

Students continue to develop their understanding of building automation systems topics, focusing on developing engineering documents and creating and implementing advanced energy efficiency sequences of operation. Through this capstone course, students participate in a project-based learning exercise wherein they will repair and replace an antiquated control system.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

ACR 211

## American Sign Language

**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.

Code C

**Credits 3**

**Theory Credit**

2

**Experimental Laboratory Credit**

1

**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.

Code C

**Credits 3**

**Theory Credit**

2

**Experimental Laboratory Credit**

1

## Anthropology

**ANT 200 : Introduction to Anthropology**

This course covers the physical, social and cultural development of human behavior from an anthropological perspective.

Code A

**Credits 3**

**Theory Credit**

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.

Code A

**Credits 3**

**Theory Credit**

3

**ANT 230 : Introduction to Archaeology**

This course is an introduction to archaeological excavation techniques and post-excavation laboratory procedures.

Code A

**Credits 3**

**Theory Credit**

3



# Art

## **ART 100 : Art Appreciation**

This course is an introduction to the appreciation of art through an examination of the themes and purposes of art, the exploration of visual arts media and methods, and culturally significant works of art from the past and present. The course informs students about the language of art and its relevance in everyday life.

Code A  
**Credits 3**  
**Theory Credit**  
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.

Code B  
**Credits 3**  
**Theory Credit**  
3

## **ART 113 : Drawing I**

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

**Credits 3**  
**Experimental Laboratory Credit**  
6

## **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.

Code B  
**Credits 3**  
**Experimental Laboratory Credit**  
6  
**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.

Code B  
**Credits 3**  
**Experimental Laboratory Credit**  
6

## **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.

Code B  
**Credits 3**  
**Experimental Laboratory Credit**  
6  
**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.

Code C  
**Credits 3**  
**Experimental Laboratory Credit**  
6

**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.

Code B

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**Prerequisites**

[ART 133](#)

A grade of C or higher in ART 133.

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

2

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code A

**Credits 3**

**Theory Credit**

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.

Code A

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**ART 232 : Watercolor Painting 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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code B

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code B

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**Prerequisites**

[ART 253](#)

A grade of C or higher in 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.

Code C

**Credits 1**

-4

**Experimental Laboratory Credit**

2-8

**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.

Code C

**Credits 1**

-4

**Experimental Laboratory Credit**

2-8

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

2

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**Prerequisites**

[CAT 283](#)

**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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

6

**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.

Code C

**Credits 1**

-4

**Experimental Laboratory Credit**

2-8

**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.

Code C

**Credits 1**

-4

**Experimental Laboratory Credit**

2-8

**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.

Code C

**Credits 1**

**Experimental Laboratory Credit**

2

**Prerequisites**

Permission of instructor

## Astronomy

**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.

Code A

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

## Automotive Technology

**ASE 101 : Fundamentals of Automotive Technology**

This course provides basic instruction in Fundamentals of Automotive Technology. This is a CORE course.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Internship Credits**

10

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Internship Credits**

10

**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**

**Internship Credits**

10

**Prerequisites**

Permission of Instructor



**DEM 234 : Diesel Electronic Systems Cab-Chassis**

This course introduces advanced principles of electronically controlled diesel vehicles. Emphasis is placed on diesel electronic systems; diagnostic trouble codes (retrieval, analysis and repair), testing (diagrams, trouble trees, sensors, wiring and analysis), and software (adjusting and analysis) in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test and calibrate multiple electronically controlled diesel vehicle systems.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

2

## Biology

**BIO 101 : Introduction to Biology I**

This is an introductory course designed for non-science majors. It includes physical, chemical, and biological principles common to all organisms. These principles are explained through a study of the scientific method, biological organization, cellular structure, bioenergetics of a cell, cell reproduction, gene theory, inheritance, and evolution. A 120-minute laboratory per week is required.

Code A

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**Prerequisites**

Must have completed ENR 098 with a C or better or be eligible for ENG 101 or ENG 101 with the ENG 099 support lab. Eligibility for ENG 101 can be determined by a satisfactory ACT, SAT, Accuplacer, or placement score.

**BIO 102 : Introduction to Biology II**

This is an introductory course designed for non-science majors. It includes evolutionary principles and relationships, environmental and ecological topics, phylogenetics and classification, and a survey of biodiversity. A 120-minute laboratory is required.

Code A

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**Prerequisites**

A grade of C or better in BIO 101

**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.

Code A

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**Prerequisites**

Must have completed ENG 101 successfully or be able to take ENG 101 without the ENG 099 support lab. Eligibility for ENG 101 can be determined by appropriate ACT, SAT, or Accuplacer score or by completion of ENR 094 or ENR 098 with a C or higher.

**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.

Code A

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

3

**Prerequisites**

BIO 103 with a C or higher

**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.

Code C

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**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.

Code C

**Credits 4**

**Theory Credit**

2

**Experimental Laboratory Credit**

4

**Prerequisites**

A grade of "C" or better in both BIO 103 and BIO 105

**BIO 111 : Survey of Human Biology**

This course is for the non-science majors and covers an overview of human body functions with an emphasis on major organ systems. Laboratory is required.

Code C

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

1

**Prerequisites**

Must have completed ENR 098 with a C or better or be eligible for ENG 101 or ENG 101 with the ENG 099 support lab. Eligibility for ENG 101 can be determined by a satisfactory ACT, SAT, Accuplacer, or placement score.

**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.

Code B

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**Prerequisites**

Must have completed ENG 101 successfully or be able to take ENG 101 without the ENG 099 support lab.

Eligibility for ENG 101 can be determined by appropriate ACT, SAT, or Accuplacer score or by completion of ENR 094 or ENR 098 with a C or higher.

**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.

Code B

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**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.

Code C

**Credits 4**

**Theory Credit**

2

**Experimental Laboratory Credit**

4

**Prerequisites**

A grade of "C" or better in BIO 107 is **required**.

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.

Code B

**Credits 4**

**Theory Credit**

2

**Experimental Laboratory Credit**

4

**Prerequisites**

C or better in BIO 103 or BIO 201

Must have completed ENG 101 successfully or be able to take ENG 101 without the ENG 099 support lab. Eligibility for ENG 101 can be determined by appropriate ACT, SAT, or Accuplacer score or by completion of ENR 094 or ENR 098 with a C or higher.

**BIO 250 : Directed Studies in Biology I**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

Code C

**Credits 1**

-4

**Experimental Laboratory Credit**

08

**Prerequisites**

Permission of instructor

**BIO 251 : Directed Studies in Biology II**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

Code C

**Credits 1**

-4

**Experimental Laboratory Credit**

08

**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.

Code C

**Credits 2**

**Theory Credit**

1

**Experimental Laboratory Credit**

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.

Code C

**Credits 2**

-3

**Theory Credit**

1

**Experimental Laboratory Credit**

2

**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.

Code C

**Credits 2**

**Experimental Laboratory Credit**

10

**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

**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**

**Theory Credit**

3

**Prerequisites**

[BUS 242](#)

**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**

**Theory Credit**

3

**Prerequisites**

[BUS 253](#)

**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**

**Theory Credit**

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.

Code C

**Credits 3**

**Theory Credit**

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.

Code B

**Credits 3**

**Theory Credit**

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.

Code B

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[BUS 241](#)

**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**

**Theory Credit**

3

**Prerequisites**

[BUS 241](#)

or instructor approval

**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.

Code C

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[ECO 231](#)

**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.

Code B

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[BUS 241](#)

**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.

Code C

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[BUS 241](#)

**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.

Code B

**Credits 3**

**Theory Credit**

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.

Code B

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[MTH 100](#) or [MTH 110](#) or [MTH 112](#), 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.

Code B

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[BUS 271](#)

**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.

Code B

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Theory Credit**

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.

Code B

**Credits 3**

**Theory Credit**

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.

Code B

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[BUS 242](#)

**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.

Code C

**Credits 1**

-3

**Theory Credit**

13

**Prerequisites**

Instructor approval

**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.

Code C

**Credits 1**

-3

**Theory Credit**

13

**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.

Code C

**Credits 3**

**Theory Credit**

3

**Prerequisites**

Instructor approval

**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.

Code A

**Credits 3**

**Theory Credit**

2

**Experimental Laboratory Credit**

1

**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.

Code A

**Credits 3**

**Theory Credit**

3

**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**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

[ECO 231](#)

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

[OAD 215](#)

**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**

**Theory Credit**

3

**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**

**Theory Credit**

3

**Prerequisites**

[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**

**Theory Credit**

3

**Prerequisites**

[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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)



**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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

**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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

**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**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

**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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

**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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

**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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

**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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

**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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

**PRL 270 : Litigation Document Management**

(Available Spring 2021)

This course provides students with an overview of managing document production and organization during litigation with an emphasis on electronic discovery (e-discovery) procedures. Upon completion, students will demonstrate/detail how to handle client documents, obtain documents from opposing parties and non-parties, index and organize documents as received, and utilize computer-assisted litigation support programs.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

**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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

**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.

**Credits 3**

**Prerequisites**

[PRL 101](#)

[PRL 102](#)

[PRL 262](#)

and instructor approval

## Chemistry

**CHM 104 : Introduction to Chemistry I**

This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required.

Code C

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

3

**Prerequisites**

MTH 098 or equivalent math placement score.

**CHM 111 : College Chemistry I**

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.

Code A

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

3

**Prerequisites**

Prerequisite or co-requisite: MTH 112 Precalculus Algebra or placement in Math 113 or higher

**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.

Code A

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

3

**Prerequisites**

CHM 111 and MTH 112 with a C or higher

**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.

Code B

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

3

**Prerequisites**

CHM 112 with a C or higher

**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.

Code B

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

32

**Prerequisites**

CHM 221 with a C or higher

**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.

Code C

**Credits 1**

-3

**Theory Credit**

13

**Prerequisites**

Permission of the instructor.

**CHM 257 : Introduction to Material Science**

This class identifies the major categories of manufacturing materials (polymers, metals, ceramics and composites) and examines their mechanical and physical properties. Students will perform an analysis of the structure, behavior, and characteristics of materials to aid in the proper selection of materials for specific applications. In the laboratory portion of the class, students will perform hardness tests, heat treatments, and tensile tests to evaluate the effect of processing on resulting mechanical properties. Evaluation and analysis of the results will introduce the student to technical writing skills by preparing laboratory reports of experimental data.

Code C

**Credits 4**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

## Child Development

**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.

Code C

\* Course required in the Child Development Associate (CDA) Certification for employees currently employed within the industry.

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Theory Credit**

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.

Code C

\* Course required in the Child Development Associate (CDA) Certification for employees currently employed within the industry.

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Theory Credit**

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.

Code C

\* Course required in the Child Development Associate (CDA) Certification for employees currently employed within the industry.

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Theory Credit**

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.

Code C

**Credits 3**

**Experimental Laboratory Credit**

3

**Prerequisites**

Permission of instructor

## Computer Information Systems

**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).

Code C

**Credits 1**

**Experimental Laboratory Credit**

2

**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**

**Theory Credit**

2

**Experimental Laboratory Credit**

1

**CIS 146 : Computer Applications**

This course is an introduction to computer software applications, including word processing, spreadsheets, database management software, and presentation software. This course will introduce students to concepts associated with professional certifications

**Credits 3**

**Theory Credit**

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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[CIS 202](#)

**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**

**Theory Credit**

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****Theory Credit**

3

**Prerequisites**[CIS 134](#) OR [CIS 202](#) OR [CIS 263](#)**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****Theory Credit**

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.

**Credits 3****Theory Credit**

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****Theory Credit**

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 hands-on, 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.

**Credits 3****Theory Credit**

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.

**Credits 3****Theory Credit**

3

**Prerequisites**[CIS 146](#)

**CIS 199 : Network Communications (CompTIA Network+)**

This course is designed to introduce students to the basic concepts of computer networks. Emphasis is placed on gaining an understanding of the terminology and technology involved in implementing networked systems. The course will cover the OSI and TCP/IP network models, communications protocols, transmission media, networking hardware and software, LANs (Local Area Networks) and WANs (Wide Area Networks), Client/Server technology, the Internet, Intranets and network troubleshooting. Upon completion of the course, students will be able to design and implement a computer network. Students will create network shares, user accounts, and install print devices while ensuring basic network security. They will receive hands-on experience building a mock network in the classroom. Note: This course is designed to prepare students to take the CompTIA Network+ exam.

**Credits 3****Theory Credit****3****Prerequisites**[CIS 134](#) or [CIS 202](#) or [CIS 263](#)**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****Theory Credit****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.

**Credits 3****Theory Credit****3****Prerequisites**[CIS 134](#) OR [CIS 202](#) OR [CIS 263](#)**CIS 209 : Advanced Web Development**

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive Web sites. Upon completion students will be able to create data driven Web sites. Note: This course will use a front-end web framework (such as AngularJS or React) and a back-end web framework (such as ASP.NET or Django) to integrate programming, database, and web content.

**Credits 3****Theory Credit****3****Prerequisites**[CIS 207](#)**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 171](#) OR [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****Theory Credit****3****Prerequisites**[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****Theory Credit****3****Prerequisites**[CIS 134](#) OR [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**

**Theory Credit**

3

**Prerequisites**

[CIS 220](#)

**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**

**Theory Credit**

3

**Prerequisites**

[CIS 202](#)

or instructor approval

**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.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[CIS 202](#)

**CIS 262 : Data Structures and Algorithms**

In this course students will learn to describe, explain, and implement abstract data types including stacks, queues, lists, sets, hash tables, maps, and graphs using any programming language. Students will implement a variety of algorithms for searching and sorting, including linear search, binary search, insertion sort, selection sort, merge sort, quicksort, and heap sort. Students will also analyze the time and space efficiency of data structures and algorithms.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[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**

**Theory Credit**

3

**CIS 266 : Software Engineering with Secure Coding**

This course will cover a collection of methods, processes, and tools that enable the development of software using best practices and projects. Students will learn about the software development lifecycle, version control systems, as well as different types of testing, such as unit and integration testing. Secure coding will be emphasized. Students will work on team-based projects utilizing Agile software development practices.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

D or higher in one of the following courses:

[CIS 155](#) OR [CIS 207](#) OR [CIS 251](#) OR [CIS 255](#)

**CIS 267 : Enterprise Virtualization (VMware VCP-DCV)**

This course is designed to provide students with the knowledge and skills required to implement enterprise virtualization. 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**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

[CIS 134](#) OR [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**

**Theory Credit**

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**

**Theory Credit**

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 hands-on experience in managing and maintaining a network operating system environment.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[CIS 134](#) OR [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**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

[CIS 199](#) OR [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.

**Credits 3**

**Theory Credit**

3

**CIS 283 : Software Development Capstone**

This is a project-based course that integrates all components of the programming curriculum. The course will prepare students to work in software development teams to solve real-world problems. Student teams will design, document, develop, and test a software product using specified software development tools and processes.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[CIS 207](#)

**CIS 285 : Object-Oriented Programming**

This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system. Note: This course will utilize the C# programming language and UML diagrams for software modeling and prototyping.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[CIS 202](#)

**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**

**Theory Credit**

3

**Prerequisites**

Instructor approval

**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**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

Instructor approval

**SYS 101 : Introduction to Systems Engineering**

This course is an introduction to systems engineering (SE) and the principles of systems definition, development, and maintenance. Topics include basic understanding of systems, systems engineering objectives, terminology, and working methodology, the relationships between systems engineering and other disciplines, the basic elements of the product life cycle, the use of modeling, and the influence of programmatic considerations. Emphasis is on developing an understanding of the Systems Engineering (SE) methodology. Teamwork and cooperative effort concepts are highlighted.

**Credits 3**

**Theory Credit**

3

**SYS 221 : MBSE in the Digital Environment**

This course builds on prior coursework and/or experience in systems modeling and database design and management. It introduces the student to disparate model and data types and how to gather data from multiple sources and transform it for incorporation into systems engineering (SE) models. Relationships between different types of modeling systems with Systems Models are investigated. Emphasis may be placed on modeling programs, data structures, languages, and platforms commonly used in a specific industry.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[SYS 101](#) OR instructor permission

**SYS 231 : Systems Modeling I**

This is the first course in the three-course Systems Modeling sequence. It provides an introduction to the concept of a system and to systems modeling. It focuses on the concepts and tools necessary to generate a systems engineering (SE) model that represents a given system. Model documentation and the team approach to project management and execution are emphasized.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[SYS 101](#)

or instructor permission

**SYS 232 : Systems Modeling II**

This is the second course in the three-course Systems Modeling sequence. It provides an increase in knowledge of the concepts of a system and systems modeling. It focuses on the more advanced concepts and tools necessary to generate a systems engineering (SE) model that represents a given system. Model documentation and the team approach to project management and execution are emphasized.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[SYS 231](#)

**SYS 233 : Systems Modeling III**

This is the third course in the three-course Systems Modeling sequence. It provides an increase in knowledge of the concepts of a system and systems modeling. It focuses on the more advanced concepts and tools necessary to generate a SysML model that accurately represents a given system. Model documentation and the team approach to project management and execution are emphasized. Methods of determining model scope and planning content will be discussed,

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[SYS 232](#)

**SYS 241 : Systems Engineering Technology Capstone**

This capstone course consists of a real-world project in support of an industrial partner. Working as a team or teams, students will interact with the customer, develop an understanding of the objectives, deliverables, and the proposed or existing system. The students will evaluate available documentation, existing models, and determine a project schedule and work breakdown structure for their effort. Based on discussions with the customer, evaluation of the system, and recognition of the objectives of the project, the students will determine the scope and focus of the model needed. As a team or teams, the students will then design, document, build, test, and utilize a realistic, properly representative, model for that system. The students will also identify maturity paths for that model and opportunities to connect to other digital tools.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[SYS 232](#)

## Criminal Justice

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

**CRJ 169 : Security Management**

This course introduces the student to sound security management theories, principles, budgeting, communications, and education.

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

3

**CRJ 171 : Security Risk Management**

This course deals with the identification of assets, threats, and vulnerabilities, and the development of countermeasures.

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

**CRJ 222 : Introduction to Forensic Psychology**

This course is designed to enhance the students' understanding of forensic psychology, as it applies to the areas of law enforcement, criminal justice and human behavior.

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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

**Theory Credit**

13

**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**

**Theory Credit**

1-3

## Dental Assisting

**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**

**Theory Credit**

2

**Prerequisites**

Admission to the Dental Assisting Program

**Corequisites**

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**

**Theory Credit**

2

**Skills Laboratory/Clinical Practice**

1

**Prerequisites**

Admission to the Dental Assisting Program

**Corequisites**

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**

**Theory Credit**

2

**Skills Laboratory/Clinical Practice**

1

**Prerequisites**

Admission to the Dental Assisting Program

**Corequisites**

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**

**Theory Credit**

3

**Prerequisites**

Admission to Dental Assisting Program

**Corequisites**

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**

**Theory Credit**

2

**Prerequisites**

Admission to Dental Assisting Program

**Corequisites**

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**

**Theory Credit**

1

**Preceptorship Credits**

123

**Prerequisites**

DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104

**Corequisites**

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**

**Theory Credit**

2

**Skills Laboratory/Clinical Practice**

3

**Prerequisites**

DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104

**Corequisites**

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****Theory Credit**

2

**Prerequisites**

DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104

**Corequisites**

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****Theory Credit**

3

**Skills Laboratory/Clinical Practice**

3

**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****Theory Credit**

3

**Prerequisites**

DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104

**Corequisites**

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****Preceptorship Credits**

163

**Prerequisites**

DAT 100, DAT 101, DAT 102, DAT 103, DAT 104, DAT 111, DAT 112, DAT 113 and DAT 116

**Corequisites**

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****Theory Credit**

4

**Prerequisites**

DAT 100, DAT 101, DAT 102, DAT 103, DAT 104, DAT 111, DAT 112, DAT 113 and DAT 116

**Corequisites**

DAT 122

## Dental Hygiene

**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****Theory Credit**

2

**Prerequisites**

Admission to the Dental Hygiene Program

**Corequisites**

[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****Experimental Laboratory Credit****3****Prerequisites**

Admission to Dental Hygiene Program

**Corequisites**[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****Theory Credit****2****Experimental Laboratory Credit****1****Prerequisites**

Admission to Dental Hygiene Program

**Corequisites**[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****Theory Credit****2****Prerequisites**

Admission to Dental Hygiene Program

**Corequisites**[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****Theory Credit****2****Prerequisites**

Admission to Dental Hygiene Program

**Corequisites**[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****Theory Credit**

1

**Experimental Laboratory Credit**

1

**Prerequisites**[DHY 110](#)[DHY 112](#)[DHY 114](#)[DHY 116](#)[DHY 118](#)**Corequisites**[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****Skills Laboratory/Clinical Practice**

3

**Prerequisites**[DHY 110](#)[DHY 112](#)[DHY 114](#)[DHY 116](#)[DHY 118](#)**Corequisites**[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****Theory Credit**

2

**Prerequisites**[DHY 110](#)[DHY 112](#)[DHY 114](#)[DHY 116](#)[DHY 118](#)**Corequisites**[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****Theory Credit**

2

**Prerequisites**[DHY 110](#)[DHY 112](#)[DHY 114](#)[DHY 116](#)[DHY 118](#)**Corequisites**[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****Theory Credit**

2

**Prerequisites**

DHY 110

DHY 112

DHY 114

DHY 116

DHY 118

**Corequisites**

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****Theory Credit**

1

**Prerequisites**

DHY 120

DHY 122

DHY 124

DHY 126

DHY 128

**Corequisites**

DHY 132

DHY 134

DHY 216

**DHY 132 : Clinical Dental Hygiene II**

This course advances students to higher levels of dental hygiene treatment. Emphasis is placed on refining of instrumentation skills, application of individualized treatment in relation to special needs of patients and utilization of power scaling during patient treatment. Upon completion, students will improve their patient assessment skills and instrumentation skills during comprehensive dental hygiene treatment.

**Credits 2****Skills Laboratory/Clinical Practice**

2

**Prerequisites**

DHY 120

DHY 122

DHY 124

DHY 126

DHY 128

**Corequisites**

DHY 130

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****Theory Credit**

1

**Prerequisites**

DHY 120

DHY 122

DHY 124

DHY 126

DHY 128

**Corequisites**

DHY 130

DHY 132

DHY 216

**DHY 210 : General and Oral Pathology****Credits 2****Theory Credit**

2

**Prerequisites**

DHY 130

DHY 132

DHY 134

DHY 216

**Corequisites**

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****Skills Laboratory/Clinical Practice**

4

**Prerequisites**[DHY 130](#)[DHY 132](#)[DHY 134](#)[DHY 216](#)**Corequisites**[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****Theory Credit**

1

**Prerequisites**[DHY 130](#)[DHY 132](#)[DHY 134](#)[DHY 216](#)**Corequisites**[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****Theory Credit**

1

**Prerequisites**[DHY 120](#)[DHY 122](#)[DHY 124](#)[DHY 126](#)[DHY 128](#)**Corequisites**[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****Theory Credit**

1

**Prerequisites**[DHY 130](#)[DHY 132](#)[DHY 134](#)[DHY 216](#)**Corequisites**[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****Skills Laboratory/Clinical Practice**

4

**Prerequisites**[DHY 210](#)[DHY 212](#)[DHY 214](#)[DHY 217](#)**Corequisites**[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****Theory Credit**

1

**Prerequisites**[DHY 210](#)[DHY 212](#)[DHY 214](#)[DHY 217](#)**Corequisites**[DHY 218](#)

## Economics

**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****Theory Credit**

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****Theory Credit**

3

**Prerequisites**[ECO 231](#)

## Education

**EDU 101 : Inquiry Approaches to Teaching**

This course allows students to explore STEM teaching as a career. Following an introduction to the theory and practice behind excellent inquiry-based science and mathematics instruction, students teach lessons in elementary classrooms to obtain firsthand experience in planning and implementation. Students explore the possibility of teaching in science or mathematics. Students teach science or mathematics lessons in local elementary classrooms and obtain first-hand experience with planning and implementing inquiry-based curriculum.

**Credits 1****Theory Credit**

1

# Emergency Medical Services

## **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**

**Theory Credit**

1

**Prerequisites**

As required by program.

## **EMS 100 (Optional) : 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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

1

**Prerequisites**

Must present a valid driver's license as required by program.

**EMS 107 - Optional : 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****Theory Credit**

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****Theory Credit**

6

**Skills Laboratory/Clinical Practice**

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****Skills Laboratory/Clinical Practice**

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****Theory Credit**

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****Theory Credit**

5

**Skills Laboratory/Clinical Practice**

9

**Prerequisites**

EMS 118 and EMS 119

**Corequisites**

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****Preceptorship Credits**

63

**Prerequisites**

EMS 118 and EMS 119

**Corequisites**

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****Theory Credit**

1

**Skills Laboratory/Clinical Practice**

2

**Prerequisites**

EMS 189 or BIO 201

**Corequisites**

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****Theory Credit**

2

**Skills Laboratory/Clinical Practice**

2

**Prerequisites**

EMS 189 or BIO 201

**Corequisites**

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 2****Theory Credit**

2

**Skills Laboratory/Clinical Practice**

2

**Prerequisites**

EMS 189 or BIO 201

**Corequisites**

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****Skills Laboratory/Clinical Practice**

2

**Prerequisites**

EMS 189 or BIO 201

**Corequisites**

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****Preceptorship Credits**

33

**Prerequisites**

EMS 189 or BIO 201

**Corequisites**

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****Theory Credit**

2

**Skills Laboratory/Clinical Practice**

2

**Prerequisites**

EMS 240, EMS 241, EMS 243 and EMS 244

**Corequisites**

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****Theory Credit**

2

**Skills Laboratory/Clinical Practice**

2

**Prerequisites**

EMS 240, EMS 241, EMS 243 and EMS 244

**Corequisites**

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****Theory Credit**

1

**Skills Laboratory/Clinical Practice**

2

**Prerequisites**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244

**Corequisites**

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**

**Preceptorship Credits**

93

**Prerequisites**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244

**Corequisites**

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**

**Theory Credit**

1

**Skills Laboratory/Clinical Practice**

2

**Prerequisites**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248

**Corequisites**

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**

**Theory Credit**

1

**Skills Laboratory/Clinical Practice**

2

**Prerequisites**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248

**Corequisites**

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**

**Preceptorship Credits**

153

**Prerequisites**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248

**Corequisites**

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**

**Skills Laboratory/Clinical Practice**

1

**Prerequisites**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248

**Corequisites**

EMS 253, EMS 254 and EMS 255

**EMS 257 : Paramedic Applied Pharmacology**

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required of a paramedic 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****Theory Credit**

1

**Experimental Laboratory Credit**

1

**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****Theory Credit**

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****Theory Credit**

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****Theory Credit**

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****Theory Credit**

2

## English

**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

**Theory Credit**

1-2

**Corequisites**[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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

A grade of "C" or better in ENG 101 or equivalent

**ENG 246 : Creative Writing**

This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class.

**Credits 3**

**Theory Credit**

3

**ENG 251 : American Literature I**

This course is a survey of American literature from its beginnings to the mid-nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

**Credits 3**

**Theory Credit**

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 mid-nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

**Credits 3**

**Theory Credit**

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/British literature from its inception to the end of the eighteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

**Credits 3**

**Theory Credit**

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/British literature from the late eighteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

ENG 102 or equivalent

**ENG 271 : World Literature I**

This course is a survey of world literature from its inception to the mid-seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

ENG 102 or equivalent

**ENG 272 : World Literature II**

This course is a survey of world literature from the mid-seventeenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

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**

**Theory Credit**

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**

-2

**Theory Credit**

12

**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**

-3

**Theory Credit**

13

## Engineering

**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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**Corequisites**

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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

3

**Corequisites**

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**

**Theory Credit**

3

**Prerequisites**

EGR 220

## Electrical Technology

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

MTH 098 or higher

**Corequisites**

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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Corequisites**

A grade of C or better in 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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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, wye-delta starting, part start winding, resistor starting and electric starting devices. Upon completion, students should be able to understand the operation of motor starters, overload protection, interpret ladder diagrams using push-button stations and understand complex motor control diagrams.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

3

**Prerequisites**

A grade of C or better in ELT 108 and ELT 109

## English/Reading

### **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**

**Theory Credit**

4

## French

### **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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

FRN 201 or equivalent

## Geography

### **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**

**Theory Credit**

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**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

### **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**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

### **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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

## German

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

GRN 201 or equivalent

## Health Education

**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**

**Theory Credit**

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**

**Theory Credit**

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**

-3

**Theory Credit**

13

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

1

## Health Science

**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**

**Theory Credit**

1

**Prerequisites**

ENG 101, SPH 107, PSY 200, MTH 100 or MTH 112 or MTH 116 (FOR NUR STUDENTS ONLY) or Permission of instructor.

**Corequisites**

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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**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**

**Theory Credit**

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**

**Theory Credit**

2

**Prerequisites**

As required by program.

## History

**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**

**Theory Credit**

3

**Prerequisites**

ENR 094 or ENR 098 with a C or better or a satisfactory ACT, SAT, or Accuplacer writing score to allow student into ENG 101.

**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**

**Theory Credit**

3

**Prerequisites**

ENR 094 or ENR 098 with a C or better or a satisfactory ACT, SAT, or Accuplacer writing score to allow student into ENG 101.

**HIS 201 : United States History I**

This course surveys United States history from the pre-Columbian period to the Civil War era.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

ENR 094 or ENR 098 with a C or better or a satisfactory ACT, SAT, or Accuplacer writing score to allow student into ENG 101.

**HIS 202 : United States History II**

This course surveys United States history from the Civil War era to the Modern era.

**Credits 3**

**Theory Credit**

3

**Prerequisites**

ENR 094 or ENR 098 with a C or better or a satisfactory ACT, SAT, or Accuplacer writing score to allow student into ENG 101.

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

-3

**Theory Credit**

13

## Home Economics

**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**

**Theory Credit**

3

## Humanities

**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**

**Theory Credit**

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**

**Theory Credit**

3

**HUM 299 : PTK Honors**

This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor. The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theatre, and dance. The course may be repeated for credit.

**Credits 1**

-3

**Theory Credit**

1-3

**Prerequisites**

Prerequisites:

Current Phi Theta Kappa Member or

3.5 GPA (Eligible for provisional membership)

## Industrial Electronics Technology

**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**

**Theory Credit**

2

**Manipulative Laboratory**

3

**Prerequisites**

A grade of C or better in ILT 240

**ILT 139 : Introduction to Robotic Programming**

This course provides an introduction to robotic programming. Emphasis is placed on but not limited to the following: Safety, motion programming, creating and editing programs, I/O instructions, macros, program and file storage. Upon completion the student will be able to safely perform basic functions in the work cell as well as program a robot to perform simple functions.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**Prerequisites**

A grade of C or better in ILT 104

**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**

**Theory Credit**

2

**Manipulative Laboratory**

3

**Prerequisites**

A grade of C or better in ELT 108 and ELT 109

# Industrial Maintenance Technology

## **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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

2

**Manipulative Laboratory**

3

# Interdisciplinary Studies

## **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**

**Theory Credit**

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**

**Theory Credit**

3

## **IDS 120 : International Studies in (Name of Country)**

This course offers an opportunity for the student to survey various aspects of one or more foreign countries, the focus of which will be determined by faculty and student interest. This may involve travel abroad.

**Credits 1**

-3

**Theory Credit**

1-3

# Machine Tool Technology

## **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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Manipulative Laboratory**

9

**Prerequisites**

MTT 121, 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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Prerequisites**

MTT 138

**Corequisites**

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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Prerequisites**

MTT 138

**Corequisites**

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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

2

**Manipulative Laboratory**

3

**Corequisites**

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**

**Experimental Laboratory Credit**

6

**Corequisites**

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**

**Theory Credit**

2

**Manipulative Laboratory**

3

**Corequisites**

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**

**Experimental Laboratory Credit**

6

**Corequisites**

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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**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**

**Experimental Laboratory Credit**

6

**Corequisites**

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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Prerequisites**

MTT 140 and MTT 243

**Corequisites**

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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Prerequisites**

MTT 141 and MTT 241

**Corequisites**

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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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****Theory Credit**

1

**Manipulative Laboratory**

6

**Prerequisites**

MTT 140 141 or Permission of Instructor

**MTT 221 : Advanced Blueprint Reading for Machinists**

This course introduces complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, special views, and interpretation of complex parts and assemblies. Upon completion, students should be able to read and interpret complex industrial blueprints.

**Credits 3****Theory Credit**

3

**Prerequisites**[MTT 121](#)**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****Experimental Laboratory Credit**

6

**Corequisites**

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****Experimental Laboratory Credit**

6

**Prerequisites**

MTT 141 and MTT 241

**Corequisites**

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****Experimental Laboratory Credit**

6

**Corequisites**

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****Experimental Laboratory Credit**

6

**Corequisites**

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****Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Prerequisites**

MTT 219 and MTT 220 or Permission of instructor

## Mass Communications

**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**

**Theory Credit**

3

**MCM 113 : Student Publications**

This course offers practical experience in journalism through working on the staff of student publications.

Code C

**Credits 1**

**Experimental Laboratory Credit**

1

**MCM 114 : Student Publications**

This course offers practical experience in journalism through working on the staff of student publications.

Code C

**Credits 1**

**Experimental Laboratory Credit**

1

**MCM 115 : Student Publications**

This course offers practical experience in journalism through working on the staff of student publications.

Code C

**Credits 1**

**Experimental Laboratory Credit**

1

**MCM 130 : News Reporting**

This course includes instruction and practice in newsgathering and news writing techniques including methodology, observation, interviews, and use of sources.

**Credits 3**

**Experimental Laboratory Credit**

3

**Prerequisites**

Typing ability

**MCM 213 : Student Publications**

This course offers practical experience in journalism through working on the staff of student publications.

Code C

**Credits 1**

**Experimental Laboratory Credit**

1

**MCM 214 : Student Publications**

This course offers practical experience in journalism through working on the staff of student publications.

Code C

**Credits 1**

**Experimental Laboratory Credit**

1

**MCM 215 : Student Publications**

This course offers practical experience in journalism through working on the staff of student publications.

Code C

**Credits 1**

**Experimental Laboratory Credit**

1

**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**

**Theory Credit**

3

# Mathematics

## **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

**Theory Credit**

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

**Theory Credit**

1-2

### **Prerequisites**

[MTH 098](#)

### **Corequisites**

[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

**Theory Credit**

3

### **Prerequisites**

[MTH 098](#)

Grade of C or higher MTH 098 Elementary Algebra or appropriate mathematics placement score.

### **Corequisites**

[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

**Theory Credit**

3

### **Prerequisites**

A grade of "C" or better in MTH 098 or appropriate mathematics placement score

## **MTH 108 : Quantitative Reasoning**

This course is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus). It provides a foundation in thinking quantitatively. An emphasis is placed on real-world applications. Topics include mathematical reasoning, data interpretation, problem solving strategies, equation solving, number sense, probability, counting principles, geometric applications, and measurement.

Students in the following programs can accept MTH 108 Quantitative Reasoning as their mathematics requirement:

AAS Paramedic

AAS Business Accounting

AAS Business Administration

AAS Business Office Management

AAS Business Paralegal

AAS CIS Programming

AAS CIS Systems Engineering Technology

AAS CIS Cybersecurity/IT

**Credits** 3

**Theory Credit**

3

**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****Theory Credit**

1

**Prerequisites**[MTH 100](#)

Appropriate mathematics placement score OR MTH 100 - Intermediate College Algebra

**Corequisites**[MTH 110](#)

MTH 110 - Finite Mathematics

**MTH 110 : Finite Mathematics**

This course provides an overview of topics in finite mathematics together with their applications and is intended for students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take calculus. The course introduces logic, set theory, counting techniques, basic probability, statistics, and personal finance.

**Credits 3****Theory Credit**

3

**Prerequisites**

Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score.

**Corequisites**

MTH 109 Support for Finite Mathematics or other mandatory support, if required.

**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****Theory Credit**

1

**Prerequisites**[MTH 100](#)

Appropriate mathematics placement score or MTH 100 - Intermediate College Algebra

**Corequisites**[MTH 112](#)

MTH 112 - Precalculus Algebra

**MTH 112 : Precalculus Algebra**

This course emphasizes the algebra of functions – including polynomial, rational, exponential, and logarithmic functions. In addition, the course covers non-linear inequalities as well as systems of linear and non-linear equations and inequalities.

**Credits 3****Theory Credit**

3

**Prerequisites**

Grade of C or higher in MTH 100 Intermediate College Algebra or appropriate placement score.

**Corequisites**

MTH 111 Support for Precalculus Algebra, if required.

**MTH 112 or higher (excl. MTH 116) : Precalculus Algebra or higher****Credits 3**

-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**

**Theory Credit**

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 115 : Precalculus Algebra & Trigonometry**

This course is a one-semester accelerated combination of Precalculus Algebra (MTH 112) and Precalculus Trigonometry (MTH 113). This course is intended for students with a strong background in college preparatory mathematics. The course includes the algebra of functions (including polynomial, rational, exponential, and logarithmic functions) as well as the study of trigonometric functions and inverse trigonometric functions. This course also includes extensive work with trigonometric identities, equations, and formulas; vectors; complex numbers; and polar graphs

**Credits 4**

**Theory Credit**

4

**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**

**Theory Credit**

3

**Prerequisites**

A minimum of high school Precalculus or Calculus with an ACT score of 20 or higher. An alternative to this requirement is that the student should successfully pass with a C or higher in MTH 112 or MTH 113.

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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 develop a deeper understanding of elementary school mathematics content needed for teaching. The course is designed to develop conceptual understanding of number systems and operations by focusing on basic concepts and principles, exploring multiple representations and strategies, and illuminating connections among concepts and procedures. Topics include whole numbers and integers, fractions, ratio, percent, decimals, and arithmetic operations within these systems.

**Credits** 3

**Theory Credit**

3

**Prerequisites**

Grade of C or better in MTH 100 or appropriate placement score.

**MTH 232 : Mathematics for the Elementary Teacher II**

This course is designed to provide mathematical insights into measurement and geometry for students majoring in elementary education. Topics include geometric shapes (two- and three-dimensional), measurement, congruence and similarity, symmetry, and transformations.

**Credits** 3

**Theory Credit**

3

**Prerequisites**

Grade of C or higher in MTH 100 or appropriate placement score.

**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

**Theory Credit**

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

**Theory Credit**

3

**Corequisites**

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

**Theory Credit**

3

**Prerequisites**

MTH 100 (Intermediate College Algebra) or appropriate mathematics placement score

# Medical Laboratory Technology

## **MLT 111 : Urinalysis and Body Fluids**

This course focuses on the safety and quality management practices in the urinalysis and body fluids department. The student is introduced to physiology and pathology of the urinary system. The student is also introduced to the theory and practical techniques in the examination of the urine specimen, other body fluids and the identification of cells and crystals including the physical, chemical, and microscopic examinations by using manual and automated techniques. Upon completion, students should be able to practice the safety and quality management and perform routine urinalysis and body fluids analysis and correlate laboratory results to renal disorders and other disease states according to the standard operating procedure manual.

**Credits 4**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

1

**Prerequisites**

Admission to the Program

## **MLT 121 : Hematology**

This course focuses on the safety and quality management practices in the hematology and hemostasis department. In this course the theory and practical techniques of hematology are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, selected manual and automated analytical methods. Upon completion, students should be able to perform various hematological and hemostasis testing procedures including preparation and examination of hematologic slides and correlate the laboratory results to specific hematological and hemostasis disease and disorders.

**Credits 5**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

2

**Prerequisites**

Admission to the Program

**Corequisites**

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**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

3

**Prerequisites**

Admission to the Program

**Corequisites**

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**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

4

**Corequisites**

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**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

4

**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**

**Theory Credit**

2

**Skills Laboratory/Clinical Practice**

2

**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**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

4

**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**

**Skills Laboratory/Clinical Practice**

4

**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**

**Theory Credit**

1

**Skills Laboratory/Clinical Practice**

2

**Prerequisites**

Admission to the Program

**MLT 191 : MLT Immunochemistry**

Theory and techniques in immunochemistry 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 immunochemistry 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**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

4

**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**

**Preceptorship Credits**

93

**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**

**Theory Credit**

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**

**Preceptorship Credits**

6P3

**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**

**Preceptorship Credits**

6P3

**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**

**Preceptorship Credits**

6P3

**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**

**Preceptorship Credits**

6P3

**Prerequisites**

Admission to the Program and Permission of Instructor

# Music

## **MUL 101 : Class Piano I**

This course presents 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**

**Experimental Laboratory Credit**

2

## **MUL 102 : Class Piano II**

This course presents 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**

**Theory Credit**

1

**Experimental Laboratory Credit**

2

## **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**

**Experimental Laboratory Credit**

2

## **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**

-2

**Experimental Laboratory Credit**

2-4

## **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**

-2

**Experimental Laboratory Credit**

2-4

## **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**

-2

**Experimental Laboratory Credit**

2-4

## **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**

-2

**Experimental Laboratory Credit**

2-4

## **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**

**Experimental Laboratory Credit**

2

**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**

**Experimental Laboratory Credit**

2-4

**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**

-2

**Experimental Laboratory Credit**

2-4

**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**

**Experimental Laboratory Credit**

2-4

**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**

**Experimental Laboratory Credit**

2-4

**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**

**Experimental Laboratory Credit**

2-4

**Prerequisites**

Permission of instructor

**MUL 196-97 MUL 296-97 : Jazz/Show 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**

**Experimental Laboratory Credit**

2-4

**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**

-2

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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**

-2

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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**

-2

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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**

-2

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**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

**Experimental Laboratory Credit**

2-4

**MUS 101 : Music Appreciation**

This is a survey course that requires no previous musical skills. The course covers a minimum of three stylistic periods of music, provides a multicultural perspective, and includes both vocal and instrumental genres. It includes the aesthetic/stylistic characteristics of historical periods and an aural perception of the elements of music.

**Credits 3**

**Theory Credit**

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 2**

**Theory Credit**

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.

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

Minimum grade of "C" in MUS 110 or acceptable score on placement test (75%)

**Corequisites**

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 three- and 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

**Theory Credit**

3

**Prerequisites**

Minimum grade of "C" in MUS 111

**Corequisites**

MUS 114

**MUS 112 : Music Theory IV**

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 three- and four-part triadic harmony and diatonic seventh chords, non-chord 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.

**Credits** 3

**Theory Credit**

2

**Experimental Laboratory Credit**

1

**Prerequisites**

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

**Experimental Laboratory Credit**

1

**Prerequisites**

MUS 110 or suitable placement score or permission of instructor

**Corequisites**

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

**Experimental Laboratory Credit**

1

**Prerequisites**

MUS 113

**Corequisites**

MUS 112

**MUS 211 : Music Theory III**

This course introduces the student to chromatic harmonic principles in the Common Practice Period and beyond. Topics include secondary functions, modulatory techniques, and formal analysis.

**Credits** 3

**Theory Credit**

3

**Prerequisites**

MUS 112

MUS 114

**MUS 212 : Music Theory IV**

This course completes the study of chromatic harmonic principles in the Common Practice Period and beyond. Topics include the Neapolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony and contemporary practices and forms.

**Credits** 3

**Theory Credit**

2

**Experimental Laboratory Credit**

1

**Prerequisites**

MUS 211

MUS 213



**MUS 213 : Music Theory III Lab**

This course provides the practical application of chromatic music materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords.

**Credits 1**

**Experimental Laboratory Credit**

1

**Prerequisites**

[MUS 112](#)

[MUS 114](#)

**MUS 214 : Music Theory IV Lab**

This course provides the practical application of chromatic music materials and simple contemporary practices through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies; complex rhythmic patterns in simple, compound, and asymmetric meters; chromatic chords and contemporary harmony.

**Credits 1**

**Experimental Laboratory Credit**

1

**Prerequisites**

[MUS 211](#)

[MUS 213](#)

**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

**Theory Credit**

23

**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

**Theory Credit**

2 - 3

**Prerequisites**

[MIC 153](#)

[MIC 253](#)

**MUS 292 : Songwriting**

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**

**Theory Credit**

3

**Prerequisites**

[MUS 110](#)

## Music Technology

**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**

**Theory Credit**

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.

Upon completion of this course with a "C" or better, students should be able to do the following:

1. Identify the components of sound waves
2. Create proper signal routing through analog and digital recording consoles
3. Identify three types of signals (microphone, low impedance, line level)
4. Demonstrate ability to get proper recording gain and signal routing into Pro Tools
5. Identify the three classes of microphones and the characteristics of each class
6. Utilize proper placement of microphones on musical instruments and voice
7. Identify various signal processing devices and the uses of each
8. Employ Professionalism in the recording studio

**Credits 3****Theory Credit****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.

Upon completion of this course with a "C" or better, students should be able to do the following:

1. Demonstrate understanding of music publishing and copyright
2. Demonstrate understanding of the roles of music industry managers and agents
3. Identify the contract points of an artist or label contract
4. Demonstrate understanding of live performance agreements and riders
5. Define and create a DIY marketing and entrepreneurship plan.

**Credits 3****Theory Credit****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.

Upon completion of this course with a "C" or better, students should be able to do the following:

1. Gain 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.
2. Create a professional portfolio of work that includes at least two individual audio mixes
3. Create an online business presence that includes website, business cards, and/or online social media

**Credits 3****Theory Credit****3****Prerequisites**

Permission of Instructor

**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.

Upon completion of this course with a "C" or better, students should be able to do the following:

1. Create professional multitrack studio recordings
2. Utilize advanced microphone placement techniques
3. Do basic multitrack editing
4. Demonstrate post-production use of audio effects
5. Create basic multitrack audio mixes
6. Employ professionalism in the recording studio

**Credits 3****Theory Credit****3****Prerequisites**[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.

Upon completion of this course with a "C" or better, students should be able to do the following:

1. Demonstrate basic understanding of digital audio workstations (DAWs)
2. Identify digital audio basic theory (sample rate and bit depth) and their importance
3. Demonstrate basic proficiency of Avid's Pro Tools software
4. Create and set up basic Pro Tools sessions
5. Demonstrate basic MIDI sequencing
6. Demonstrate basic Pro Tools audio editing

**Credits 3****Theory Credit****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.

Upon completion of this course with a "C" or better, students should be able to do the following:

1. Create advanced Pro Tools session files
2. Demonstrate basic mixing techniques within Pro Tools
3. Complete a variety of Pro Tools projects including video and stem mixing
4. Create professional final mixes and audio bounces within Pro Tools
5. Create original songs using audio, MIDI, and virtual instruments

**Credits 3****Theory Credit****3****Prerequisites**[MIC 253](#)**MIC 255 : MIDI Production and Synthesis**

This course is designed to focus on creating original MIDI compositions using the Ableton Live software. Students will learn virtual instruments and MIDI editing and automation, as well as various forms of synthesis to create original sounds and samples for programming using both software and hardware instruments.

Upon completion of this course with a "C" or better, students should be able to do the following:

1. Identify similarities and differences between Pro Tools and Ableton Live
2. Demonstrate basic knowledge of Ableton Live software
3. Demonstrate basic knowledge of signal flow in analog synthesis
4. Create basic clips using Ableton Live's session view
5. Create basic songs using Ableton Live's arrangement view
6. Create basic instrumental songs using the unique features within Ableton Live

**Credits 3****Theory Credit****3****Prerequisites**[MIC 253](#)

Or Permission of Instructor

**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 design original sound effects.

Upon completion of this course with a "C" or better, students should be able to do the following:

1. Demonstrate understanding of the unique audio requirements for video production
2. Create unique sound effects for use in video
3. Identify the professional time code frame rates
4. Create tempo maps within Pro Tools to use as scoring reference
5. Survey and discuss classic and contemporary composers and sound effect editors
6. Demonstrate understanding of Foley
7. Demonstrate understanding of field recording techniques

**Credits 3****Theory Credit****3****Prerequisites**[MIC 153](#)[MIC 253](#)

### **MIC 293 : Mixing Techniques**

This course will introduce students to mixing of multitrack audio to create a final stereo file. Emphasis will be placed on the use of EQ and dynamic processors, adding time-based effects, and creating a proper mix balance using volume automation and panning techniques.

Upon completion of this course with a "C" or better, students should be able to do the following:

1. Demonstrate understanding of the use of frequency-based processing (such as equalization and filtering) in a professional mix
2. Demonstrate understanding of the use of amplitude-based processing (such as gating and compression) in a professional mix
3. Demonstrate the use of time-based processing (such as reverb and delay) in a professional mix
4. Demonstrate understanding of using proper levels, panning, and automation in a professional mix
5. Demonstrate understanding of creating a stereo master mix file in various formats

**Credits 3**

**Theory Credit**

3

**Prerequisites**

[MIC 153](#)

[MIC 253](#)

[MIC 254](#)

## **Nursing**

### **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**

**Theory Credit**

4

**Skills Laboratory/Clinical Practice**

3

### **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**

**Theory Credit**

4

**Skills Laboratory/Clinical Practice**

9

### **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**

**Theory Credit**

5

**Skills Laboratory/Clinical Practice**

9

### **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**

**Theory Credit**

1

**Skills Laboratory/Clinical Practice**

3

**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.

**\*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.**

**Credits 10**

**Theory Credit**

6

**Skills Laboratory/Clinical Practice**

9

**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**

**Theory Credit**

4

**Skills Laboratory/Clinical Practice**

9

**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

**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**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

3

**NAS 102 : Medication Assistant**

This course fulfills the National Council of State Boards of Nursing (NCSBN) one hundred (100) hour Medication Assistant Certified (MA-C) Curriculum requirements for training of nursing assistants in preparation for medication assistant certification (MA-C) through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the medication assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations, practical lab, and clinical skills. Completion of this course is satisfactory for candidacy for the Medication Assistant Certification Exam (MACE) through NCSBN.

**Credits 6**

**Theory Credit**

4

**Experimental Laboratory Credit**

1

**Skills Laboratory/Clinical Practice**

1

**NAS 120 : Fundamentals of Nursing Assistant/Home Health Aide**

This course provides the student with the necessary theory and laboratory experiences for the development of skills required to qualify as a long-term care Nursing Assistant/Home Health Aide. Emphasis is placed on the acquisition of skills in communication, observation, safety, mobility/body mechanics, personal and restorative care, and infection control necessary to care for patients and clients of all ages. Upon completion of this course, the student will be able to apply concepts and skills in areas required by the Omnibus Budget Reconciliation Act (OBRA) and the National Association of Home Care.

**Credits 7****Theory Credit**

5

**Skills Laboratory/Clinical Practice**

2

**NAS 121 : Fundamentals of Nursing Assistant/Home Health Aide Clinical**

This course is designed for students to apply knowledge and skills needed to perform basic nursing care safely and efficiently in various supervised health care settings. Emphasis is placed on safety, therapeutic communication, infection control, critical thinking, and proper documentation. Upon completion of this course, the student will demonstrate beginning competency in the delivery of care to patients and clients in various health care settings.

**Credits 3****Skills Laboratory/Clinical Practice**

3

## Office Administration

**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****Theory Credit**

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****Theory Credit**

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****Theory Credit**

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****Theory Credit**

3

**Prerequisites**[OAD 103](#)**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****Theory Credit**

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****Theory Credit**

3



**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****Theory Credit**

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****Theory Credit**

3

**Prerequisites**[OAD 215](#)**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.

**Credits 3****Theory Credit**

3

**Prerequisites**[OAD 215](#)**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****Theory Credit**

3

## Orientation

**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****Theory Credit**

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. 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.

**Credits 1****Theory Credit**

1

## Paralegal

**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****Theory Credit**

3

**Prerequisites**[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****Theory Credit**

3

**Prerequisites**[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.

**Credits 3****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)**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.

**Credits 3****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)**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.

**Credits 3****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)**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****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)**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.

**Credits 3****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)**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.

**Credits 3****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)



**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.

**Credits 3****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)**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.

**Credits 3****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)**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.

**Credits 3****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)**PRL 270 : Litigation Document Management**

(Available Spring 2021)

This course provides students with an overview of managing document production and organization during litigation with an emphasis on electronic discovery (e-discovery) procedures. Upon completion, students will demonstrate/detail how to handle client documents, obtain documents from opposing parties and non-parties, index and organize documents as received, and utilize computer-assisted litigation support programs.

**Credits 3****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)**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.

**Credits 3****Theory Credit**

3

**Prerequisites**[PRL 101](#)[PRL 102](#)**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.

**Credits 3****Prerequisites**[PRL 101](#)[PRL 102](#)[PRL 262](#)

and instructor approval

# Philosophy

## **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**

**Theory Credit**

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**

**Theory Credit**

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

## **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**

**Theory Credit**

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 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 Activity Credit**

2

## **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 Activity Credit**

2

## **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 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 Activity Credit**

2

**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**

**Theory Credit**

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 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 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 Activity Credit**

2

**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 Activity Credit**

2

**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 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 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 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 Activity Credit**

2

**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 Activity Credit**

2

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

**PED 227 : Angling**

This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures.

Upon completion, students should be able to cast and retrieve using bait caster and spinning reels and identify the various types of artificial lures.

**Credits 1**

**Theory Credit**

1

**PED Activity Credit**

2

**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 Activity Credit**

2

**PED 248 : Varsity Basketball I**

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. 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**

**PED Activity Credit**

2

**PED 249 : Varsity Basketball II**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

**Credits 1**

**PED Activity Credit**

2

**PED 250 : Varsity Basketball III**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

**Credits 1**

**PED Activity Credit**

2

**PED 251 : Varsity Basketball IV**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive basketball.

**Credits 1**

**PED Activity Credit**

2

**Prerequisites**

Permission of instructor

**PED 252 : Varsity Baseball I**

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**

**PED Activity Credit**

2

**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 selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

**Credits 1**

**PED Activity Credit**

2

**Prerequisites**

Permission of instructor

**PED 254 : Varsity Softball I**

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**

**PED Activity Credit**

2

**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**

**PED Activity Credit**

2

**Prerequisites**

Permission of instructor

**PED 258 : Varsity Volleyball I**

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**

**PED Activity Credit**

2

**PED 259 : Varsity Cross Country I**

This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive cross country.

**Credits 1**

**Skills Laboratory/Clinical Practice**

1

**Prerequisites**

As required by program.

**PED 261 : Varsity Baseball II**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**Credits 1**

**Skills Laboratory/Clinical Practice**

1

**Prerequisites**

As required by program.

**PED 262 : Varsity Baseball III**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**Credits 1**

**PED Activity Credit**

2

**PED 263 : Varsity Baseball IV**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play baseball at a competitive level.

**Credits 1**

**PED Activity Credit**

2

**PED 268 : Varsity Golf II**

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 club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

**Credits 1**

**Skills Laboratory/Clinical Practice**

1

**Prerequisites**

As required by program.

**PED 269 : Varsity Golf III**

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

**Credits 1**

**PED Activity Credit**

2

**PED 270 : Varsity Golf IV**

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to demonstrate the knowledge and ability to play competitive golf.

**Credits 1**

**PED Activity Credit**

2

**PED 271 : Varsity Softball II**

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides opportunities to develop skills. Upon completion, students should be able to play competitive softball.

**Credits 1**

**PED Activity Credit**

2

**Skills Laboratory/Clinical Practice**

1

**Prerequisites**

As required by program.

**PED 272 : Varsity Softball III**

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

**Credits 1**

**PED Activity Credit**

2

**PED 273 : Varsity Softball IV**

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to play competitive softball.

**Credits 1**

**PED Activity Credit**

2

**PED 280 : Varsity Cheerleading II**

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. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion of this program, students should be able to participate in a competitive program at the university level advanced co-ed cheerleading techniques.

**Credits 1**

**PED Activity Credit**

2

**PED 281 : Varsity Cheerleading III**

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. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion of this program, students should be able to participate in a competitive program at the university level. 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. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion of this program, students should be able to participate in a competitive program at the university level.

**Credits 1**

**Theory Credit**

1

**PED Activity Credit**

2

**PED 282 : Varsity Cheerleading IV**

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. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion of this program, students should be able to participate in a competitive program at the university level.

**Credits 1**

**PED Activity Credit**

2

**PED 283 : Varsity Volleyball II**

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive volleyball.

**Credits 1****PED Activity Credit**

2

**PED 284 : Varsity Volleyball III**

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive volleyball.

**Credits 1****PED Activity Credit**

2

**PED 285 : Varsity Volleyball IV**

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive volleyball.

**Credits 1****PED Activity Credit**

2

**PED 286 : Varsity Cross Country II**

This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive cross country.

**Credits 1****Skills Laboratory/Clinical Practice**

1

**Prerequisites**

As required by program.

**PED 287 : Varsity Cross Country III**

This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive cross country.

**Credits 1****Skills Laboratory/Clinical Practice**

1

**Prerequisites**

As required by program.

**PED 288 : Varsity Cross Country IV**

This course covers more advanced cross country techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. This course builds upon previous instruction and provides additional opportunities to develop skills. Upon completion, students should be able to participate in competitive cross country.

**Credits 1****Skills Laboratory/Clinical Practice**

1

**Prerequisites**

As required by program.

**PED 292 : Varsity E-sports**

This course covers training, and techniques involved in E-sports competition. Emphasis is placed on refining skills and developing more advanced strategies in E-sport competitive gaming. Upon completion, students should be able to effectively engage in E-sport competition at an intercollegiate level. This course may be repeated for credit.

**Credits 1****PED Activity Credit**

2

## Physical Science

**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****Theory Credit**

3

**Experimental Laboratory Credit**

2



**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**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**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**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**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**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

## Physical Therapist Assistant

**PTA 100 : Introduction in Physical Therapy**

This course is an introduction to the field of physical therapy as a career choice. Emphasis is on the role of the PT and PTA, educational requirements, scope of practice and subspecialty areas such as pediatrics, geriatrics, sports. Upon completion of the course, the student should have a general understanding of the role of physical therapy in the health care environment.

**Credits 2**

**Theory Credit**

2

**PTA 120 : Introduction to Kinesiology**

This course is an introduction to the clinically oriented study of functional anatomy. Emphasis is placed on a beginning level of understanding of the musculoskeletal system and nervous system as they relate to human movement. Upon completion of the course, the student should be able to identify basic anatomical structures involved in human movements.

**Credits 3**

**Theory Credit**

2

**Experimental Laboratory Credit**

1

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

2

**PTA 204 : PTA Forum I**

This course consists of independent visits to relevant clinical and related sites and activities. Students observe and assist with sports and recreational activities and visit specialized clinical sites. By the end of the course, the student should have broad exposure to activities in which physically challenged persons participate and specialized clinical areas.

**Credits 1****Theory Credit**

1

**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****Theory Credit**

3

**Corequisites**

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****Skills Laboratory/Clinical Practice**

3

**Corequisites**

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****Theory Credit**

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****Skills Laboratory/Clinical Practice**

6

**Corequisites**

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****Theory Credit**

2

**Corequisites**

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****Theory Credit**

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****Theory Credit**

2

**Prerequisites**

PTA 240

**Corequisites**

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**

**Theory Credit**

2

**Skills Laboratory/Clinical Practice**

6

**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**

**Theory Credit**

2

**Skills Laboratory/Clinical Practice**

6

**Prerequisites**

PTA 250

**Corequisites**

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**

**Theory Credit**

2

**Corequisites**

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**

**Preceptorship Credits**

55

**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**

**Preceptorship Credits**

55

**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**

**Preceptorship Credits**

155

**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**

**Preceptorship Credits**

105

**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**

**Preceptorship Credits**

105

**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**

**Skills Laboratory/Clinical Practice**

3

**Corequisites**

PTA 232

## Physics

**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**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**Prerequisites**

MTH 125 with a C or higher

**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**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**Prerequisites**

PHY 213 with a C or higher

**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**

**Theory Credit**

3

**Experimental Laboratory Credit**

2

**Prerequisites**

PHY 214 and MTH 227 with a C or higher

## Political Science

**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**

**Theory Credit**

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**

**Theory Credit**

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****Theory Credit**

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

**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****Theory Credit**

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****Theory Credit**

3

**Experimental Laboratory Credit**

2

**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****Theory Credit**

2

**Experimental Laboratory Credit**

2

**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****Theory Credit**

3

**Experimental Laboratory Credit**

2

**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****Theory Credit**

3

**Experimental Laboratory Credit**

2

**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****Theory Credit**

3

**Experimental Laboratory Credit**

2

**Prerequisites**

A grade of C or better in PCT 215 and PCT 220

**Corequisites**

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****Theory Credit**

3

**Experimental Laboratory Credit**

2

**Prerequisites**

A grade of C or better in PCT 215 and PCT 220

**Corequisites**

PCT 230

# Psychology

**PSY 200 : General Psychology**

The course is a survey of the scientific study of psychological, biological, and socio-cultural factors that influence behavior and mental processes.

**Credits 3****Theory Credit**

3

**Prerequisites**A grade of C or better in [ENR 098](#) or an appropriate placement score**PSY 208 : Contemporary Issues in Psychology**

This course is a study of selected topics in general psychology.

**Credits 3****Theory Credit**

3

**Prerequisites**

PSY 200

**PSY 210 : Human Growth and Development**

This course is a study of the physical, cognitive, social, and emotional factors that affect human growth and development from conception to death.

**Credits 3****Theory Credit**

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****Theory Credit**

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****Theory Credit**

3

**PSY 222 : Introduction to Forensic Psychology**

This course is designed to enhance the students' understanding of forensic psychology, as it applies to the areas of law enforcement, criminal justice and human behavior.

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

PSY 200

**PSY 250 : Social Psychology**

This course is a study of social factors as they influence individual behavior.

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

Permission of instructor

# Religion

**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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

# Respiratory Therapy

## **RPT 210 : Clinical Practice I**

This clinical course provides for initial hospital orientation and development of general patient assessment and communication skills required for safe and effective patient care. Emphasis is placed upon application of classroom and laboratory experiences within the clinical environment. Upon completion, students should demonstrate adequate psychomotor skills and cognitive abilities necessary for initial patient contact and safe and effective performance of basic respiratory care procedures.

**Credits 2**

### **Preceptorship Credits**

2

### **Prerequisites**

Admission to the program and/or as required by the Department.

## **RPT 211 : Introduction to Respiratory Care**

This course is designed to acquaint the student with responsibilities of the Respiratory Care Practitioner (RCP) as a member of the health care team. Areas of emphasis include: history of the profession, credentialing mechanism, licensure, medical ethics, communication skills, basic medical terminology, and patient assessment. Upon completion, students should be able to demonstrate effective communication skills, proper use of aseptic technique, deference to appropriate professional ethics and behavior, and be able to perform basic patient assessment.

**Credits 2**

### **Theory Credit**

2

### **Prerequisites**

Admission to the program and/or as required by the department.

## **RPT 212 : Fundamentals of Respiratory Care I**

A fundamental course which presents the scientific basis for respiratory care procedures and application of basic chemistry and physics as related to compressed gases and respiratory care equipment operation. Experimental laboratory is required and emphasis includes: design, functional characteristics, and operation of commonly encountered respiratory care equipment, use of medical gases and applied chemistry, physics, and mathematics. Upon completion, the student should be able to demonstrate an adequate knowledge base concerning function and troubleshooting of respiratory care equipment and concepts of applied physics, chemistry, and mathematics.

**Credits 4**

### **Theory Credit**

2

### **Experimental Laboratory Credit**

2

### **Prerequisites**

Admission to the program and/or as required by the department.

## **RPT 213 : Anatomy and Physiology for the RCP**

This course provides detailed lecture and audio-visual presentations which concentrate on the cardiopulmonary and renal systems. Emphasis is placed on structure, function, and physiology of the cardiopulmonary and renal systems and the role each plays in the maintenance of homeostasis. Upon completion, the student should be able to demonstrate adequate knowledge of the structure, function, and physiology of the cardiopulmonary and renal systems.

**Credits 3**

### **Theory Credit**

3

### **Prerequisites**

Admission to the program and/or as required by the department.



### **RPT 214 : Pharmacology for the RCP**

This course is a detailed study of drugs encountered in respiratory care practice and the function of the autonomic nervous system. Areas of emphasis include: determination of drug dosage, applied mathematics, clinical pharmacology, indications, hazards, intended actions, and side-effects of agents used in respiratory care. Upon completion, the student should be able to complete a dosage calculation test with 90% proficiency and demonstrate an adequate understanding of the clinical pharmacology of respiratory care drugs, and the general principles of pharmacology.

**Credits 2**

**Theory Credit**

2

**Prerequisites**

Admission to the program and/or as required by the department.

### **RPT 220 : Clinical Practice II**

This course is a continuation of clinical practice and allows the student to further integrate classroom and laboratory instruction into the practice of respiratory care. Areas of emphasis include: bedside patient assessment techniques, airway management, hyperinflation therapy, protocol implementation, development of patient care plans, oxygen, humidity and aerosol administration, and an introduction to management of the mechanical ventilation of the adult. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities necessary to successfully function as primary care giver for routine respiratory care procedures.

**Credits 2**

**Preceptorship Credits**

2

**Prerequisites**

Admission to the program and/or as required by the department.

### **RPT 221 : Pathology for the RCP I**

This course is a survey of commonly encountered diseases and disorders which may affect the function of the cardiopulmonary system, and the clinical manifestations and treatment rationales as related to respiratory care practice. Practical laboratory is required and course emphasis is placed upon the application of sound diagnostic techniques in the gathering of data in support of diagnosis of specific disease entities as well as progression of pathological changes in cardiopulmonary function.

Upon completion, the student should be able to demonstrate the ability to gather appropriate information from various sources in support of diagnosis of specific cardiopulmonary disease as well as an adequate understanding of cardiopulmonary pathology.

**Credits 3**

**Theory Credit**

2

**Experimental Laboratory Credit**

1

**Prerequisites**

Admission to the program and/or as required by the department.

### **RPT 222 : Fundamentals for Respiratory Care II**

This course continues to present the fundamental scientific basis for selected respiratory care procedures. Experimental laboratory is required and areas of emphasis include: therapeutic techniques utilized in bronchial hygiene, hyperinflation therapy, mechanical ventilation of the adult, manual resuscitation equipment, the equipment utilized in bedside assessment, and mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive abilities and psychomotor skills required to perform the procedures presented.

**Credits 4**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 223 : Acid-Base Regulation and ABG Analysis**

This course provides the student with lecture and audiovisual presentation of material essential to the understanding of acid/base physiology and arterial blood gas interpretation. Emphasis is placed upon Arterial Blood Gas (ABG) sampling technique, quality assurance, basic chemistry as related to acid/base balance, evaluation of oxygen transport, and the role of the respiratory and renal systems in maintenance of homeostasis. Upon completion, the student should be able to demonstrate appropriate psychomotor skills and cognitive abilities for the fundamental concepts of acid/base balance and regulation of homeostasis by the respiratory and renal systems.

**Credits 2****Theory Credit**

1

**Experimental Laboratory Credit**

1

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 230 : Clinical Practice III**

This is the third course in the clinical sequence, and is designed to allow the student to function in the role of primary care giver. Emphasis is placed upon mastery of basic respiratory care procedures, administration of aerosol drugs, and care of the patient receiving mechanical ventilation. Upon completion, the student should be able to demonstrate psychomotor skills and cognitive abilities necessary to function safely and effectively in the role of primary care giver.

**Credits 2****Preceptorship Credits**

2

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 231 : Pathology for the RCP II**

This course continues to present specific disease entities which may impair cardiopulmonary function. Laboratory study is directed toward diagnostic techniques and decision making. Course emphasis is placed upon etiology, diagnosis, prognosis, and treatment rationale for each medical problem presented. Upon completion, the student should be able to demonstrate the cognitive abilities necessary to integrate clinical and laboratory data obtained from various sources in support of the diagnosis and treatment of the specific disease entities presented.

**Credits 3****Theory Credit**

2

**Experimental Laboratory Credit**

1

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 232 : Diagnostic Procedures for the RCP**

This course is designed to present the value of various procedures as an aid to diagnosis in cardiopulmonary disease. Course emphasis is placed upon procedures such as complete pulmonary function testing, bronchoscopy, cardiac diagnostic procedures, and ventilation/perfusion studies. Upon completion, the student should be able to demonstrate the psychomotor and cognitive abilities necessary to perform routine diagnostic procedures.

**Credits 2****Theory Credit**

1

**Experimental Laboratory Credit**

1

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 233 : Special Procedures for the RCP**

This course identifies and presents special procedures and medical specialties for various tasks required of the RCP, while functioning in an assistive role to the physician. Course emphasis is placed upon phlebotomy, bronchoscopy, hemodynamic assessment, and advanced cardiopulmonary monitoring techniques. Upon completion, the student should be able to demonstrate cognitive abilities and understand the psychomotor skills necessary to perform assistive functions during the various procedures presented.

**Credits 2****Theory Credit**

2

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 234 : Mechanical Ventilation for the RCP**

This course continues and expands the presentation of material concerning mechanical ventilation as previously introduced including indications, modification, and discontinuance of mechanical ventilation. Laboratory is required and course emphasis is placed upon the application of scientific principles to the clinical use of various modes of mechanical ventilation. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to effectively institute and maintain various methods of mechanical ventilation.

**Credits 4**

**Theory Credit**

2

**Experimental Laboratory Credit**

2

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 240 : Clinical Practice IV**

This course, the last in the required clinical sequence, provides opportunities for the student to further refine clinical skills. Course emphasis is placed upon critical care, neonatal mechanical ventilation, home care and discharge planning. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required to function in the role of advanced respiratory care practitioner.

**Credits 4**

**Preceptorship Credits**

4

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 241 : Rehabilitation and Home Care for the RCP**

This course presents special considerations which apply to rehabilitation and home care of the patient with cardiopulmonary disorders. Emphasis is placed upon the role of the RCP within the home care medical community and modification of techniques and procedures necessary for effective pulmonary management. Upon completion, the student should be able to demonstrate an understanding of discharge planning and disease management protocols as applied to rehabilitation and the continuation of effective respiratory care outside of an acute care facility.

**Credits 2**

**Theory Credit**

2

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 242 : Perinatal / Pediatric Respiratory Care**

This course presents the unique requirement for appropriate delivery of respiratory care to the neonatal and pediatric patient. Laboratory is required and course emphasis is placed upon a detailed outline of fetal lung development, fetal circulation, neonatal cardiopulmonary disorders, and specialized equipment and techniques, as well as general considerations of provision of care to neonatal and pediatric patients. Upon completion, the student should be able to demonstrate the cognitive and psychomotor skills required for safe and effective delivery of respiratory care to the neonatal and pediatric patient.

**Credits 3**

**Theory Credit**

2

**Experimental Laboratory Credit**

1

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 243 : Computer Applications for the RCP**

This course is designed to allow the student practice in utilizing computer assisted clinical simulation software as well as allow for a general program review in preparation for credentialing examinations. Emphasis is placed on development of critical thinking skills, specific to the discipline, and development of computer literacy. Upon completion, students should be able to demonstrate computer literacy and satisfactory performance on nationally standardized comprehensive self-assessment examinations.

**Credits 2**

**Experimental Laboratory Credit**

2

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 244 : Critical Care Considerations for the RCP**

This course provides for continued discussion concerning the monitoring and maintenance of patients who are treated in the critical care area of an acute care hospital. Course emphasis is placed upon advanced monitoring and assessment techniques employed in the treatment of the critical care patient. Upon completion, the student should be able to demonstrate increased psychomotor and cognitive abilities as pertaining to critical care.

**Credits 2**

**Theory Credit**

1

**Experimental Laboratory Credit**

1

**Prerequisites**

Admission to the program and/or as required by the department.

**RPT 254 : Patient Assessment Techniques for the RCP**

This course is designed for the respiratory therapy student or respiratory care practitioner who desires to augment previous instruction in patient assessment techniques and further refine clinical assessment abilities. Emphasis is placed on physician interaction and development of discrete clinical assessment skills. Upon completion, of this course the student/practitioner should be able to demonstrate improved assessment skills pertaining to evaluation of patients with cardiopulmonary disorders.

**Credits 2****Theory Credit**

1

**Experimental Laboratory Credit**

1

**Prerequisites**

Admission to the program and/or as required by the department.

## Social Work Technology

**ORI 101S : Orientation to College**

This course aids new students in their transition to our institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution.

ORI 101S is designed for students in the Social Work program.

**Credits 1**

-2

**Theory Credit**

1-2

**Prerequisites**

Admission to Social Work Program

**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****Theory Credit**

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****Theory Credit**

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****Theory Credit**

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****Theory Credit**

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****Theory Credit**

3

**SWT 200 : Social Work Practicum**

This course will allow students real world, hands-on experience under supervision at an approved social work setting. Students will observe and develop a portfolio documenting their experience in the field.

**Credits 3****Skills Laboratory/Clinical Practice**

3

**Prerequisites**

Approval of SWT program

# Sociology

## **SOC 200 : Introduction to Sociology**

This course is an introduction to vocabulary, concepts, and theory of sociological perspective of human behavior.

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

SOC 200

## **SOC 210 : Social Problems**

This course examines the social and cultural aspects, influences, incidences, and characteristics of current social problems in light of sociological theory and research.

Code A

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

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

**Theory Credit**

13

**Prerequisites**

SOC 200

# Spanish

## **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**

**Theory Credit**

4

**Prerequisites**

Grade of "C" or better in ENR 098 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.

**Credits 4**

**Theory Credit**

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**

**Theory Credit**

3

**Prerequisites**

SPA 201

# Speech Communications

## **SPH 106 : Fundamentals of Oral Communication**

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness.

**Credits 3**

**Theory Credit**

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.

**Credits 3**

**Theory Credit**

3

## **SPH 116 : Introduction to Interpersonal Communication**

This course focuses on communication in interpersonal settings. The course surveys current interpersonal communication theory and provides application for personal and professional development.

One of the current topics addressed will be communicating on major social media platforms and creating social media accounts to build enriching relationships. Learning how to interact on various social media platforms is crucial in order to survive and thrive in this age of digital communication. Students will present oral reports, written reports, and team projects.

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

3

## **SPH 226 : Business and Professional Speech**

This course focuses on the fundamentals of speech applied to business and professional speech, reports, sales talks, conference, interviews, speeches of goodwill, speeches of inspiration and courtesy, and after dinner speeches.

Code C

**Credits 3**

**Theory Credit**

3

**Prerequisites**

SPH 106 or SPH 107

## **SPH 228 : Group Communication**

This course offers a study of the nature, uses, and types of group discussion, intrapersonal communication, and the interpersonal communication. It includes a study of the role of democratic leadership in organizing and conducting group meetings. Group problem-solving and the individual's role in a functioning group are also explored.

Code C

**Credits 3**

**Theory Credit**

3

**Prerequisites**

SPH 106 or SPH 107

# Surgical Technology

## **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**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

6

**Prerequisites**

**Admission to the program and/or as required by the Department.**

**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**

**Theory Credit**

2

**Skills Laboratory/Clinical Practice**

6

**Prerequisites**

**Admission to the program and/or as required by the Department.**

**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**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

6

**Prerequisites**

**Admission to the program and/or as required by the Department.**

**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**

**Admission to the program and/or as required by the Department.**

**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**

**Theory Credit**

1

**Preceptorship Credits**

123

**Prerequisites**

**Admission to the program and/or as required by the Department.**

**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**

**Theory Credit**

1

**Prerequisites**

**Admission to the program and/or as required by the Department.**

**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**

**Theory Credit**

3

**Prerequisites**

**Admission to the program and/or as required by the Department.**

**SUR 108 : Pharmacology for the Surgical Technologist**

A study of basic pharmacology as it 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**

**Theory Credit**

2

**Prerequisites**

**Admission to the program and/or as required by the Department.**

**SUR 150 : Central Sterile I**

This course is an introduction to the field of Central Sterile Processing as a career. Emphasis is on the role of a Sterile Processing Technician, care of surgical instruments, sterilization procedures, principles of asepsis, safety, and an overview of microbiology. Upon completion, the student will be able to demonstrate knowledge of sterilization procedures and workplace asepsis.

**Credits 4**

**Theory Credit**

3

**Skills Laboratory/Clinical Practice**

1

**SUR 151 : Central Sterile II**

This course is the study of the name and functions of surgical instruments. An emphasis will be placed on the study of human structure, function, procedural terminology, and the instruments and equipment used for common surgical procedures. Upon completion of this course the student will be able to identify a variety of surgical instruments and discuss common uses of the instruments.

**Credits 3**

**Theory Credit**

2

**Skills Laboratory/Clinical Practice**

1

**SUR 152 : Central Sterile Lab**

This course is designed to provide the student with a clinical experience in central sterile processing. The theory portion of the course will include a discussion of clinical experiences and a review of previously covered content in preparation for taking a certification exam.

Upon successful completion students will be able to apply concepts of central sterile processing at the entry level.

**Credits 3**

**Theory Credit**

1

**Preceptorship Credits**

2

**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**

**Preceptorship Credits**

123

**Prerequisites**

**Admission to the program and/or as required by the Department**

## Systems Engineering Technology

**SYS 101 : Introduction to Systems Engineering**

This course is an introduction to systems engineering (SE) and the principles of systems definition, development, and maintenance. Topics include basic understanding of systems, systems engineering objectives, terminology, and working methodology, the relationships between systems engineering and other disciplines, the basic elements of the product life cycle, the use of modeling, and the influence of programmatic considerations. Emphasis is on developing an understanding of the Systems Engineering (SE) methodology. Teamwork and cooperative effort concepts are highlighted.

**Credits 3**

**Theory Credit**

3



**SYS 221 : MBSE in the Digital Environment**

This course builds on prior coursework and/or experience in systems modeling and database design and management. It introduces the student to disparate model and data types and how to gather data from multiple sources and transform it for incorporation into systems engineering (SE) models. Relationships between different types of modeling systems with Systems Models are investigated. Emphasis may be placed on modeling programs, data structures, languages, and platforms commonly used in a specific industry.

**Credits 3****Theory Credit**

3

**Prerequisites**[SYS 101](#) OR instructor permission**SYS 231 : Systems Modeling I**

This is the first course in the three-course Systems Modeling sequence. It provides an introduction to the concept of a system and to systems modeling. It focuses on the concepts and tools necessary to generate a systems engineering (SE) model that represents a given system. Model documentation and the team approach to project management and execution are emphasized.

**Credits 3****Theory Credit**

3

**Prerequisites**[SYS 101](#)

or instructor permission

**SYS 232 : Systems Modeling II**

This is the second course in the three-course Systems Modeling sequence. It provides an increase in knowledge of the concepts of a system and systems modeling. It focuses on the more advanced concepts and tools necessary to generate a systems engineering (SE) model that represents a given system. Model documentation and the team approach to project management and execution are emphasized.

**Credits 3****Theory Credit**

3

**Prerequisites**[SYS 231](#)**SYS 233 : Systems Modeling III**

This is the third course in the three-course Systems Modeling sequence. It provides an increase in knowledge of the concepts of a system and systems modeling. It focuses on the more advanced concepts and tools necessary to generate a SysML model that accurately represents a given system. Model documentation and the team approach to project management and execution are emphasized. Methods of determining model scope and planning content will be discussed,

**Credits 3****Theory Credit**

3

**Prerequisites**[SYS 232](#)**SYS 241 : Systems Engineering Technology Capstone**

This capstone course consists of a real-world project in support of an industrial partner. Working as a team or teams, students will interact with the customer, develop an understanding of the objectives, deliverables, and the proposed or existing system. The students will evaluate available documentation, existing models, and determine a project schedule and work breakdown structure for their effort. Based on discussions with the customer, evaluation of the system, and recognition of the objectives of the project, the students will determine the scope and focus of the model needed. As a team or teams, the students will then design, document, build, test, and utilize a realistic, properly representative, model for that system. The students will also identify maturity paths for that model and opportunities to connect to other digital tools.

**Credits 3****Theory Credit**

3

**Prerequisites**[SYS 232](#)

## Theatre

**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 1**

-2

**Theory Credit**

1 - 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**

**Theory Credit**

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 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**

**Theory Credit**

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**

**Theory Credit**

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**

**Theory Credit**

3

**THR 132 : Acting Techniques II**

This course is a continuation of THR 131. Students will participate in a theatre production.

**Credits 3**

**Theory Credit**

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

**Theory Credit**

1-2

**THR 142 : Introduction to Dance in Theatre II**

This course is a continuation of THR 141

**Credits 1**

-2

**Theory Credit**

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**

**Theory Credit**

2

**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**

**Theory Credit**

2

**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**

**Theory Credit**

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

**Theory Credit**

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**

**Theory Credit**

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

**Theory Credit**

1-2

**Prerequisites**

[THR 214](#)

**THR 216 : Theatrical Makeup**

The course is a study of the materials and techniques of theatrical makeup.

**Credits 2**

**Theory Credit**

2

**THR 221 : Scenographic Techniques**

This course includes practical work to develop proficiency in drafting technical drawings for the stage, including ground plans, elevations, detail, and isometric drawings.

**Credits 3**

**Theory Credit**

3

**THR 224 : Scene Painting**

This course includes historic and contemporary methods of painting scenery for the stage and practical application of techniques in the scenic studio.

**Credits 3**

**Theory Credit**

3

**THR 236 : Stagecraft**

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting.

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

3

**THR 266 : Fundamentals of Directing**

This course is designed to cover the fundamentals of directing. Instruction will include lectures, demonstration, written and oral analysis of scripts and performances.

**Credits 3**

**Theory Credit**

3

**THR 296 : Directed Studies in Theatre**

This course deals with problems in theater and art management. Problems may be arranged in conjunction with other disciplines in the Fine Arts.

**Credits 2**

**Theory Credit**

2

# Visual Communications

## **CAP 122 : Storytelling and Previsualization Process/ Project**

This course introduces students to the storytelling and previsualization process. Topics include use of tools like script writing, narrative advancement, storyboarding, camera framing, and the importance of timing in storytelling. Upon completion, the student should be able to use these tools to prepare for the creation of an animated short feature, a live action short film, or a video game prototype.

**Credits 5**

**Theory Credit**

2

**Experimental Laboratory Credit**

3

**Prerequisites**

Prerequisite: CAT 283 or RTV 119 or Permission of Instructor

## **CAP 123 : CGI Shading, Lighting, and Rendering**

This course introduces students to the mechanics of how various materials react to light in real life and in a CGI software. Topics include study of various shaders, lighting techniques and rendering parameters. Upon completion the student should be able to reproduce a common object surface and render it efficiently.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

2

## **CAT 283 : 3D 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 three-dimensional environment.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

2

**Manipulative Laboratory**

3

## **RTV 119 : Video Production I**

This class provides demonstrations and practice regarding the basics of the video production process. The course introduces students to basic video production techniques and provides a basic overview of film and television theory and criticism. It provides a combination of theory and hands-on exercises in order for students to learn the equipment and techniques used in media production and editing. Basic shooting and editing techniques are introduced.

**Credits 3**

**Theory Credit**

1

**Experimental Laboratory Credit**

2

## **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**

**Theory Credit**

2

**Experimental Laboratory Credit**

1

**Prerequisites**

Permission of Instructor

## **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**

**Theory Credit**

2

**Experimental Laboratory Credit**

1

**Prerequisites**

Permission of Instructor

**RTV 219 : Video Production II**

This class provides further demonstrations and practice regarding the video production process. Students are further introduced to basic video production techniques and the course provides an overview of film and television theory and criticism. It provides a combination of theory and hands-on exercises in order for students to learn the equipment and techniques used in media production. Advanced instruction in video production is provided through this hands-on, production-intensive course.

**Credits 3****Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**[RTV 119](#)**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****Theory Credit**

3

**VCM 146 : 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****Theory Credit**

3

**Prerequisites**

VCM 145 or Permission of Instructor

**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****Theory Credit**

2

**Experimental Laboratory Credit**

2

**VCM 172 : Digital Illustration I**

Principles of creating and manipulating vector illustrations using current vector illustration software. Upon completion, the student should be able to produce professional vector illustrations from concept to production for diverse media.

**Credits 3****Theory Credit**

3

**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****Theory Credit**

2

**Experimental Laboratory Credit**

2

**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****Theory Credit**

2

**Experimental Laboratory Credit**

2

**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****Theory Credit**

3

**Prerequisites**

ART 221 or 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 2**

**Theory Credit**

1

**Experimental Laboratory Credit**

2

**Prerequisites**

ART 221 or 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**

**Theory Credit**

3

**Prerequisites**

[ART 221](#)

[VCM 232](#)

ART 221 and VCM 232 or Instructor Permission

**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**

**Theory Credit**

3

**Prerequisites**

VCM 285 or Permission of instructor

**VCM 291A : Visual Communications Co-operative Education**

This course allows the student to apply knowledge and skills in a real-world workplace. Evaluation is based upon a well-developed 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 0**

-0

**Theory Credit**

0

**Prerequisites**

Instructor Permission

# Welding

**WDT 100 : Introduction to Applied Technologies**

The course is designed to introduce the student to the basic concepts, terminology and procedures associated with applied analytical skills needed to succeed in higher level courses to include: basic mathematical applications, use of scientific calculators, measurements, and geometric and triangulation methods.

**Credits 3**

**Theory Credit**

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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

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, filler 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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Theory Credit**

2

**Manipulative Laboratory**

3

**Prerequisites**

[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**

**Manipulative Laboratory**

9

**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**

**Manipulative Laboratory**

9

**Corequisites**

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**

**Manipulative Laboratory**

9

**WDT 131 : Carbon Steel Fabrication Methods**

This course allows the student to plan, execute and present results of fabrication processes using carbon steel material. Emphasis is placed on enhancing skill attainment in the carbon steel fabrication field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and the instructor.

**Credits 3**

**Manipulative Laboratory**

3



**WDT 141 : Aluminum Fabrication Methods**

This course allows the student to plan, execute and present results of fabrication processes using aluminum material. Emphasis is placed on enhancing skill attainment in the aluminum fabrication field. The student will be able to demonstrate and apply competencies identified and agreed upon between the student and the instructor.

**Credits 3**

**Manipulative Laboratory**

3

**Prerequisites**

A grade of C or higher in WDT 228

**WDT 155 : GTAW Carbon Pipe Lab**

This course is designed to provide the student with the skills in welding carbon steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on carbon steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**Credits 3**

**Manipulative Laboratory**

9

**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**

**Manipulative Laboratory**

9

**Prerequisites**

[WDT 115](#)

[WDT 155](#)

**WDT 157 : Consumable Welding Processes**

This course provides instruction and demonstration with the consumable welding processes to produce groove and fillet welds in all positions, according to applicable welding codes. Topics include safe operating practices, equipment identification, equipment set-up, correct selection of electrode, current/polarity, shielding gas and base metals.

**Credits 3**

**Theory Credit**

1

**Manipulative Laboratory**

2

**WDT 160 : Robotics Lab I**

This course is the practical application of robotics theory. Students will complete machine origins, robotic programming, robotic welding parameters, link programs to create jobs and allocate a weave start.

**Credits 3**

**Theory Credit**

3

**WDT 166 : Flux Core Arc Welding**

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

**Credits 3**

**Theory Credit**

2

**Manipulative Laboratory**

1

**Prerequisites**

A grade of C or better in WDT 119

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**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**

**Theory Credit**

1

**Manipulative Laboratory**

6

**Prerequisites**

PREREQUISITES: 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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

Permission of Instructor

**WDT 219 : Welding Inspection & Testing**

This course provides the student with inspection skills and knowledge necessary to evaluate welded joints and apply quality control measures as needed. Emphasis is placed on interpreting welding codes, welding procedures, and visual inspection methods. Upon completion, students should be able to visually identify visual acceptable weldments as prescribed by the code or welding specification report.

**Credits 3**

**Theory Credit**

3

**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**

**Theory Credit**

2

**Manipulative Laboratory**

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**

**Manipulative Laboratory**

9

**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**

**Experimental Laboratory Credit**

6

**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**

**Manipulative Laboratory**

9

**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**

**Manipulative Laboratory**

9

## Workplace Skills

**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**

**Theory Credit**

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 and 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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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
- Perform 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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**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**

**Theory Credit**

1

**Experimental Laboratory Credit**

4

**Prerequisites**

[WKO 141](#)

# About the College

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## A Message from the Vice President of Student Services

Welcome to Calhoun! We are excited to have you here as a student, and more importantly, we are eager to help you not only succeed at Calhoun but to build a strong foundation for your future. Your education at Calhoun is the gateway to achieving your dreams and goals, and we're here to help you every step of the way!

The faculty and staff at Calhoun are deeply committed to your success. We want to see you thrive—whether that means completing your certificate, earning your degree, or preparing to transfer to a four-year institution. Whatever your goals may be, we are here to ensure you have the resources, guidance, and support to reach them.

This Student Handbook is your go-to guide for important information. We understand that you might be juggling your studies with a job, family, or other commitments, but remember, your academic journey is key to your future. This Handbook will provide you with essential campus resources, insights into campus life, and important student policies to help you stay on track.

Most importantly, never forget that Calhoun's faculty, staff, and even fellow students are here to offer advice and support whenever you need it.

I wish you an amazing and successful year at Calhoun! Please don't hesitate to reach out if there's anything I can do to support you.

Kassie Mathis  
Vice-President of Student Services

## A Message from the Student Engagement Coordinator

The Department of Student Engagement provides a pathway for students to create a sense of community and foster passions while developing leadership and life skills. Through various programs and student-led organizations, students are empowered to create unique co-curricular experiences, meaningful relationships, and memories that last a lifetime. We believe that student engagement is essential to providing every student the opportunity to learn from others while promoting individual growth and development. We want you to be engaged on campus and believe it will provide a positive impact on your education while here at Calhoun. There are numerous,

exciting events and programs planned for students every year. We encourage you to explore all that Calhoun has as to offer. Our mission in the Student Engagement Office is simple - to support you while creating a living-learning community that allows you to thrive, belong, and engage world citizens. Clearly, you are the heart of the college and an integral part of our campuses. We hope you enjoy your Calhoun experience. Get Active! Get Involved! Stay Connected!

"Embrace every good opportunity you encounter; some will get you informed; others will get you inspired... Some will get you involved and others you make you improved!"

— Israelmore Ayivor, [Daily Drive 365](#)

*Raymond King – Student Engagement Coordinator*

## Quick Reference Phone Numbers

### ACCUPLACER Test

Advising..... 256-260-4330  
Testing (Decatur)..... 256-306-2522  
Testing (Huntsville).....256-890-4792

### Address Changes

Records..... 256-306-2593

### Advisor

Advising ..... 256-260-4330

### Application for Admission

Admissions..... 256-306-2593

**Recruitment** ..... 256-306-2634

### Articulation Agreements (High Schools)

Dual Enrollment.....256-306-2665

### Books

Bookstore (Decatur)..... 256-306-2572  
Bookstore (Huntsville)..... 256-890-4748

### Campus Tours

Recruitment (Decatur) ..... 256-306-2634  
Recruitment (Huntsville).....256-890-4757

### Disability Services

Office.....256-306-2630

### Drop & Add

Advising..... 256-260-4330

### Enrollment Verification

Records ..... 256-306-2593

**Fee Payment**

Business Office ..... 256-260-2457

**Financial Aid Refund Status**

Financial Aid ..... 256-306-2628

**GED Classes**

Decatur..... 256-306-2830

Huntsville.....256-890-4793

**Graduation Ceremony**..... 256-306-2870**Job Listings for Students and Alumni**

Career Services..... 256-306-2993

**Loans**

Financial Aid ..... 256-306-2628

**Academic Major Changes**

Advising..... 256-260-4330

**Name Changes**

Records ..... 256-306-2593

**Orientation**

Advising ..... 256-306-2648

**Parking Decals**

Student Center (Decatur) ..... 256-260-2457

Administrative Office (Huntsville).....  
256-890-4747**Refunds**

Business Office ..... 256-306-2543

**Transcripts**

Records..... 256-306-2593

**Scholarships**

Foundation Scholarships.....256-713-4823

Institutional Scholarships.....  
256-306-2689**Student Advocate**Student Services.....  
256-306-2870**Student IDs**

Student Services (Decatur) ..... 256-306-2870

Admissions (Huntsville).....  
256-713-4874**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

Students may be referred by their Academic Advisor to complete ACCUPLACER placement testing prior to course registration. ACCUPLACER assessments are conducted regularly at the Decatur and Huntsville campus Testing Centers.

To arrange on-campus testing please contact the Testing Centers:

Online Registration System: <https://calhoun.edu/testing-center/proctored-exams/>

### DECATUR CAMPUS 256-306-2522

[actcenter@calhoun.edu](mailto:actcenter@calhoun.edu)

Testing Center and Adult Education Building, Room 103

### HUNTSVILLE CAMPUS 256-890-4792

[hsvtesting@calhoun.edu](mailto:hsvtesting@calhoun.edu)

Sparkman Building, Room 122

Remote testing is available by arrangement. Students may request a remote testing voucher by contacting the Advising Department at [advising@calhoun.edu](mailto:advising@calhoun.edu). Once the voucher is issued, a Calhoun proctor will contact the student by email to arrange testing.

### 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         | Score | SAT         | Score |
|-------------|-------|-------------|-------|
| 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

With the following:

Advising Centers staffed by advisors are open and operational on the Decatur and Huntsville Campus. The advising staff will assist students to set academic goals, plan their course schedules, plan their program of study, and register for classes. All new, first-time freshmen will meet with an advisor prior to their first semester. Advisors will remain available to the student for any assistance they may need throughout their time at Calhoun Community College.

**You are welcome to walk-in and meet with an advisor or go to [www.calhoun.edu/advising](http://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 at Calhoun present various opportunities for students to participate in educational experiences not otherwise provided in the curriculum. The student activities programming at Calhoun Community College falls under the responsibility of the Office of Student Engagement. 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), National Junior College Athletic Association (NJCAA), the Alabama Community College Conference (ACCC), and Bass Nation. Calhoun competes in Baseball, Basketball, Bass Fishing, Cross Country, Esports, Golf, Softball, and Volleyball.

## 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 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, Public Relations, Parliamentarian, Senator, and Campus Coordinator. 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.

## Student Government Association Constitution

### 1 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, through this representation, a direct line of communication will always be open from each Student-to-Student Government officers and to staff, faculty, and administration.

### 2 ARTICLE I NAME, PURPOSE, MEMBERSHIP

#### 2.1 Section 1 Name

The name of this organization shall be the Calhoun Community College Student Government Association, hereinafter referred to as [SGA](#).

#### 2.2 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.

#### 2.3 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.

### 3 ARTICLE II ADMINISTRATIVE DEPARTMENTS

#### 3.1 Section 1 Branches

The SGA shall be composed of the Executive and Legislative Branches.

### 4 ARTICLE III POWERS OF EXECUTIVE BRANCH

#### 4.1 Section 1 Executive Members

All executive powers of the SGA shall be vested in these members: 1 President over both campuses, 1 Vice President over both campuses, Huntsville, 1 Secretary, 1 Assistant Secretary, 1 Public Relations

Director, Huntsville 1- Parliamentarian, 1 Campus Liaison Decatur 1, Campus Liaison ACA, and 1 Campus Liaison - Huntsville.

#### 4.2 Section 2 Powers and Duties of the President

- A. Administer and enforce any official SGA operating documents.
- B. Instruct and require reports from executive officers and committee chairs.
- C. Call and preside over bi-monthly meetings of the SGA and the Executive Branch.
- D. Make recommendations for legislation to the Student Senate.
- E. Serve, or appoint a member of the elected body of the SGA to serve on the Discipline Committee and other appropriate institutional committees.
- F. Not holding the Office of President in any other Calhoun Community College club or organizations.
- G. Serve in all other proper and necessary capacities as assigned by the SGA Advisor.
- H. [Keep regular, posted SGA office hours, one \(1\) hour a week Monday - Thursday. \(Not overlapping w/other members approved by the SGA Advisor\)](#)

#### 4.3 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. (The SGA advisor will decide as to which VP would become President).
- C. Appoint committee chairpersons and committee members and make a recommendation for the removal of a committee chairperson or committee member.
- D. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs on an as-needed basis.
- E. Keep regular, posted SGA office hours, one (1) hour a week Monday - Thursday. (Not overlapping w/other members approved by the SGA Advisor)

#### 4.4 Section 4a Powers and Duties of the Secretary

- A. Record and report the minutes of each meeting of the SGA and the Executive Branch. Minutes uploaded within 24 hours to online portal.
- 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, one (1) hour a week Monday - Thursday. (Not overlapping w/other members approved by the SGA Advisor)

#### 4.5 Section 4b Powers and Duties of the Assistant Secretary

- A. In the absence of the Secretary, assume the powers and duties of the Secretary.
- B. [Keep regular, posted SGA office hours, one \(1\) hour a week Monday - Thursday. \(Not overlapping w/other members approved by the SGA Advisor\)](#)

#### 4.6 Section 5 Powers and Duties of the Campus Liaisons

- A. There shall be three (3) Campus Liaisons, one for each campus (Alabama Center of the Arts, Decatur & Huntsville).
- B. Campus liaison between the SGA and the campus clubs and organizations.
- C. Bi-monthly report to the SGA officers and Advisor as needed.
- D. Keep regular, posted SGA office hours, one (1) hour a week Monday - Thursday. (Not overlapping w/other members approved by the SGA Advisor)

#### 4.7 Section 6 Powers and Duties of the Public Relations Director

- A. There shall be two (2) Public Relations Directors, one for each campus (Decatur & Huntsville).
- B. The Public Relations Directors shall coordinate all communications between the SGA and the Calhoun Community College community in Decatur and Huntsville Campus.
- C. Maintain the SGA Instagram page on a weekly basis
- D. Promoting student events and activities per prospective campus.
- E. Survey Student after major events for reference
- F. Keep regular, posted SGA office hours, one (1) hour a week Monday - Thursday. (Not overlapping w/other members approved by the SGA Advisor)

#### 4.8 Section 7 Powers and Duties of the Parliamentarian

- A. Serve as general interpreter of any official SGA operating documents along with the SGA Constitution, with the power to review and determine the constitutionality (and/or adherence to the above-mentioned documents) of SGA actions

- B. Keep the SGA Constitution updated as it is amended.
- C. Clarify all parliamentary inquiries, constitutional or ethical concerns, and/or procedural questions.
- D. Ensure meetings are conducted by the Robert Rules of Order.
- E. Keep regular, posted SGA office hours, one (1) hour a week Monday - Thursday. (Not overlapping w/other members approved by the SGA Advisor)

## 5 ARTICLE IV POWERS OF LEGISLATIVE BRANCH

### 5.1 Section 1 Legislative Members

- A. Up to ten (10) representatives at each campus (Decatur & Huntsville) elected at large from the student body.
- B. One (1) active member of each Calhoun club or organization, elected by the membership of that club.

### 5.2 Section 2 Powers 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.
- D. Address issues and concerns raised by the student body. Meet with members of the faculty, staff, and administration to address student concerns as needed.
- E. Confirm appointments made by the SGA President and Vice Presidents.
- F. Vote on all applications for SGA recognition from potential student clubs.

## 6 ARTICLE V QUALIFICATIONS FOR EXECUTIVE AND LEGISLATIVE BRANCHES

### 6.1 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 3.0 or better overall grade point average during his or her term of office.
- C. The Secretary and Campus Liaison must have demonstrated computer skills.
- D. The Public Relations Director must have demonstrated social media skills

### 6.2 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 First-year students desiring to run for election shall do so, based on high school grades.

## 7 ARTICLE VI ELECTIONS AND SUCCESSION

### 7.1 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 3.0 (officers) 2.5 (senator) grade point average verified by the sponsor.

### 7.2 Section 2 Election of Legislative Branch

- A. Up to eight senators of the SGA from the Decatur and Huntsville campus shall be elected and installed to assume office during the month of September.
- B. Any qualified student may be placed on the official ballot by submitting an application to the SGA Advisor. fourteen (14) days prior to the election with a 3.0 (officers) 2.5 (senator) grade point average verified by the sponsor.

### 7.3 Section 3 Election Procedures

- A. All elections shall be by secret ballot.
- B. Election winners will be notified by the SGA Advisor.

### 7.4 Section 4 Succession

- A. The President shall be succeeded by the Vice President of the student body appointed by the SGA Advisor.
- B. The Vice President shall be succeeded by nominations from the executive board to be voted on by the SGA Body.
- C. All other vacancies for officers shall be filled by election within the SGA 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 is not 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.

## 8 ARTICLE VII CONTINUITY OF SERVICE

### 8.1 Section 1 Executive & Legislative 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 prior to the meeting unless a reasonable emergency occurs. 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.

### 8.2 Section 2: Impeachment

- A. Any SGA officer may bring to the Parliamentarian a petition for the impeachment of an SGA officer.
- B. The Parliamentarian must then immediately call a closed meeting with the SGA Advisor (exclude all Senators and Executive Cabinet Members), who will review the petition, and then either dismiss the complaint or issue articles of impeachment (that is declare that there is sufficient evidence to try the defendant).
- C. The trial will be held in a joint session of the Senate and Executive Cabinet, presided over by the Parliamentarian in his/her capacity as High Justice. The High Justice will determine the length each side has to present its arguments.
- D. An SGA Officer can only be impeached for certain offenses worthy of removal from office, specifically:

- a. Failure to perform the duties of their office as outlined by the Constitution and any office SGA operating documents.
- b. Corruption (including but not limited to stealing or embezzling SGA funds, using SGA position to gain unfair perks and benefits, accepting bribes in exchange for special favors, using SGA offices, resources, and/or personnel for personal gain).
- c. Abuse of Power: Gravely and/or repeatedly exceeding the constitutionally outlined power or misusing the powers in ways not intended to circumvent or supersede the proper division of powers, normal legislative and deliberative process.
- d. Specifically in the case of Recall, gross ignorance, or willful disregard of the interests, wishes, and concerns of one's constituents resulting in a failure to represent the interests of said constituents may be subject recall.

## 9 ARTICLE VIII OATH OF OFFICE

### 9.1 Section 1 Oath of Office

- A. 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.

### 9.2 Section 2 Upholding Oath of Office

- A. Any elected or appointed officer shall uphold the oath of office or shall be dismissed from the SGA.

## 10 ARTICLE IX MEETINGS

### 10.1 Section 1 General Sessions

- A. Bi-monthly meetings will be held virtually (or otherwise stated) on the 1st or 3rd Thursday at 2 pm and committee meetings will be held as needed.

### 10.2 Section 2 Special Meetings

- A. Special meetings shall be called when deemed necessary.

## 11 ARTICLE X RULES OF ORDER

- A. 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 consistent with the by-laws and any special rules of order the SGA may adopt.



## 12 ARTICLE XI CONSTITUTIONAL AMENDMENTS

### 12.1 Section 1 Amendments

- A. Any member of the SGA can propose an amendment or revision of the Official SGA operating documents to a meeting.
- B. The Senate must then send the proposal for amendment or revision to the Parliamentarian for discussion, drafting, and final recommendation for approval.
- C. If the amendment or revision is of the By-laws, then following parliamentary approval (The Parliamentarian have no say in whether they personally like the amendment, their only authority over the proposed amendment is to make sure it is constitutional, and the language is correct. If the Parliamentarian rejects a proposed amendment, his or her decision may be appealed through the SGA Advisor or Vice President of Student Services) it must be approved by a three-fifths majority of the Senate and Executive Cabinet or by separate votes of each branch by two-thirds majority.
- D. This amendment or revision must be published on the Calhoun Community College website.

### 12.2 Section 2 Quorum

- A. A quorum shall be defined as 3/4 of the active, elected membership; a quorum must be present to vote on ANY official business.

### 12.3 Effective 9/22

NOTE: Each SGA member will be required to serve on committees; which include some but are not limited to what is listed below:

Fall Festival, Student Success Committee Focus Group, Administrative Planning Council, Food/Hospitality Committee, Disciplinary Committee, Spring Festival, Blood [Drives](#), and other Committees as assigned.

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## 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.

The following is a list of campus organizations and clubs and brief descriptions of their functions. For club meeting dates/times contact the sponsor.

#### 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.

#### The Art Club Box

Bringing the art students together to host various activities on campus and in the community. Coordinating events at the ACA to promote growth and to connect fellow students. Traveling to local elementary, middle, and high schools to educate students about art majors.

#### American Advertising Federation

This club strives to connect visual communications students with industry professionals in the North Alabama chapter of the American Advertising Federation. This organization provides internship and scholarship opportunities as well as professional portfolio guidance.

#### Baptist Campus Ministries – Decatur

BCM is a faith-based student organization that offers students the opportunity to grow in leadership skills, discipleship, and personal relationships. Our weekly meetings include Bible study, discussion, and fellowship. Throughout the school year, we participate in various activities, service projects, mission trips, and retreats. BCM (Decatur) currently meets every Tuesday in MSA room #140 from 12:20-1:20 p.m. Everyone is welcome!

#### 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 other grow in their relationship with Christ, and help lead others to Him. Our weekly Bible Study will be held in **room 329** 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.

### **Black Student Alliance**

[BSA website](#) – 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. The purpose of the Black Student Alliance is to serve as a means of promoting unity, success and the involvement of Black students in campus life at Calhoun Community College.

### **Book Club – Joie de Livres (Joy of Reading)**

Club designed to encourage interest in reading at Calhoun. The club meets once a month to discuss and share opinions on the books they read. Faculty may offer credit points in English classes for participation.

### **Calhoun Band Club**

Providing a place for people to gather in unity and safety to make and enjoy music, expressing passion and determination to play quality music for others. We will have fun making music together every week while we fellowship; furthermore, we are students striving to achieve the highest level of our musical ability. College students on the Huntsville Campus desiring to play music will be able to sustain their musical experience with the band program on the Huntsville Campus leading to semesterly performances.

### **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've been in churches all your life, students from every background are invited to be part of the group because 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.

### **Criminal Justice Club**

A club organized to broaden student's horizons who are seeking a career in Criminal Justice and related fields.

### **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.

### **Drama Club**

Auxiliary to theatre program whose purpose is to foster student interest in theatre arts by participation in theatre performances.

### **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.

### **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.

### **Gathering of Gamers**

Gathering of Gamers is a student-led club focused on tabletop games (i.e., D&D, MTG, Super Fight, Werewolf, etc.). It is open to all students. Weekly gatherings occur Wednesday afternoons, Decatur Campus on the 3<sup>rd</sup> floor in Harris Hall.

The Gathering of Gamers Club values diversity and celebrates the contributions of people from all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sexual orientation, and gender identity. This club provides leadership, network and collaboration opportunities.

[Gathering of Gamers webpage](#)

### **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.

### **International Club (Huntsville campus)**

To serve as a means recognize and appreciate the value of our inherent differences and in doing so combat discrimination and prejudice.

### **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.

### **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.

### **Phi Theta Kappa**

[Phi Theta Kappa website](#) – Phi Theta Kappa is the International Honor Society of the Two-Year College. 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.

### **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.

### **Sigma Kappa Delta (SKD – English)**

[See the Sigma Kappa Delta website](#) – 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 qualify 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.

### **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.

### **Students for Life (SFL)**

Students for Life is Calhoun's pro-life student club. Our organization is dedicated to the belief that every life is precious. We recognize that meaningful change in our culture will come about only by a conversion of hearts and aim to teach about the Pro-life cause. We believe that life is precious at every stage; from conception to natural death. Issues we cover include euthanasia, marriage and family, human trafficking, immigration, and poverty. Join with us as we stand for life in all forms.

### **Student Government Association**

[SGA website](#) – 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 Activities Facilitator 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, Parking/Traffic Appeals Committee, as well as other special appointments.

### **Student Nurse Association (SNA)**

The Student Nurses' Association helps mentor nursing students preparing for initial licensure as registered nurses, who will be the leaders of the nursing profession in the future. The SNA conveys the standards and ethics of the nursing profession while promoting leadership, fellowship, and encouragement of future participation in professional nursing organizations.

### **The Well Church – Huntsville**

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.

### **Warhawks Student Ambassadors**

[Warhawks Ambassador website](#)– The Warhawk Ambassadors are the official hosts of Calhoun Community College. They represent the college at official functions, give campus tours, host student and faculty events, represent Calhoun Community College at various high school programs, and participate in community events. It is 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 having a positive attitude, possessing strong time management skills, and enrolling full-time with a minimum GPA of 3.0. The Warhawk Ambassadors meet every Wednesday at 1:00 p.m., Decatur Campus, Math Science Building, President's Suite Conference Room; Huntsville Campus, Administrative Conference Room.

Additional Information on clubs, including sponsor's contact information, can be found on the Calhoun Community College website under the [Student Clubs-Organization](#) page. For questions regarding clubs, contact the Student Engagement Coordinator, Raymond King at (256)306-2640 or [raymond.king@calhoun.edu](mailto:raymond.king@calhoun.edu).

## **Campus Policies**

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### **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. Students must present a valid photo ID (driver's license, passport, etc.) and a current class schedule at the time of the appointment. Please check the Calhoun website for hours of operation for each campus.

Please click on the link below to make your appointment.

<https://calhoun.edu/student-services/calhoun-admissions-records/4613-2/>

### **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 Cashier's Office, Chasteen Student Center, at the Decatur campus or the Welcome Desk, Sparkman Building, Huntsville Campus. 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 may be obtained in Chasteen Student Services Center, Room 220, (Decatur Campus) or Room 101Ec (Huntsville Campus) upon appropriate documentation by the respective student of having received Disability Access Parking Privileges. 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
- Parked in designated reserved parking space

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 – Sgt. Andy Pugh, 256-306-2575,  
anthony.pugh@calhoun.edu

Huntsville – Sgt. Cedric Huntley, 256-890-4711,  
cedric.huntley@calhoun.edu

ACA - Sgt. Leslie Ramsey, 256-476-0884,  
leslie.ramsey@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. 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.
18. Gym – one single use bathroom next to women's locker room, K-122.

19. Ball Field Concessions – No single use restroom.
20. ACA, Performing Arts Building - The restrooms are located in the hallway between the lobby and back hallway near the box office and in the rehearsal room.
21. Huntsville, Sparkman Building - The unisex restroom is located in the hallway of the Huntsville Advising center.

### Lactation Rooms

Lactation rooms are located in the following areas:  
 Decatur Campus: Brewer Library  
 Huntsville Campus: Sparkman Building, 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 in the Sparkman Building Grand Foyer next to the Welcome Center. ACA Campus Police Department Officers are located on the second floor of Phase 1 in room 210 and on the first floor of Phase 2 in room 129.

## 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 in any building owned or operated by Calhoun Community College. 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:

1. Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are:
  - a. 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.

b. Individuals not otherwise prohibited from a possession of a firearm by state or federal law may possess a firearm and ammunition for that firearms in the individual's privately owned motor vehicle while parked or operated on the grounds of the institutions; provided that the individual satisfies all of the following conditions;

(a.) If the firearm is a pistol, the individual is not generally prohibited from possession of a pistol by state or federal law.

(b.) If the firearms is any firearm legal for use for hunting in Alabama other than a pistol:

- i. The individual possesses a valid Alabama hunting license.
- ii. The firearm is unloaded at all times on the grounds.
- iii. It is during a season in which hunting is permitted by Alabama law or regulation.
- iv. The individual has never been convicted of any crime of violence.
- v. The individual has no documented prior incidents on the grounds of the institution involving the threat of physical injury or physical injury to another.

(c.) The motor vehicle is operated or parked in a location where it is otherwise permitted to be.

- (d.) The firearm is either of the following:
- i. In a motor vehicle attended by the individual, kept from ordinary observation within the individual's motor vehicle.
  - ii. In a motor vehicle attended by the individual, kept from ordinary observation and locked within a compartment, container, or in the interior of the individual's privately owned motor vehicle or in a compartment or container securely affixed to the motor vehicle.

2. If the institution believes that an individual presents a risk of harm to himself, herself, or to others, the institution may inquire as to whether the individual possesses a firearm in his or her private motor vehicle. If the individual does possess a firearm in his or her private motor vehicle on the property of the institution, the institution may make any inquiry necessary to establish that the individual is in compliance with Section II above.

3. If the individual is not in compliance with Section II, the institution may take adverse action against the individual, in the discretion of the institution.

## 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:

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.

## 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

Student parking for the Huntsville campus is restricted to the open lots to the east, north, 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.

1. Decals can be acquired at no charge at the Cashier's Office in Chasteen Student Services Center and from the Grand Foyer Welcome Center, Sparkman Building in Huntsville.
2. Decals must be hung on rear-view mirror of automobiles/trucks or affixed where visible on motorcycles.
3. White Decals-Employee  
Dark Blue Decals-Student  
Yellow Decals - Handicapped Persons (obtained from the ADA Office)
4. If a student drives more than one vehicle on campus regularly, the student must have a decal for each vehicle.
5. 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 \$20.00
  - b. Speeding on campus \$20.00
  - c. Running stop sign \$20.00
  - 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) \$20.00
  - g. Other violations (example: obscured decal, entering or exiting in the wrong direction) \$20.00
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.

## 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 Campus Police

### Decatur Campus

- Dial 2575 from a campus phone or 256-306-2575 from an outside line.

### Huntsville Campus

- Dial 4711 from a campus phone or (256)-890-4711 from an outside line.

### Alabama Center for the Arts Campus

- Dial 4305 from a campus phone or (256)-260-4305 from an outside line.

## Campus Police Courtesy Services

The Campus Police Courtesy Services is available to assist with a jump for dead batteries. The Campus Police Department will not be liable for any damage to vehicles caused as a result of 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, 256-890-4711 for the Huntsville Campus, or 256-260-4305 for the ACA Campus.

## Lost and Found

Calhoun Community College (CCC) Campus Police provides a Lost and Found service for the College. Found property may be turned in at the Campus Police Department (Building 6) so that it may be returned to the proper owner. Students may also turn property in to a faculty or staff member who will then turn it over to a

campus police officer after 1 to 2 days. If you are missing property, please call or stop by the Police Department to determine if the property has already been turned in. If the property has not been turned in, you may file a Lost/Missing Property Report so that it can be returned to you should it be turned in at a later date.

Please be detailed in describing the item you have lost so we can recognize your keys, for example, from the 10 other sets of keys turned in to us. Details that are helpful include: brand name, color, size, shape, model number, quantity, material (leather, plastic, fabric, metal, etc.), size, special features, tags or labels, etc.

### Claiming Lost Items

- Valid photo ID required- Property will not be released to anyone without an ID. A valid ID card or other photo ID (State ID card, Student ID, Driver's License, official Passport) is required to claim property.
- Items not accepted- Items that present a sanitation risk (soiled) are discarded. Food and drink containers are usually discarded.
- Unclaimed or abandoned items are maintained for 60 days before disposal. After 60 days, the found property is either donated or destroyed.
- If unclaimed items include cash, it will be deposited into the CCC Student Emergency Fund after 60 days.

### Before you can retrieve an item from Lost and Found:

- You must be able to identify any item prior to viewing, or handling the item.
- The best forms of item identification are, but not limited to, serial numbers, previous damage, previous photos of the property, unique/personal identifying marks, unique knowledge of the item, personal access to the item, etc.
- Campus police reserves the right to refuse the return of property if the identification is not satisfactory.

# College Polices and Regulations

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## 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. **Continuing students must complete a Semester Request for ADA Services form each semester.** A student who has not been enrolled for two consecutive terms or more must contact the office. **All forms are available in the office or online at [here](#).**

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. Brandon Brown  
Director of Student Disability Services/ADA  
Chasteen Student Services Center, Room 220  
P.O. Box 2216  
Decatur, Alabama 35609-2216  
brandon.brown2@calhoun.edu  
(256)306-2635  
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

All students need to have knowledge and understanding of the academic regulations and policies of Calhoun Community College.

Each student of Calhoun Community College is expected to become familiar with our catalog and to consult with academic advisors.

Each student is responsible for selecting and registering for the courses needed to maintain reasonable progress toward achieving their degree.

Students are expected to pursue the successful completion of courses for which they are registered. Responsibilities of the student include:

- To maintain a current mailing address, local residence address, and phone number on file.
- To respond promptly to all communications received from Calhoun Community College
- To develop and maintain an academic plan and monitor their academic progress.

### 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](http://calhoun.edu/drug-policy)

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For purposes of this policy, the Campus Community includes a College's students, administrators, faculty,

and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition)..

Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of College property with general access during regular hours of College operation. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, including any lawful verbal, written, or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

[Read the Full Policy](#)

## Code of Conduct

### STUDENT CODE OF CONDUCT

All students of Calhoun Community College shall be expected to conduct themselves in an honorable and ethical fashion. However, in the event of proven misconduct, an appropriate sanction will be applied. The following sections address the Student Code of Conduct, as well as the College's student conduct procedures.

#### A. PURPOSE

Calhoun Community College is committed to ensuring a safe and respectful learning environment that empowers students to excel academically and personally. The purpose of the Student Code of Conduct is to communicate the expectations and standards of behavior for all students and to delineate our conduct procedures to address allegations of misconduct.

The Office of Student Services along with the Student Conduct Committee administers and enforces the Student Code of Conduct. In efforts to foster student development, it is the goal of Calhoun Community College that, upon engaging with the conduct process, a student will: (1) cultivate critical thinking, (2) understand the importance of ethical decision-making, and (3) repair any harm done to the campus community.

#### B. JURISDICTION OF THE STUDENT CODE OF CONDUCT

A student shall be subject to sanctions by the College, up to and including dismissal, when it has been determined that a violation has occurred 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.

Students are responsible for their conduct from the time of application through graduation, even when conduct occurs between terms of enrollment. The Student Code of Conduct still applies if the student withdraws from school while a student conduct case is pending.

If a student engages in behavior that violates both local laws and the College's Student Code of Conduct, they may be subject to accountability from both civil authorities and the College. The College reserves the right, at its discretion, to initiate sanctions against the student preceding, concurrently with, or subsequent to any criminal proceedings. This applies even if criminal charges related to the same incident are pending, dismissed, or reduced.

#### C. TYPES OF MISCONDUCT

Misconduct shall include the commission of, the attempt to commit, or the solicitation of any of the following offenses.

##### Category 1: Acts of Dishonesty

1. Any form of dishonesty, including but not limited to, cheating, plagiarism, or furnishing false information to any employee, representative, or agent of the College.
  - a. Cheating is defined, for academic purposes, to include, but not be limited to, the use of unauthorized aids (such as crib sheets; 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.
  - b. 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.
  - c. The unauthorized use of Artificial Intelligence (AI) is defined to include, but not be limited to, the use of automated writing services, AI-generated content, or any other form of AI assistance, and is considered a form of academic dishonesty.
  - d. Furnishing false information is defined to include, but not be limited to, submitting falsified documents during the enrollment



process, providing forged doctor's excuses, giving a false report or providing false information during a Title IX grievance process, or engaging in any other deceptive practices involving documents or information.

2. Forgery, alteration, or misuse of College documents, records, or identification.

### **Category 2: Substance Abuse or Misuse**

1. 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.

### **Category 3: Disorderly or Indecent Conduct**

1. 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 behavior while attending in-person class, hybrid class, synchronous class, asynchronous and/or hyflex class, which unduly disrupts the order of a class.
2. Any form of verbal or written communication or expression directed to any Calhoun Community College employee in a confrontational or insulting manner, which is intended to harass, annoy, intimidate, disrupt, or bully shall not be tolerated.
3. 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 may be reasonably interpreted as insulting or harassing to one's race, gender, religion, age, national origin, disability, or other protected classification.
4. The wearing of attire which, in the opinion of the administration of the College, is lewd or immodest to the extent that it disrupts the educational process and/or infringe upon the rights of any other student or employee of the College.
5. 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.

### **Category 4: Damage, Theft, or Unauthorized Use of Property**

1. Unauthorized entry to College facilities.
2. Unauthorized possession, duplication, or use of a key to College facilities, and/or interference with the use of or access to a College facility.

3. \*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
4. Intentional misuse of any College fire alarm or fire-fighting equipment.

### **Category 5: Other Abuse or Harm**

1. \*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.

Please note that the College has a separate process for sexual misconduct and sex discrimination, as defined by our Title IX policy.

### **Category 6: Violations of Law, Order, or College Regulations**

1. 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.
2. Participation in any form of gambling.
3. \*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 or law enforcement officer, and/or failure to identify oneself to these persons when requested to do so.
4. 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.
5. Violation of any Federal, State, or local law or ordinance.
6. 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 for 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.
7. 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, or 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.
8. Violation of Institutional No Contact Orders.

\*The commission of any of these particular offenses may subject the student to interim measures, as defined in Section E, from the College while their conduct case is being reviewed. These violations may also be subject to automatic committee review.

#### **D. STUDENT ORGANIZATION MISCONDUCT**

Student organizations are registered and approved through the Office of Student Engagement. Section D of the code applies to those organizations and any elected officers acting as a representative of their organization.

A student organization may be held accountable for a violation(s) of the Code regardless of whether a member of the organization is individually held accountable for a violation(s) arising from the same incident(s).

A student organization and its officers, leaders, or any identifiable spokespersons may be held collectively or individually responsible when prohibited conduct by those associated with the organization have received

the implied or direct consent or encouragement of the organization or of the organization's leaders, officers, or spokespersons.

The officers, leaders, or any identifiable spokespersons for a student organization may be directed by appropriate College Officials or other designated security or law enforcement officials to take appropriate action designed to prevent or end prohibited conduct by the organization or by any individuals associated with the organization who can reasonably be said to be acting on the organization's behalf.

A student organization may be held accountable if any of the following situations regarding an alleged violation(s) of the Code apply: (a) it was committed by one or more members of the organization; (b) it was committed by one or more members of the organization, and organization funds were used to finance the function; (c) it occurred in the context of an organization-sponsored function; or (d) it occurred in the context of an organization-sponsored activity that was advertised via organization-controlled mediums (e.g., social media, organizational announcements).

The president or equivalent officer of a student organization shall represent the organization unless the president or equivalent officer petitions the SCA or designee in writing to substitute another student to represent the organization.

A student organization that is a member, chapter, affiliate, or associate of a local, state, national, or international organization (collectively referred to as "parent organization") must disclose to the SCA or designee any investigation or disciplinary action (e.g., alleged behavior, disciplinary procedures, findings, sanction(s)) initiated by the parent organization. The disclosure must be made within one (1) business day of the organization being notified. Determinations on the most appropriate follow-up, including, but not limited to, an educational conversation, initiation of the Student Conduct Procedures, or notification to appropriate College Officials, shall be made at the discretion of the SCA or designee.

#### **E. STUDENT CONDUCT PROCEDURES**

Students are provided procedural due process in all cases involving misconduct. College conduct procedures are designed to fully assure a student's right to procedural due process and safeguard personal and confidential information concerning the student.

Student's due process rights are provided by:

- Receipt of a formal notice of allegations
- Right to an impartial, unbiased, and, to the extent possible, a confidential conduct case review

- Option to have an advisor present during any administrative conference or committee review
- Access to review evidence and respond accordingly
- Receipt of a formal decision notice, outlining the case outcome(s) and sanction(s)
- Right to appeal decisions based on approved grounds

**Interim Measures.** Certain campus administrators who reasonably determine that a student's presence on campus presents a threat to the safety and security of the College community or is disruptive of the educational environment or efficient operation of the College may require the student to vacate campus properties until an administrative hearing can be held on the student's removal from campus. The administrative hearing shall be held no later than the third business day following the student's removal from campus. Campus administrators who may remove students from campus include the President, Vice President of Student Services, and Chief of Police.

**Step 1: A referral is submitted to the Office of Student Services.**

Any faculty, staff, or student may submit a referral for alleged misconduct by submitting the [Student Code of Conduct Referral Form](#). For conduct violations, referrals should be made within ten (10) business days but no later than six (6) months from the date of the incident or knowledge of the incident. If the reporter suspects a potential criminal offense, they should also promptly contact the Calhoun Community College Campus Police Department to file a separate report.

**Step 2: An investigation is conducted by the Student Conduct Administrator.**

The Student Conduct Administrator (SCA) in the Office of Student Services will receive reports of alleged misconduct and conduct an investigation to determine that a violation occurred. If it is determined that a violation has occurred, the SCA will proceed with steps to initiate case resolution.

**Step 3: The Student Conduct Administrator schedules a preliminary meeting with the student.**

A letter will be emailed to the student's Calhoun email address and mailed via certified postal mail to the student's mailing address on file with the College. The letter will include the alleged code of conduct violation(s), a brief description of the alleged behavior, the student's rights and responsibilities, and an invitation to schedule a meeting with the SCA.

During the preliminary meeting, the SCA will discuss with the student their rights and responsibilities, alleged behavior, evidence, code of conduct policies/

procedures, and options for case resolution. The student may accept or deny responsibility for the alleged violation during this preliminary meeting.

The student will be presented with two resolution options: (1) an administrative conference with the SCA or (2) a Student Conduct Committee review.

An **administrative conference** is an informal hearing between the student and the SCA. In this meeting, the SCA will review the case, gather the student's perspective, and determine the appropriate outcome and sanction. Witnesses are not called, however, the SCA may obtain information from other sources prior to this proceeding.

A **Student Conduct Committee review** is a formal hearing that involves the student appearing before a multidisciplinary committee of faculty, staff, and student representatives. The committee will review the case, gather the student's perspective, and determine the appropriate outcome and sanction.

**Step 4: The case is reviewed via administrative conference or Student Conduct Committee review.**

Based on the severity of the alleged misconduct and/or a student's choice for case resolution, the SCA may offer an outcome and sanction through an administrative conference, or the case may be referred to a committee review.

Violations in the Student Code of Conduct that are marked with an asterisk (\*) may be subject to automatic committee review. Multiple violations and/or additional mitigating or aggravating factors may also subject the case to automatic committee review.

**Step 5: Outcomes and sanctions are communicated to the student.**

A letter will be emailed to the student's Calhoun email address and mailed via certified postal mail to the student's mailing address on file with the College. The letter will include the code of conduct violation(s), the outcome and sanction decided in the SCA administrative conference or the formal disposition from the committee review, and steps for an appeal process.

**Step 6: The student may submit an appeal.**

Students may appeal the decision of their student conduct case. A student must submit a written request for an appeal to the Vice President of Student Services within five (5) business days of the notification of their outcome and sanction.

The specific grounds upon which students may submit an appeal are as follows:

- Procedural error
- Sanction imposed is disproportionate to the misconduct that was committed, with consideration given to mitigating or aggravating factors
- The decision of the SCA/committee is against the great weight of the evidence

The Vice President of Student Services shall have the discretion of either affirming, reversing, or dismissing in part and affirming in part the outcome and/or sanction. The Vice President shall within fifteen (15) business days render a decision on the appeal.

Appeal decisions are final.

## F. ACADEMIC DISHONESTY CASES

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 sanctions. 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 impose any of the following sanctions:

- impose a grade of "F" for the respective assignment or test
- require that an assignment be redone or a test be retaken
- impose other similar sanctions designed to preserve academic integrity

The faculty member shall not have the right to suspend or expel a student or suspend a student from course by assigning an "F" in the course for academic dishonesty. That authority is reserved for the Vice President of Student Services, the Student Conduct Administrator, and the College Student Conduct Committee. The faculty member should submit an [Academic Dishonesty Reporting Form](#) to notify the Office of Student Services and ensure proper record keeping of academic dishonesty cases. If a student has multiple cases of academic dishonesty, the student may be referred to the Student Conduct Administrator or the Student Conduct Committee for case review.

In cases of suspected academic dishonesty, the faculty member must notify the student within three (3) business days, providing written details of the allegation via email. The student then has three (3) business days to respond. No sanctions can be final until the student has been notified and given the opportunity to respond. The student is not required to respond, but faculty should give due consideration to any response before making a final decision. Each faculty member must maintain a confidential record of all allegations and actions taken.

## G. OUTCOMES AND SANCTIONS

An outcome of "responsible" or "not responsible" will be determined for each student conduct case. The evidentiary standard to be used in determining a case outcome shall be the "Preponderance of Evidence" standard, rather than the "Beyond a Reasonable Doubt" standard. That is to say that the SCA/Committee shall determine, strictly upon the evidence presented, whether the evidence submitted to prove the allegation(s) made against the accused student is true, when compared to evidence in opposition, has more convincing force and is more likely true than not true.

The following sanctions will be administered according to the severity of the misconduct, along with consideration of mitigating and aggravating factors, as determined by the Vice President of Student Services, the Student Conduct Administrator, and/or the Student Conduct Committee:

- **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 sanctions.
- **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.
- **Disciplinary Suspension.** This excludes a student from the College for a designated period of time, usually not more than two (2) 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.
- **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.
- **Building/Facility Suspension.** A student may be suspended from using a building or space on campus for improper or disruptive behavior. Building/Facility suspension will be for a period of time not to exceed the remainder of the semester.
- **Disciplinary Expulsion.** This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used sanction 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 (1) year from the date of expulsion.

- **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.
- **Educational Sanctions.** A student may be asked to complete reflective exercises, make appointments with support services, engage with our on-campus counselors, complete workshops, or any other similar sanction intended to cultivate critical thinking and student development.
- **Community Service.** A student may be required to complete a community service project. These activities typically involve contributing time and effort to projects that benefit the College or local community, such as volunteering at local charities, participating in environmental clean-up efforts, or assisting in community events. The purpose of this sanction is to encourage responsibility, foster a sense of civic duty, and promote positive contributions to the community.
- **No Contact Order.** A student may be directed to avoid contact with another party. No Contact Orders remain in effect until the graduation or withdrawal of at least one of the parties, unless the order expressly provides otherwise, or is modified or rescinded by the College. Violations of a No Contact Order are considered separate violations of the Student Code of Conduct, and as such alleged parties are subject to discipline under the Calhoun Community College Student Code of Conduct.

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.

### Determining Sanctions

Each student's conduct case will be reviewed individually with the consideration of any of the following mitigating or aggravating factors:

- Risk of harm or actual harm caused to the campus community
- Previous violations of the Code of Conduct
- Student's intent
- Student's level of cooperation
- Student's compliance and level of success with prior interventions

### Student Organization Sanctions

One or more of the following sanctions may be imposed on a student organization found responsible for a violation(s) of the Code:

- **Conduct Warning.** Formal written warning that the organization's behavior was in violation of the Code and that if the organization is subsequently found responsible for a violation(s) of the Code, more severe sanctions could result. An educational conversation may also occur with the SCA, advisor(s) of the organization, and/or the Student Engagement Coordinator.
- **Recognition Probation.** A status in which the organization is deemed not to be in good conduct standing with the College for a specified period of time. The organization may seek and add members during the probationary period and may host other activities unless otherwise specified. If the Organization is subsequently found responsible for a violation(s) of the Standard while on Recognition Probation, more severe sanctions, including Recognition Suspension or Recognition Revocation, could result.
- **Recognition Suspension.** Removal of College recognition or loss of funding for the organization for a specified period of time. During the period of Recognition Suspension, the organization is deemed not to be in good conduct standing with the College. While under Recognition Suspension, the organization may continue to occupy or hold property, but may not function at the College; utilize College facilities or services; or participate in any College-related activity or system.
- **Recognition Revocation.** Permanent removal of College recognition or loss of funding for the organization. The organization may not function at the College; utilize College facilities or services; or participate in any College-related activity or system. The organization may petition the SCA or designee in writing for the Recognition Revocation to be rescinded, but not earlier than five (5) calendar years from the effective date of the Recognition Revocation.

### H. STUDENT CONDUCT COMMITTEE

The College Student Conduct Committee shall be comprised of five members (5). Three (3) members are selected from the administration, faculty, and staff with at least two of these members selected from the teaching faculty. Additionally, the committee shall include two (2) students who have undergone the application process for the Student Conduct Committee, gained acceptance, and received the necessary training. A faculty representative serving on the Committee shall be appointed to serve as Chair of the Committee.

The purposes of the Student Conduct Committee are as follows:

- Review cases and evidence concerning alleged student misconduct and direct action to be taken in cases.
- Impose appropriate sanction when such action is warranted by evidence presented in a committee review.
- Review and make recommendations to the Vice President of Student Services and Student Conduct Administrator on student conduct policies and procedures.

## **I. STUDENT CONDUCT COMMITTEE REVIEW PROCEDURES**

Each party requested to attend a committee review shall be given prior written notice by the Student Conduct Administrator of the date, time, and place of the committee review. Whenever feasible, this notice shall be at least 72 hours in advance. The notice will be sent to the student's Calhoun email address and mailed via certified postal mail to the student's mailing address on file with the College. In the event that a committee review is scheduled for a student, and the student has, by any means, been made aware of the date, time, and place, but fails to appear at the hearing, the review may be conducted in the student's absence.

### **Attendance at a Committee Review**

Student Conduct Committee reviews shall be private and confidential and will be limited to persons officially involved. Persons present shall include Committee members, the Student Conduct Administrator or his/her designee, the student who is the subject of the committee review 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 Student Conduct Administrator, or his/her designee, shall be responsible for preparing and presenting the College's case. NOTE: All references in these procedures to the "Student Conduct Administrator" shall also apply to any designee of the SCA.

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 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.

Any participant involved in a conduct case may request to participate virtually or separately from other parties, if their attendance in-person may cause distress or discomfort. Such requests will be considered with due

respect to the privacy and well-being of all involved parties. The SCA shall review and grant or deny these requests accordingly.

The committee review will be audio and video recorded. The record of the review, including a copy of all evidence offered, whether admitted or not, will be filed in the office of the Student Conduct Administrator and will be kept confidential.

### **Order of Review**

- Opening remarks by the Chairperson of the Student Conduct Committee.
- Review of alleged misconduct and any action previously taken in the case by the Student Conduct Administrator.
- Opening statement by Student Conduct Administrator or his/her designee (not more than seven minutes).
- Opening statement by the accused student (not more than seven minutes).
- 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 Student Conduct 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 consider the failure of the student to testify when deliberating the evidence.
- Closing statement (not to exceed seven minutes) by the student.
- Closing statement (not to exceed seven minutes) by the Student Conduct Administrator.
- Deliberation by the Student Conduct Committee.
- Report of Committee Findings.

The Student Conduct Committee will conduct its deliberation in a closed and confidential session and, after reaching its decision by majority vote, will notify the student of their decision in writing no later than three (3) business days after the review.

The Student Conduct Committee strives to adjudicate all conduct matters in a prompt and efficient manner. Any delays will be communicated in writing to the student.

In the event of an objection by any party to any testimony or other evidence offered at the review, the chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding.

## **J. STUDENT CONDUCT RECORDS**

All student conduct cases are confidential and shall not be made part of the student's permanent academic record (official transcripts). Conduct records are subject to the privacy protection granted by the Family Educational Rights and Privacy Act (FERPA). Generally, the College must have written permission from the student before releasing any information from their conduct records. However, there are some exceptions. Please refer to our FERPA policy in the College Catalog for more information.

Student conduct records will be kept on file with the Student Conduct Administrator. When necessary, notices of outcomes and sanctions will also be sent to Campus Police or other university officials within the institution determined to have a legitimate educational interest in the information.

Conduct records will be retained for ten years following a student's violation. After this period, they will be expunged unless required otherwise by law or College policy. However, files related to suspension, expulsion, or unsatisfactorily completed sanctions will be kept permanently.

## 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 for a 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

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.

### Informal Student Complaint Process

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 | Director 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 thirty (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.

## Out-of-State Student Complaints

Calhoun Community College desires to resolve all student grievances, complaints and concerns including those of distance learning students in an expeditious, fair and amicable manner. Students residing outside the state of Alabama while attending Calhoun who desire to resolve a grievance should follow the College's Student Complaint Process as outlined in the Calhoun Community College Catalog and Student Handbook. However, if an issue cannot be resolved internally, the student may file a complaint with his or her state of residency. The [NC-SARA](#) website lays out the process to do so as well as provides phone numbers, emails and/or links to state education agencies. Since California is not an NC-SARA member, students can direct complaints to the [California Department of Consumer Affairs](#).

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student, including a distance learning student, may appeal to the Alabama Community College System (ACCS). Details on this process can be found in the [ACCS Student Complaint Process](#).

## 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. For information about this policy, go to <https://calhoun.edu/overview/website-disclaimer-and-privacy/title-ix/>. 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 discomfoting any person, or creating an environment that is unduly demeaning, embarrassing, or discomfoting 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 under Title 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.

## Steps Defined

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 the [Complaint Form](#), 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 Vice President of Student Services at Calhoun Community College shall have thirty (30) business days from the date of receipt 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. The Grievant shall be notified in writing should the response require a longer evaluation.

#### 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](http://calhoun.edu/ACCSComplaint)) or at the ACCS website ([www.accs.cc](http://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](mailto: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 the Huntsville campus or 256-260-4305 or

4305 from any extension on the Alabama Center for the Arts Campus. 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.*

## Title IX Policy

### Title IX Sexual Harassment Complaint Procedures

#### A. INTRODUCTION

Calhoun Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the

right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Calhoun Community College does not tolerate or condone retaliation. Individuals wishing to report reporting sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Ms. Kim Gaines (Employees)  
Director of Human Resources and Payroll  
MSA Suite 360 (Building 14, Decatur)  
Post Office Box 2216, Decatur, Alabama 35609-2216  
Phone: 256-306-2592  
Email: [kim.gaines@calhoun.edu](mailto:kim.gaines@calhoun.edu)

Dr. Brandon Brown (Students)  
Director of Student Disability Services/ADA  
Chasteen Student Center Suite 220 (Decatur)  
Post Office Box 2216, Decatur, Alabama 35609-2216  
Phone: 256-306-2635  
Email: [brandon.brown2@calhoun.edu](mailto:brandon.brown2@calhoun.edu)

and/or

Assistant Secretary  
U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
Fax: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov) (mail to: [OCR@ed.gov](mailto:OCR@ed.gov))

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at [www.calhoun.edu](http://www.calhoun.edu) under the Title IX webpage.

#### POLICY

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states 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."

## B. DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures of behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

Respondent: is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual

contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

## Definitions of Sexually Based Offenses

### Sexual abuse in the first degree:

(a) A person commits the crime of sexual abuse in the first degree if:

(1) He subjects another person to sexual contact by forcible compulsion; or

(2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

(b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

### Sexual abuse in the second degree:

(a) A person commits the crime of sexual abuse in the second degree if:

1. He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or



2. He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

#### Rape in the first degree:

(a) A person commits the crime of rape in the first degree if:

1. He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
3. He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

(b) Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

#### Rape in the second degree:

(a) A person commits the crime of rape in the second degree if:

1. Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

(b) Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

#### Sodomy in the first degree:

(a) A person commits the crime of sodomy in the first degree if:

1. He engages in deviate sexual intercourse with another person by forcible compulsion; or

2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
3. He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

(b) Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

#### Sodomy in the second degree:

(a) A person commits the crime of sodomy in the second degree if:

1. He being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

(b) Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

#### Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8)).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

#### Dating Violence:

Means violence committed by a person –

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and  
(b) Where the existence of such a relationship will be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,

- The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a)(10))

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

#### Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

#### Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

### **Victims Option to Report**

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

#### **Formal Complaint Process**

##### **A. INITIAL STEPS**

Any student or employee of the College or applicant for

employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

### **B. REPORTING A COMPLAINT**

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

### **C. SUPPORTIVE MEASURES**

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling,

extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

#### D. Standard of Evidence for Determining Responsibility

For the purposes of College Title IX procedures, the College will use a “preponderance of evidence” standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

#### E. FORMAL COMPLAINT PROCESS

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant’s desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

#### F. DIMISSAL OF FORMAL COMPLAINT

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

#### G. NOTICE OF ALLEGATIONS

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

#### H. ADVISORS

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party’s own cost, the assistance of legal counsel or other

personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

#### I. INVESTIGATION PROCEDURE

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complainant and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days of receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;

however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

#### J. LIVE HEARING PROCEDURE

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses

named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence. (Note: A Hearing Officer may be utilized in addition to the hearing Decision Maker(s).)

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. 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.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties

- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

Decision makers cannot draw an inference about the determination regarding responsibility based solely on

a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

#### K. APPEAL PROCEDURE

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Calhoun Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10<sup>th</sup>) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

**Informal Resolution.** The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

- i. provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- ii. obtains the parties' voluntary, written consent to the informal resolution process; and
- iii. does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

#### L. RETALIATION PROHIBITED

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as

required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

#### M. RANGE OF POSSIBLE SANCTIONS

On final determination of responsibility the following sanctions may be imposed against a respondent:

For Students:

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.
8. *No Trespass Order.* A no trespass order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.
9. *No Contact Order.* A no contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

For Employees:

1. Oral warning
2. Written warning
3. Letter of reprimand,
4. Mandatory attendance at an educational program on discrimination, harassment, and/or sexual misconduct, or retaliation
5. Mandatory referral for psychological assessment and compliance with any resulting treatment plan
6. Restriction of responsibilities
7. Reassignment or transfer to another department
8. Suspension without pay
9. Final written warning
10. Dismissal/termination of employment
11. No trespass order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.
12. No contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

For Individuals other than employees or student:

1. A no trespass order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.
2. A no contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at [www.calhoun.edu](http://www.calhoun.edu).

## 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 of programs and services including WorkKeys assessments, the HESI A2, CLEP exams, and many other employment and occupational certifications.

### ADVISING CENTERS

Advising Centers staffed by advisors are open and operational on the Decatur and Huntsville Campus. The advising staff will assist students to set academic goals, plan their course schedules, plan their program of study, and register for classes. All new, first-time freshmen will meet with an advisor prior to their first semester. Advisors will remain available to the student for any assistance they may need throughout their time at Calhoun Community College.



## CAREER SERVICES

The Career Services Department provides career information to Calhoun Community College students, alumni, and community members through the following services:

- [Focus 2 career interest inventory](#)
- [Career advising](#)
- [Local and national career information](#)
- [Mock interviews](#)
- [Resume reviews](#)
- [HireCalhoun career portal](#)
- [Job fairs](#)

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.

Students are welcome to make an appointment to meet with a career services representative from the link on the [Career Services webpage](#).

## COUNSELING SERVICES

Counseling is available for ALL students. Call or stop by the office of Student Disability Services/ADA to schedule an appointment at (256)306-2630

## 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)

## 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](http://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.

## INTRAMURAL SPORTS

An Intramural Sports program is offered through the Physical Education Department during the fall and spring semesters. Students currently enrolled in the College are eligible to participate. For more information, Coach Bart Stephenson ([bart.stephenson@calhoun.edu](mailto:bart.stephenson@calhoun.edu)) in the Physical Education Department.

## 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 agencies 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.

Should you have questions about the program, please contact the Service Learning Coordinator at 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 at (256)306-2630.

#### 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 at 256-306-2870 or email [stadvocate@calhoun.edu](mailto:stadvocate@calhoun.edu). For more information, visit <https://calhoun.edu/student-services/student-advocate-office/>.

#### 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. Tutoring sessions are offered both in person and online. Computers and print stations are available for student use. All STAR Institute programs and services are free, with the exception of printing costs, 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.

Check the STAR Institute page on the Calhoun website for hours of operation of all locations. The front desk number in Decatur is 256-306-2594 and the front desk number in Huntsville is 256-713-4882.

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 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

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#### DECATUR

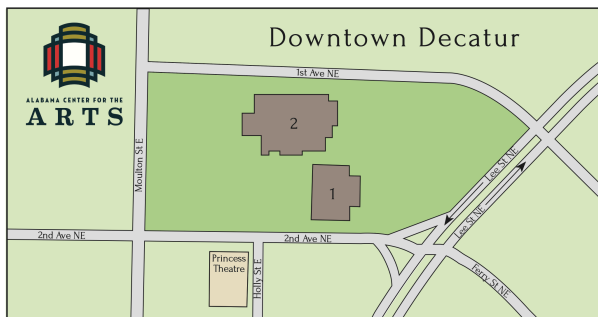
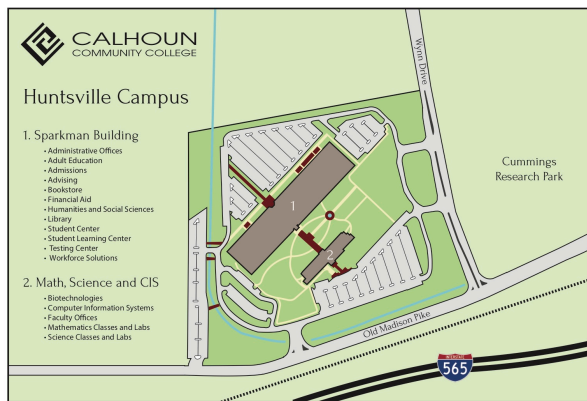
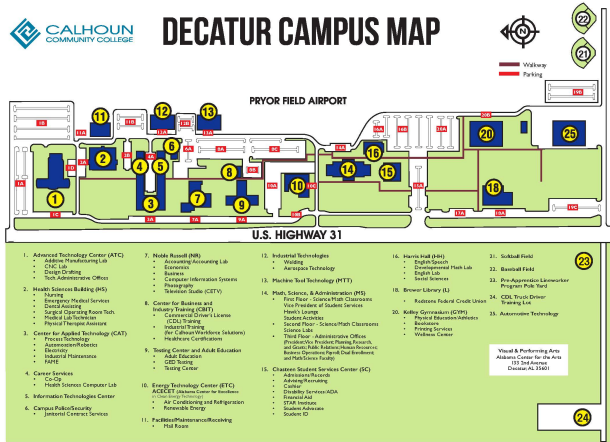
Calhoun's Decatur campus offers classes from 8:00 a.m. until 9:45 p.m., Monday through Thursday, and limited classes 8:00 a.m. -11:45 a.m. Friday. Most student support offices are open from 7:45 a.m. until 6:00 p.m., Monday through Thursday, and 7:45 a.m. -11:45 a.m. Friday. The Decatur campus includes 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](http://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 and evening 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.

# Campus Maps



## Visual Arts Center

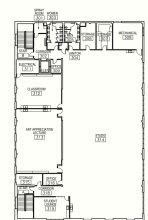
- Painting Classroom
- Drawing Classroom
- Computer Graphics Lab
- Art Appreciation
- Classrooms
- Faculty Offices
- Gallery
- Courtyard
- Ceramics Lab
- Studio Space

## Performing Arts Center

- Rectal Hall
- Black Box Theatre
- Recording Studio
- Jazz Rehearsal Hall
- Piano Lab
- Box Office
- Practice Rooms
- Music Computer Lab
- Private Piano Studios
- Scene Shop



## Visual Arts Center



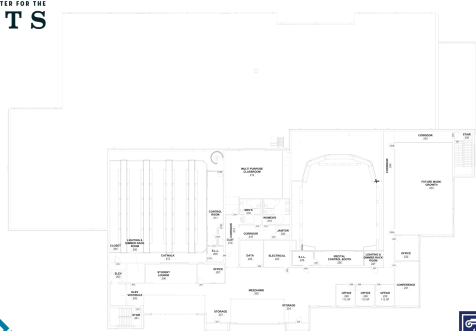
## Performing Arts Center

FIRST FLOOR



## Performing Arts Center

SECOND FLOOR



# Faculty, Staff & Administration

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