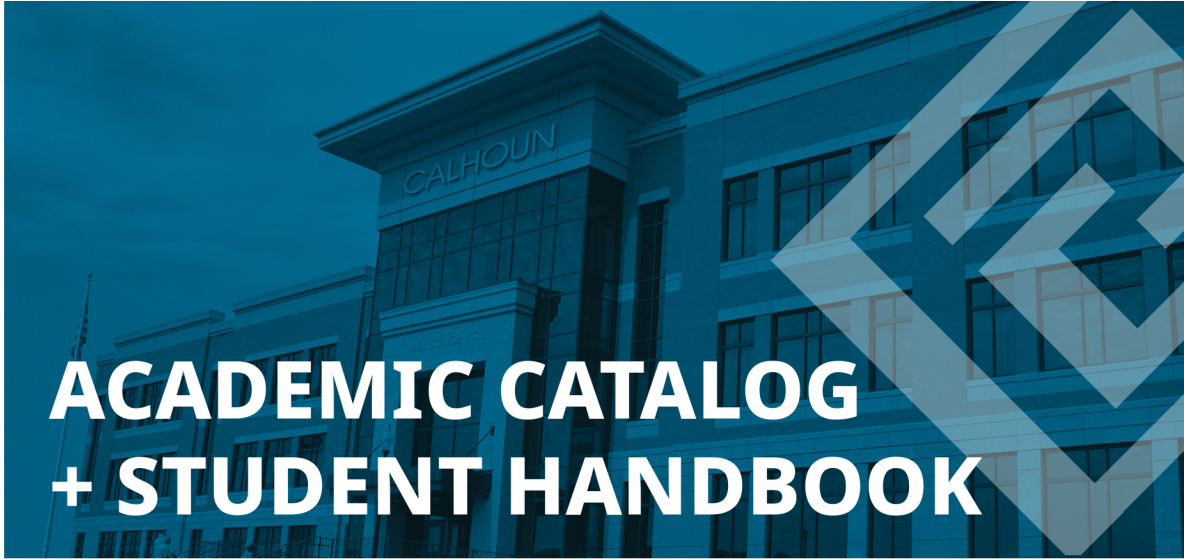
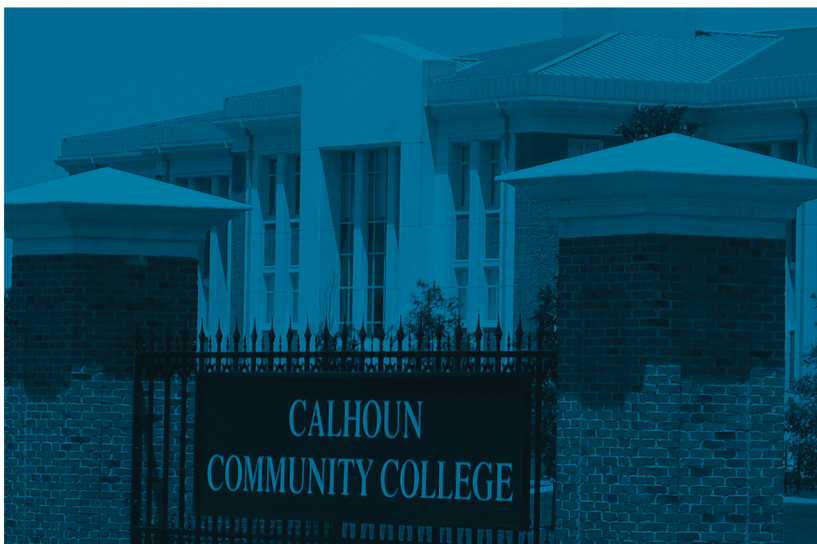




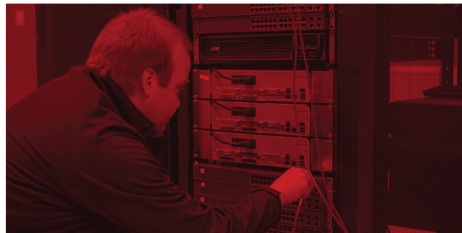
CALHOUN COMMUNITY COLLEGE



# ACADEMIC CATALOG + STUDENT HANDBOOK



# 2021-2022



CALHOUN  
COMMUNITY COLLEGE

# Accreditation

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

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# General Information

## College Overview

### Equal Opportunity in Education and Employment

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

### Nondiscrimination Statement

Calhoun Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the regulations issued thereunder, to the end that no person in the United States shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution.

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. The Title IX Coordinator for students is Dr. Ina Wilson Smith, 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 ina.smith@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. Ina Wilson Smith, P.O. Box 2216, Decatur, Alabama 35609-2216; telephone (256) 306-2635.

Moreover, the College does not discriminate on the basis of age in its educational programs and activities pursuant to the Age Discrimination Act of 1975.

The College encourages any 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

[1] For students with a disability requesting academic adjustments and auxiliary aids and services see, NOTICE OF AVAILABLE ACCOMMODATIONS FOR STUDENTS, EMPLOYEES, AND APPLICANTS WITH DISABILITIES 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

ACCOUNTABILITY

COLLABORATION

DIVERSITY

EQUITY

INNOVATION

INTEGRITY

## Vision Statement

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

## 2021-2022 Calendar Fall Semester

|                                     |          |            |              |
|-------------------------------------|----------|------------|--------------|
| <b>Fall Kick-Off</b>                | <b>W</b> | <b>Aug</b> | <b>11</b>    |
| Duty Days                           |          | Aug        | 11-17        |
| Registration/Duty Day               | M        | Aug        | 16           |
| Registration/Duty Day               | T        | Aug        | 17           |
| <b>Classes Begin</b>                | <b>W</b> | <b>Aug</b> | <b>18</b>    |
| <b>Drop/Add</b>                     | W-M      | <b>Aug</b> | <b>18-23</b> |
| Holiday - Labor Day                 | M        | Sep        | 6            |
| Holiday - Veterans Day              | R        | Nov        | 11           |
| Duty Day (No Students)              | W        | Nov        | 24           |
| Holiday - Thanksgiving              | R        | Nov        | 25           |
| Holiday - Day after Thanksgiving    | F        | Nov        | 26           |
| Final Exams                         | T-M      | Dec        | 7-13         |
| Duty Days                           | T-W      | Dec        | 14-15        |
| <b>Fall Grade Reporting by Noon</b> | <b>W</b> | <b>Dec</b> | <b>15</b>    |
| <b>Non-Instructional Duty Days</b>  |          | <b>Dec</b> | <b>16-22</b> |

Minisession I: Aug 18 – Oct 11

Minisession II: Oct 12 – Dec 8

Weekend Minisession I: Aug 21 – Oct 9

Weekend Minisession II: Oct 16 – Dec 11 (No class on 11/27)

## Spring Semester

|  |            |            |             |
|--|------------|------------|-------------|
| Registration/Duty Days                   | M-F        | Jan        | 3-7         |
| Professional Development                 | T          | Jan        | 4           |
| <b>Regular Session Classes Begin</b>     | <b>M</b>   | <b>Jan</b> | <b>10</b>   |
| <b>Drop/Add</b>                          | <b>M-R</b> | Jan        | 10-13       |
| Holiday - Dr. Martin Luther King Jr.     | M          | Jan        | 17          |
| Spring Break                             | M-S        | Mar        | 28-Apr<br>2 |
| Spring Break/Non-Instructional Duty Days | M-W        | Mar        | 28-30       |
| Spring Break/College Closed              | R-S        | Mar        | 31-Apr<br>2 |
| Assessment Week                          | M-F        | Apr        | 11-15       |
| Final Exams                              | M-S        | May        | 2-7         |
| Duty Day                                 | M          | May        | 9           |
| <b>Spring Grade Reporting by Noon</b>    | <b>T</b>   | <b>May</b> | <b>10</b>   |
| Faculty Duty Day (Spring Term)           | W          | May        | 11          |
| <b>Graduation</b>                        | <b>F</b>   | <b>May</b> | <b>13</b>   |

Minisession I: Jan 10 – Mar 2

Minisession II: Mar 3 – May 3

Weekend Minisession I: Jan 15 – Mar 5

Weekend Minisession II: Mar 12 – May 7 (No class on 4/2)

## Summer Semester

|   |          |            |                  |
|---|----------|------------|------------------|
| Faculty Duty Day                                  | R        | May        | 12               |
| Faculty Duty Day                                  | M        | May        | 16               |
| Registration Days and Non-Instructional Duty Days | TF       | May        | 17-20            |
| <b>Classes Begin</b>                              | <b>M</b> | <b>May</b> | <b>23</b>        |
| <b>Drop/Add</b>                                   | <b>M</b> | <b>May</b> | <b>23-25</b>     |
| Holiday - Memorial Day                            | M        | May        | 30               |
| Juneteenth Holiday Observance                     | M        | June       | 20               |
| Independence Day Observance                       | M        | July       | 4                |
| Final Exams                                       | R-W      | July       | 28 -<br>Aug<br>3 |
| Duty Day  | R        | Aug        | 4                |
| <b>Summer Grade Reporting by Noon</b>             | <b>F</b> | <b>Aug</b> | <b>5</b>         |

Minisession I: May 23 – Jun 23

Minisession II: Jun 27 – July 28

## The College will be closed the following eleven holidays:

|          |                   |                          |
|----------|-------------------|--------------------------|
| Monday   | September 6, 2021 | Labor Day                |
| Thursday | November 11, 2021 | Veterans Day             |
| Thursday | November 25, 2021 | Thanksgiving Day         |
| Friday   | November 26, 2021 | Day After Thanksgiving   |
| Friday   | December 24, 2021 | Christmas Eve            |
| Monday   | December 27, 2021 | Christmas Day Observance |

|        |                   |                             |
|--------|-------------------|-----------------------------|
| Friday | December 31, 2021 | New Year's Day Observance   |
| Monday | January 17, 2022  | Martin Luther King, Jr. Day |
| Monday | May 30, 2022      | Memorial Day                |
| Monday | June 20, 2022     | Juneteenth Observance       |
| Monday | July 4, 2022      | Independence Day            |

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

|           |                   |
|-----------|-------------------|
| Thursday  | December 23, 2021 |
| Tuesday   | December 28, 2021 |
| Wednesday | December 29, 2021 |
| Thursday  | December 30, 2021 |
| Thursday  | March 31, 2022    |
| Friday    | April 1, 2022     |

## College Policies and Regulations

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

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

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



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

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

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

## TOBACCO-FREE POLICY

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

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette (including electronic cigarettes), cigar,

pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff, snus, in any form.

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

## STUDENT FINES

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

|            |              |
|------------|--------------|
| 1st Ticket | \$25.00 Fine |
| 2nd Ticket | \$25.00 Fine |

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

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

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

## EMPLOYEE FINES

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

|            |              |
|------------|--------------|
| 1st Ticket | \$25.00 Fine |
| 2nd Ticket | \$25.00 Fine |

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

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

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

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

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

## SECURITY/POLICE

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

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

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

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

## Calhoun Community College Campus Crime Statistical Disclosure Report

| Decatur Campus                       | On     | Non    | Public   | Unfounded |      |      |      |      |      |      |      |      |
|--------------------------------------|--------|--------|----------|-----------|------|------|------|------|------|------|------|------|
|                                      | Campus | Campus | Property | Cases     | 2017 | 2018 | 2017 | 2018 | 2019 | 2017 | 2018 | 2019 |
| <b>Type of Clery Crime</b>           |        |        |          |           |      |      |      |      |      |      |      |      |
| Murder / Non-negligent               |        | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Manslaughter<br>Negligent            | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Manslaughter<br>Rape                 | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Fondling                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Incest                               | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Statutory Rape                       | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Robbery                              | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Aggravated                           | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Assault                              | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Burglary                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Motor Vehicle                        | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Theft                                | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Arson                                | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| <b>VAWA Offenses</b>                 |        |        |          |           |      |      |      |      |      |      |      |      |
| Domestic                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Violence                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Dating Violence                      | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Stalking                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| <b>Arrest</b>                        |        |        |          |           |      |      |      |      |      |      |      |      |
| Liquor/Alcohol                       | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Law Violation                        | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Drug Abuse                           | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Violation                            | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Weapons, Carrying,                   | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Possession, etc.                     | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| <b>Campus Disciplinary Referrals</b> |        |        |          |           |      |      |      |      |      |      |      |      |
| Liquor/Alcohol                       | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Law Violation                        | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Drug Abuse                           | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| Violation                            | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |



Administrative Office in Huntsville. For students who have received disability access license plates or disability access placards for Disability Access Parking Privileges under Alabama law and who wish to use College disability access parking spaces, special disability access parking placards can be obtained in Chasteen Student Services Center, Room 220, upon appropriate documentation by the respective student of having received Disability Access Parking Privileges. Decals may also be obtained at the Administrative Office in Huntsville. In the interest of safeguarding designated disability access parking spaces from misuse by persons who are not properly entitled to use those spaces, the use of disability access parking spaces will only be permitted for those cars that display both a College disability access decals and either a disability access license plate or a disability access placard.

## HANDICAP PARKING POLICY

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

## ABANDONED VEHICLES

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

## PARKING/TRAFFIC CITATION APPEALS COMMITTEE

This is a three-member committee made up of one faculty member, one staff member, and one student leader. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee will only meet on an "as needed" basis.

### APPEALS WILL NOT BE CONSIDERED FOR THE FOLLOWING REASONS:

- Fire lane violation
- Handicap space violation
- Inability to find a proper or convenient parking space
- Other vehicles were improperly parked
- Late to class or appointment
- Financial hardship caused by fine

Calhoun Community College parking violations may be appealed within **ten (10) days** from the date of issuance. Each appeal must be based on verifiable evidence. The appeal **must be received** by the end of the 10th day after the ticket is issued.

To submit an appeal, please contact the Director of Campus Police at the location for which the ticket was issued.

Decatur – Damon Morgan, 256-306-2575,  
damon.morgan@calhoun.edu

Huntsville – Don Swain, 256-890-4711,  
don.swain@calhoun.edu

## SEX OFFENDER REGISTRATION

Registered Sex Offenders must provide a copy of their Form 47 (information submitted to the registering law enforcement agency) along with a copy of their schedule for that semester to the Calhoun Community College Police Department. The

Decatur Campus Police Dept, is located in Building #6 and the Huntsville Campus Police Dept, is located at the Front Entrance of the Sparkman Building.

## RESTROOM POLICY

Restrooms and locker rooms are designated separately for women, men and gender neutral. Gender neutral restrooms are identified as such and may be used by either gender. Any individual using the other biological gender's restroom or locker room shall be subject to discipline. Gender neutral restrooms are available and located in the following locations:

### Calhoun Community College Single Use Bathrooms

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

19. Gym - One single use restroom.
20. Ball Field Concessions - None.
21. ACA - None.
22. Huntsville -Two unmarked single use men's and women's restrooms on the main floor inside the staff mailroom/lounge. Two unmarked single use men's and women's single use restrooms on the lower level inside faculty lounge. (Sparkman Building)

Gender neutral locker rooms are located in the following:

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

## WEAPONS POLICY

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

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

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

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

**Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional**

**program in which firearms are required equipment. If the off-duty officer is a student, he/she must notify campus police once a semester. A weapon is prohibited from any type of hearing for personal business.**

## Student Records and Transcripts

### Family Educational Rights and Privacy Act of 1974

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

### Student Records and FERPA

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

Responsibility for protection of the privacy of educational records rests primarily with the Director of Admissions/Registrar of the College. FERPA defines educational records to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution with exceptions under the Act.

### Notification of Rights under FERPA

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

1. The right to review their educational records with certain exceptions. Students and former

students may present a valid photo identification card and complete a written request form to review their records. The College may delay a record review up to 45 days if circumstances so dictate. Record reviews are conducted in the Office of Admissions & Records, Chasteen Student Services Center, Decatur Campus. Note: The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. The student should submit to the Director of Admissions/Registrar a written statement which identifies the part of the record they want changed, why it should be changed, and any documentation to support the request. The student will be notified in writing of the decision to amend or not to amend. A student will be notified of a hearing procedure process they may initiate if the result of the student's request is not to amend their record.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure.

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

- **Directory Information**

- Name
- Address
- Telephone listing
- E-mail address
- Date and place of birth
- Major field of study
- Dates of attendance

Enrollment status  
Class standing  
Degrees, honors, and awards received  
Most recent educational agency or institution attended

It should be noted that directory information is used to verify a student's enrollment with insurance agencies, banks, employers, etc., unless prohibited in writing by the 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
- One of the following forms of primary identification:
  - Unexpired Alabama driver's license or instruction permit
  - Unexpired Alabama identification card
  - Unexpired U.S. passport
  - Unexpired U.S. Permanent Resident Card
  - Resident Alien Card – Pre-1997



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

## Readmission

Former Calhoun students who have not been in attendance within one calendar year (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 may be admitted under conditional status. Failure to provide documentation by the end of the first semester of enrollment will prevent a student from future registration and official transcript release. ***Students with a conditional admissions status are not eligible for federal financial aid.***

## Admission Classifications & Eligibility Information

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

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

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

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

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

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

Non-degree seeking students may be conditionally admitted pending receipt of official transcripts. Failure to submit official transcripts by the end of first semester of enrollment will prevent future registration and release of official Calhoun transcripts. Non-degree seeking students will not receive federal funding for aid. Non-degree seeking students who would like to change their enrollment status to degree seeking must meet with an academic advisor and complete a Request for Change of Program of Study.

A non-degree student who has earned a Bachelor's degree from a regionally accredited college or university is only required to submit an official transcript 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, primary form of identification, and a transient letter of permission listing approved courses. Transient letters must be submitted prior to registration for each semester a student attends Calhoun Community College. Any transient student failing to provide appropriate information may be

administratively withdrawn.

Transient students are considered non-degree seeking and are not eligible for federal financial aid.

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

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

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

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

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

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

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

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

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

that the applicant submit a written appeal to the College Admissions Committee along with all official transcripts. No appeals will be considered on or after the first official class day for the term in which a student is applying. Transfer students admitted on appeal will be placed on Academic Probation. The Calhoun transcript will be annotated to read ADMITTED UPON APPEAL – ACADEMIC PROBATION.

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

#### **General Principles for Transfer of Credit**

1. Transfer credit will be evaluated and recorded only upon receipt of all official transcripts from all previously attended colleges and universities. Students will be notified through email communication from the Office of Admissions and Records once the official evaluation is complete. A review of records by advisors, faculty, or other staff for advising purposes does not constitute an official evaluation.
2. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs.
3. A course completed at other regionally accredited post-secondary institutions with a passing grade (C minimum required in Composition courses) will be accepted for transfer as potentially creditable toward graduation requirements.

4. A transfer grade of "D" will only be accepted when the transfer student's cumulative transfer GPA is 2.0 or above. Regardless of the GPA, a "D" in English Composition courses will not be accepted as transfer credit. Please note that some programs/courses require minimum grades of "C", thus a "D" will not transfer.
5. Transfer course grades are not calculated into a student's grade point average for any purpose, including graduation or honors consideration.
6. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. Please refer to the section on Credit from Nontraditional Sources in this catalog for additional information.
7. The criteria for awarding credit for work completed in foreign colleges and universities will be the same as for other institutions within the United States. Students wishing to receive transfer credit for such foreign study must provide an English translation and a detailed course-by-course evaluation report. The reports must outline recommendations for awarding specific credit for specific courses. Students must request an official course-by-course evaluation from a National Association of Credential Evaluation Services (NACES) approved agency. For a comprehensive list of approved agencies, please visit [www.naces.org](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.

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.

1. The student must have successfully completed the 10th grade;
2. The student must provide certification each semester from the local principal and/or his/her designee that the student has a minimum cumulative 3.0 average and recommends the student for enrollment (the accelerated high school approval form can be found 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;
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 courses must provide appropriate ACT, SAT or placement test scores.

## Continuous Eligibility

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

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

## Available Courses:

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

Eligible courses include any college-level courses in English, Foreign Languages, Mathematics, Science, or Social Science; any career/technical courses; or

any other courses agreed upon by the school system and the college. Students must meet the course prerequisites prior to enrollment. This program does not include physical education courses, nor any courses taken on an audit basis.

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

Students in the Dual Enrollment/Dual Credit program may take their coursework at any Calhoun campus or through Distance Learning. Students should consult the College's current course schedule or contact the Calhoun Dual Enrollment office for information on the dates, times and locations of courses. Email [gwendlyn.baker@calhoun.edu](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 Technology 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 English, math and science courses as well. Academic courses must be taken concurrently with the technical courses.

Most of Calhoun's manufacturing technology programs are taught on the Decatur campus. In addition, several high schools offer 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 workforce development scholarship funding. High school students pursuing this EMS certification can only participate in these regional dual enrollment programs. High school students may not be registered for Calhoun's traditional EMS programs.

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

**The Dual Enrollment Technology Scholarship program is not designed for academic transfer but to allow students to begin earning credits towards a two-year technical degree 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 available to download along with the application for admissions, the required Dual Enrollment Approval Form, and Signature Page. The link to these documents 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. Workforce Development Scholarships may be available contingent on funding.

### CYBERSECURITY FOUNDATIONS STUDY PLAN

| 11 <sup>TH</sup> GRADE |   |                 |
|------------------------|---|-----------------|
| Term (suggested)       | Course  | College Credits |
| FALL                   | CIS 134 - IT Fundamentals (CompTIA ITF+)            | 3               |
| SPRING                 | CIS 263 - Computer Maintenance (CompTIA A+)         | 3               |
| 12 <sup>TH</sup> GRADE |   |                 |
| Term (suggested)       | Course  | College Credits |
| FALL                   | CIS 199 - Network Communications (CompTIA Network+) | 3               |

SPRING

CIS 280 - Network Security (CompTIA Security+) 3

TOTAL CREDITS

12

### 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. In any event, scholarship funds, if available, will cover only one mathematics 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.
4. Additional academic coursework required for high school may be taken at the college but is not eligible for 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 within the STARS agreement, as does ENG 101. The four CIS courses transfer to Athens State

University toward either the IT minor in Computer Science or the Management of Technology degree in Business Administration.

## 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, on Calhoun's Huntsville campus, and at The Alabama Center for the Arts in downtown Decatur. 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, a minimum reading score of 18 on the ACT or 480 on the SAT, and prior approval by their high school counselor and principal or home school director. Admission to the program is competitive, based on several criteria.

## 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.

## Accelerated High School Program

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

1. The student must have successfully completed the 10th grade;
2. The student must provide certification each semester from the local principal and/or his/her designee that the student has a minimum cumulative 3.0 average and recommends the student for enrollment (the accelerated high school approval form can be found 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
- One primary form of identification (such as an unexpired government issued photo ID)
- In-state residency certification
- Official high school/GED transcript documenting graduation
- Official college transcripts from all previously attended institutions.

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

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

## Senior Citizens Attending Under the Senior Adult Scholarship Program

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

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

The student is responsible for any fees or other charges applied to the general student body. Senior

citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the tuition waiver only one time per course. Any time a senior citizen repeats a course the student is responsible not only for fees but also for tuition.

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

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 grade of “D” will only be accepted when the transfer student’s cumulative transfer GPA is 2.0 or above. Regardless of the GPA, a “D” in English Composition courses will not be accepted as transfer credit. Please note that some programs/courses require minimum grades of “C”, thus a “D” will not transfer.
5. Transfer course grades are not calculated into a student’s grade point average for any purpose, including graduation or honors consideration.
6. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. Please refer to the section on Credit from Nontraditional Sources in this catalog for additional information.
7. The criteria for awarding credit for work completed in foreign colleges and universities will be the same as for other institutions within the United States. Students wishing to receive transfer credit for such foreign study must provide an English translation and a detailed course-by-course evaluation report. The reports must outline recommendations for awarding specific credit for specific courses. Students must request an official course-by-course evaluation from a National Association of Credential Evaluation Services (NACES) approved agency. For a comprehensive list of approved agencies, please visit [www.naces.org](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 (HUNSTVILLE)

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

## Tuition and Fees

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

|                       |                          |
|-----------------------|--------------------------|
| <b>TUITION</b>        |                          |
| In-State Students     | \$123.00 per credit hour |
| Out-of-State Students | \$246.00 per credit hour |
| <b>FEES</b>           |                          |
| 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      |

## 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. Out-of-state, starter, and counter checks cannot be accepted.

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

- Banner Self Service Student Student Account  
Select "Make Payments, Deposits and Payment Plans" to enter the TouchNet Student Account Center  
Select the applicable term and click "Make A Payment"  
Enter the payment amount and click "Submit"  
Complete the process by entering the requested card information

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

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

## Tuition and Fees Refund Policy

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

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

### **Withdrawal Prior to Classes**

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

### **Partial Withdrawals during Drop/Add Period**

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

### **Partial Withdrawals After Drop/Add Period**

There is no refund due to a student who partially withdraws after the official drop/add period.

### **Complete Withdrawal**

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

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

### **Administrative Fee**

An administrative fee not to exceed 5% of tuition and other institutional charges shall be assessed for

each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

### **Pass Through Fees**

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

### **Before Classes Begin: 100% Refund**

#### **During Drop/Add**

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

#### **After Drop/Add (Withdrawal Refund Period):**

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

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

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

## Refund Methods

When a refund is due to a student from any payment made on MyCalhoun, that refund will be credited back to the original method of payment (i.e. debit or credit card). If the refund is more than the

original payment amount, the remaining balance will be issued through BankMobile using the reimbursement method selected by the student.

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

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

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

## Timeframe for each Reimbursement Method

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

## Steps to Register with Bank Mobile

First, look for the green envelope in the mail. Visit [RefundSelection.com](http://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 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 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.

## Financial Aid

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

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

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



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

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

## WHO MAY APPLY FOR FEDERAL FINANCIAL AID PROGRAMS?

Federal Student Financial Aid Programs are Federal Pell Grants, Federal Direct Student Loan (DSL), Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work-Study (FWS), Alabama Student Assistance Program (ASAP), and Workforce Innovation and Opportunity Act (WIOA).

To qualify for financial aid from one of these five programs, one must:

- demonstrate financial need, except for some loan programs;
- have a high school diploma or a GED certificate;
- be enrolled as a regular, degree seeking student working toward a AA, AS, AAS or certificate in an eligible program;
- be a U.S. citizen or eligible non-citizen;
- maintain satisfactory academic progress according to the institutional policy;

- not be in default on a Direct Stafford Loan or Federal Family Education Loan (FFEL); and
- not owe a repayment on any federal financial aid program.

NO EXCEPTIONS WILL BE MADE TO THE ABOVE REGULATIONS.

## TRANSIENT STUDENTS

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

## FEDERAL FINANCIAL AID APPLICATION PROCEDURES

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

Students who qualify may apply for financial aid at any time. However, processing time is generally four to six weeks; therefore, begin the application process as early as possible. All financial aid application forms and instructions are available in the Office of Student Financial Services. All students should file the Free Application for Federal Student Aid (FAFSA) application to determine their eligibility for Pell Grant and other grants, loans, offered by the Federal and State governments. This is an online application and can be found at **[www.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, 1998.
- 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 OneACCS and check your information/ account.
- Review and consider all information about Calhoun's programs before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay receiving your financial aid. Intentional misreporting of information on application forms for Federal financial aid is a

violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.

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

## REFUND POLICY

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

## Financial Aid Enrollment and Attendance Policies

### Enrollment Status

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

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

### Attendance

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

Attendance is important. If a student registers and begins class after the first class date, it is the

student's responsibility to complete all coursework assigned from the first day of class. The individual course syllabus states the specific policies and guidelines of the course and the student will be held accountable to the individual course syllabus.

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

### Return of Title IV Policy

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

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

Calhoun Community College conforms to the Federal Return of Title IV funds regulations. Title IV funds refer to the following federal financial aid programs (subsidized and unsubsidized Direct Stafford Loans, Federal Direct PLUS loans, Federal Pell Grants, Federal SEOG and TEACH Grants). Federal Work Study funds are excluded from the refund calculations.

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

**Unofficial Withdrawal:** A student who received Title IV funding (ex. Pell grant, FSEOG, student loans, or federal work-study) and unofficially withdraws

(stops attending and does not receive a passing grade in at least one class) from all classes may owe funds back to the U.S. Department of Education and to Calhoun Community College. If the student attends beyond the 60% point, the student is considered to have earned 100% of the Title IV aid received.

The concept behind the policy is that the college and the student are allowed to retain only the amount of Title IV funding (federal aid) that is earned. If a student withdraws or is withdrawn or stops attending classes, whether any credits are earned for the class or not, a portion of the aid received is considered to be unearned and must be returned to 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 OneACCS.

### Financial Aid Appeal

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

## POLICY DETAILS

### What happens when you do not meet the requirements?

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

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

**Is there extended eligibility for a 2nd degree?** - Yes, upon a successful SAP appeal, you may attempt a total of 150% of the hours needed to complete your first degree plus 33 additional hours. The standard is  $64 \times 150\% = 96 + 33 = 129$  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.studentloans.gov](http://www.studentloans.gov).
- c. A Subsidized/Unsubsidized Master Promissory Note (MPN) is required for all

borrowers. It is a legal document in which you promise to repay your student loan(s) and any accrued interest and fees.

Calhoun is authorized to make multiple federal student loans under one MPN for up to 10 years. The MPN may be completed at [www.studentloans.gov](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.

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 G.I. Bill- Active Duty Program ) or Chapter 33 (Post -9/11 G.I. Bill) of Title 38, United States Code, who lives in the State of Alabama (regardless of his/her formal State of residence ) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the state of Alabama while attending a school located in the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in

the state of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either Chapter 30 or Chapter 33 of Title 38, United States Code. The in-state tuition provisions in Section 702 do not apply to those on active duty or to students using transferred Post 911 GI Bill benefits from a service member still on active duty.

#### VA CERTIFYING OFFICIAL OFFICE HOURS

##### HUNTSVILLE

**Room 110, Student Financial Services**  
Sparkman Building

Monday - Thursday  
8:30 a.m. - 5:45 p.m.  
Friday 7:45 a.m.-11:45 a.m.

**Room 206, Student Financial Services**  
Chasteen Student Services Center

##### DECATUR

Monday - Thursday  
7:45 a.m. - 5:00 p.m.  
Friday 7:45 a.m.-11:45 a.m.

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

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

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

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

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

#### 9. **SCHOLARSHIPS**

##### a. **ACADEMIC SCHOLARSHIPS**

February 1st is the date on which applications for academic scholarships are due. Scholarship applications are available online at Calhoun's website at [www.calhoun.edu](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.

##### b. **CALHOUN FOUNDATION SCHOLARSHIPS**

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

##### c. **FINE ARTS SCHOLARSHIPS**

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

##### d. **SENIOR ADULT PROGRAM SCHOLARSHIPS**

This program provides tuition free admission for those who are 60 years of

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

##### e. **STUDENT ACTIVITY AND LEADERSHIP SCHOLARSHIPS**

These scholarships are received by:

1. President, Vice-President, and Secretary/ Treasurer of the Student Government Association;
2. Co-editors of the college literary magazine, The Muse;
3. Members of the College's official student ambassadors, the Warhawks; and
4. Officers of Phi Theta Kappa

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

## Bookstore

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

### **BUSINESS INFORMATION**

#### **DECATUR**

**Monday-Thursday**

9:00 a.m. - 5:00 p.m.

**Friday**

9:00 a.m. - 12:00 p.m.

**256-306-2572**

[www.calhouncollegestore.com](http://www.calhouncollegestore.com)

#### **HUNTSVILLE**

**Monday-Thursday**

9:00 a.m. - 5:00 p.m.

**Friday**

9:00 a.m. - 12:00 p.m.

**256-890-4748**

[www.calhouncollegestore.com](http://www.calhouncollegestore.com)

### **Special Hours**

First week of class, special hours will be posted in-store and on the website.

Hours may vary when classes are not in session (Bookstore hours are subject to change without notice)

### **METHOD OF PAYMENT**

Payment may be made by cash, personal check or credit card. The following policy governs payment by check:

1. Checks are accepted for the amount of purchase only.
2. Checks must be made payable to the Calhoun College Bookstore.
3. Phone number, student number or driver's license number and address must be recorded on face of check.

### **REFUND POLICY**

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

### **BOOK BUY BACK POLICY**

Textbooks may be sold to the Bookstore any day that the bookstore is open.

General buy back policy is as follows:

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

## **Security/Police Contact**

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

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

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

Phone:

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

**Emergency: 256-306-2911**

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

## **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 Policy

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

1. If a student repeats a course once, the second grade (excluding grades of W, IP or AU) replaces the first grade in his/ her cumulative grade point average if the student files a written request with the Admissions and Records Office.

2. When a course is repeated more than once, all grades for the course, excluding the first grade, will be employed in computation of the cumulative grade point average provided the student has requested course repeat as noted in item 1.
3. Transcripts will list all courses and the grades earned. A repeat symbol, 'R,' may denote a course repeat. Zero credit hours can also indicate a course repeat. A transfer institution may choose to average all coursework regardless of Calhoun's institutional policy.
4. A student must request, by submission of the appropriate form, that the Registrar implement the "Course Forgiveness" policy after a course has been repeated.

## Auditing a Course

Instructions for auditing a course at Calhoun are as follows:

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

## Academic Program Changing

Requests for a change of academic program should be completed 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.

| CLEP SUBJECT EXAMINATIONS         | Scores for computer based tests only. |                       |                  |
|-----------------------------------|---------------------------------------|-----------------------|------------------|
|                                   | Approx. Score                         | CCC Equivalent        | Sem. Hrs.        |
| <b>Business</b>                   |                                       |                       |                  |
| Financial Accounting              | 50                                    | BUS 241               | 3                |
| <b>Examination</b>                | <b>Approx. Score</b>                  | <b>CCC Equivalent</b> | <b>Sem. Hrs.</b> |
| 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                |

### 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

cards 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 requirements either as stated in the current college catalog at the time of graduation, or as stated in any catalogs from the five (5) previous academic years. Students readmitted to Calhoun Community College will be required to update their catalog to the term of readmission.
2. Applicants must complete 60 - 76 semester hours of college credit work in a planned program of study. (Courses considered as developmental will not apply toward degree requirements.)
3. Applicants must earn a minimum overall grade point average of 2.00 for all courses attempted at the institution. A course may be counted only once for purposes of meeting graduation requirements.
4. Applicants must complete at least 25% of the total semester hours of degree requirements at Calhoun Community College.
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.

## Business Information

**DECATUR CAMPUS**  
**Monday-Thursday**  
8:00 a.m.-5:00 p.m.  
**Friday**  
8:00 a.m.-12:00 p.m.  
**256-306-2572**  
[www.calhouncaldecaturshop.com](http://www.calhouncaldecaturshop.com)

**HUNTSVILLE CAMPUS**  
**Monday-Thursday**  
9:00 a.m.-5:00 p.m.  
**Friday**  
9:00 a.m. - 12:00 p.m.  
**256-890-4748**  
[www.calhounhuntsvilleshop.com](http://www.calhounhuntsvilleshop.com)

## Special Hours

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

## METHOD OF PAYMENT

Payment may be made by cash, personal check or credit card. The following policy governs payment by check:

1. Checks are accepted for the amount of purchase only.
2. Checks must be made payable to the Calhoun College Bookstore.
3. Phone number, student number or driver's license number and address must be recorded on face of check.

## REFUND POLICY

Textbook refunds will be granted up to seven(7) days after the first day of class with receipt. Textbooks must be in the same condition as purchased (access codes sealed, shrink wrap intact, books unmarked).

## BOOK BUY BACK POLICY

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

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

## SECURITY/POLICE

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

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

1. Assisting students
2. Enforcing traffic and parking regulations and state laws
3. Providing for parking and traffic flow for special events (Students, faculty, and staff must notify security when special events are scheduled on campus)
4. Issuing decals
5. Maintaining building security
6. Responding to any emergency situation

Phone:

256-306-2575, Decatur  
256-890-4741,  
Huntsville

**Emergency: 256-306-2911**

**NOTE:**

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

## 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

The Adult Education program offers adults the opportunity to prepare employment through several different programs. All Adult Education offerings are FREE to residents of our service area. In person and distance learning options are available for most of our Adult Education offerings. Please note, students must meet the minimum technology requirements to participate in distant learning.

Contact the Adult Education office at 256-306-2830 in Decatur or 256-890-4793 in Huntsville for additional information or visit our 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. Our primary mission is to provide a reliable process for certifying that adults possess the major and lasting outcomes of a traditional high school education. 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 our program, or to enroll, visit our website: [Calhoun.edu/adult-education/](http://Calhoun.edu/adult-education/)

### 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.

Find out if our FREE HSDO program is right for you, visit our website:

[Calhoun.edu/adult-education/non-traditional-high-school-diploma-option-program/](http://Calhoun.edu/adult-education/non-traditional-high-school-diploma-option-program/)

### 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 Ready to Work 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.

To enroll in our FREE MSSC classes and begin your journey to better employment, visit our websites:

- [Calhoun.edu/adult-education/certified-logistics-technician/](http://Calhoun.edu/adult-education/certified-logistics-technician/)

- [Calhoun.edu/adult-education/alabama-advanced-manufacturing-certification/](http://Calhoun.edu/adult-education/alabama-advanced-manufacturing-certification/)

#### Ready to Work

Alabama's Ready to Work (RTW) program provides trainees the entry-level skills required for employment with most businesses and industries in Alabama. We are AIDT certified to teach Ready to Work, the employability curriculum preferred by the Region 1 Workforce Development Board. The training curriculum is set to standards cited by business and industry employers throughout the state, and the skills cited in the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.

Successful completion results in the award of an Alabama Career Readiness Certificate (CRC). Completion requires attainment of a minimum WorkKeys Assessment Level 3 on Applied Mathematics, Reading for Information, and Locating Information.

Step Out, Take the Leap! Ready to Work will help further your goals. Whether you want to obtain employment, enroll in technical training, or advance into college we will help you meet your goals! The Department of Postsecondary Education will provide one tuition FREE college course (up to four credit hours) for students who successfully complete the Ready to Work program.

You may find out additional information about the Ready to Work Program or enroll by visiting our website: [Calhoun.edu/adult-education/ready-to-work/](http://Calhoun.edu/adult-education/ready-to-work/)

#### ACT Prep for Professionals

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. Classes are available on the Huntsville and Decatur Calhoun Campus in the Adult Education Services Department.

For more information on our [FREE](#) ACT Prep for Professionals, or to enroll, visit our website at [Calhoun.edu/adult-education/act-prep-for-professionals/](http://Calhoun.edu/adult-education/act-prep-for-professionals/)

#### 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. Come to our [FREE](#) ASVAB test preparation classes in the Adult Education Services Center on either campus.

Find out more about our ASVAB preparation at our website: [Calhoun.edu/adult-education/asvab/](http://Calhoun.edu/adult-education/asvab/)

#### Adult Education Bridge Program

The Bridge Program was designed with first time college students in mind. Bridge classes allow students to remediate or “refresh” in Math (MTH 098) and Language (ENR 094) skills and prepare for future credit-bearing classes. Bridge classes are “refresher” courses that move at an accelerated pace.

More information on our [FREE](#) Adult Education Bridge Program may be found at our website: [Calhoun.edu/adult-education/adult-education-bridge-program/](http://Calhoun.edu/adult-education/adult-education-bridge-program/)

#### Digital Literacy and Microsoft Office Basic Classes

Calhoun Community College Adult Education offers a [FREE](#) Digital Literacy class in both the Decatur 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.

Sign up for our digital literacy class or get additional information by visiting our website: [Calhoun.edu/adult-education/computer-basics-and-microsoft-office-basics-class/](http://Calhoun.edu/adult-education/computer-basics-and-microsoft-office-basics-class/)

#### English as a Second Language

Calhoun Community College's Adult Education Department offers a [FREE](#) English as a Second Language Program (ESL). Our English Language Acquisition program provides instruction in reading, writing, speaking, and listening in English at every level. Our program is based on the expertise and recommendations of the leading professionals in the field of English education in order to prepare students for college and careers.

You will find additional information at our website:

[Calhoun.edu/adult-education/english-as-a-second-language/](http://Calhoun.edu/adult-education/english-as-a-second-language/)

#### 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!

Find out if GED4Me is right for you by visiting our website: [Calhoun.edu/adult-education/see-4-free/](http://Calhoun.edu/adult-education/see-4-free/)

## 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 Education

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

Calhoun Community College's Cooperative Education Program affords students the opportunity to acquire on-the-job experience before graduation by combining studies at Calhoun with a related work experience. This Program allows the student to work part-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 your complete application, the career services department will review your application and ensure that you meet the minimum requirements. You will then be added to the applicant pool and your application will be

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

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

## Eligible Degree Programs

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

### **Associate of Applied Science**

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

Business/Accounting

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

### **Associate of Science**

General Studies

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

## Minimum Requirements

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

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

## Application Process

Please visit [www.calhoun.edu/CoopApp](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. There are two types of Distance Learning courses at Calhoun: hybrid and online (asynchronous and synchronous).

- A hybrid course is one in which a majority of instruction is delivered in a structured alternative delivery format including, but not limited to, the Internet and/or other off-campus formats. Calhoun identifies a hybrid course with an "H" in the course schedule.
- An 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 or online test proctoring software. Calhoun identifies an asynchronous online course with a "W" in the course schedule.
- A synchronous online course is one that utilizes a web conferencing tool, like Blackboard Collaborate or Microsoft Teams, 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 schedule.

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

## Weekend College

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

## Statewide Transfer and Articulation Reporting System (STARS)

In order to assist Calhoun Community College students with the transferring of courses to other institutions of higher education in the state, Calhoun is a full member in the Statewide Transfer and Articulation Reporting System (STARS).

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

## Calhoun Workforce Solutions (CWS)

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

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

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

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

**Professional Certifications/Computer IT Operations:** CWS provides local area companies and nontraditional students with timely training and preparation for the workforce. Companies have an option to take advantage of the regularly scheduled courses, or CWS can customize training to meet client requirements. Opportunities include CISSP, Certified Ethical Hacker, Microsoft Office Suite, CompTIA Network-i-, CompTIA A+, CompTIA

Security-i-, Cisco Certified Network Associate, and customized computer network training. For more information, call 256-306-2584.

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

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

Typical student loans through FAFSA do not cover the Program fees. Funding options are available through resources such as the WIOA Program, MyCAA, and personal student loans such as Sallie Mae, [www.salliemae.com](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 256-306-2584.

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

To receive a CDL, you must pass knowledge and skills tests. The 160-hour program requires a learner's permit. Classes are conducted during the weekdays as well as weekends to accommodate individual schedules. Certificates are presented upon successful completion of the training. Trucking recruiters and employers are available to meet with students to provide information regarding job opportunities. Funding options are available through the Workforce Investment Opportunity Act (WIOA) and Sallie Mae. Interested individuals may apply for WIOA at their local career center. Sallie Mae personal student loans, [www.salliemae.com](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/calhounccalus](http://ed2go.com/calhounccalus) or call 256-260-2462 for more information.

### Features:

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

## Online Career Training Programs

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

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

## Training Topics

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

## FEATURES:

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

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

## Programs of Study

### Elective Definitions

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

#### **Areas Recommended as Humanities at Calhoun**

Courses in humanities ideally serve to give the student a broader understanding of the dimensions of man, the human condition, and human culture.

The student may select courses from the following areas to satisfy Calhoun requirements (A=Fine Arts, H=Humanities):

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

*(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 STARS Guide.

Students planning to pursue transfer to a four-year university should complete a STARS guide and Area V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. 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>           | General Education Requirements 41                            |
| 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 request a STARS Guide 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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## Advanced Manufacturing

### Additive Manufacturing Design Technology

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. \*Contact Nina Bullock, DDT lead faculty instructor, 256-306-2813 or nina.bullock@calhoun.edu, in your first or second semester for a list of approved electives and a map for your course of study.

**Program Code:**

AAS-ADMA-DDAD

**CIP:**

15.0613

**Type:** A.A.S.

### GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
|         | MTH 103 or higher   | 3       |
|         | SPH 106, SPH 107, CIS 134, or CIS 146                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 3       |
| CHM 257 | Introduction to Material Science for Advanced Manufacturing           | 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 | CAD Concepts                                      | 3       |
| ADM 111 | Manufacturing Safety<br>Practices                 | 3       |

## ADDITIVE MANUFACTURING REQUIREMENTS

| Item #                | Title   | Credits      |
|-----------------------|---|--------------|
| ADM 108               | Introduction to 3D Modeling                       | 3            |
| ADM 112               | Orientation to Additive<br>Manufacturing          | 1            |
| ADM 114               | Design Innovation                                 | 3            |
| DDT 111               | Fundamentals of Drafting and<br>Design Technology | 3            |
| ADM 161               | 3D Specialized Software<br>Techniques (2T, 3M)    | 3            |
| ADM 162               | Additive Manufacturing<br>Processes - Polymers    | 3            |
| ADM 164               | Additive Manufacturing<br>Processes - Metals      | 3            |
| ADM 255               | Application of Design<br>(Capstone)               | 3            |
| DDT 260               | Portfolio   | 3            |
| ADM 261               | Reverse Engineering                               | 3            |
|                       | DDT/ADM Electives (4-6<br>credits)                | 4-6          |
| <b>Total credits:</b> |   | <b>69-71</b> |

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

The Associate of Applied Science degree in Advanced Manufacturing with a concentration in Aerospace Technology will prepare graduates for

employment in aerospace and related industries through classroom and laboratory instruction in propulsion structure and assembly or welding.

### Program Code:

AAS-ADMA-AERS

### CIP:

15.0613

Type: A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical<br>Mathematics                                    | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective<br>(Excluding Speech and Foreign<br>Language) | 3       |
|         | Social & Behavioral Science<br>Elective                                     | 3       |
|         | Natural Science or MTH<br>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<br>Practices                 | 3       |

## AEROSPACE FUNDAMENTAL COURSE REQUIREMENTS

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

## AEROSPACE/STRUCTURES & ASSEMBLY COURSE REQUIREMENTS

| Item #                | Title   | Credits      |
|-----------------------|---|--------------|
| ARS 276               | Instrumentation Attachments and Adhesive Bonding Procedures | 3            |
| ARS 278               | Composite Materials Fabrication and Assembly                | 3            |
| ARS 284               | Specialized Coating Processes                               | 3            |
| <b>Total credits:</b> |   | <b>66-67</b> |

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

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

### Program Code:

AAS-ADMA-AERW

### CIP:

15.0613

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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       |

## AEROSPACE FUNDAMENTAL COURSE REQUIREMENTS

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

## AEROSPACE/WELDING COURSE REQUIREMENTS

| Item #                | Title                                   | Credits      |
|-----------------------|---|--------------|
| ARS 153               | Gas Tungsten Arc and Plasma Arc Welding | 3            |
| ARS 251               | Specialized Welding Processes           | 3            |
| ARS 253               | Welding Certification Preparation       | 3            |
| <b>Total credits:</b> |   | <b>66-67</b> |

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

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

### Program Code:

AAS-ADMA-ACRA

### CIP:

15.0613

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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 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            |
| <b>Total credits:</b> |                                       | <b>66-70</b> |

## Architectural Design Technology, 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 DDT 111, ADM 107, and ADM 112 in their first semester.

\*Contact Nina Bullock, DDT lead faculty instructor, 256-306-2813 or [nina.bullock@calhoun.edu](mailto:nina.bullock@calhoun.edu), in your first or second semester for a list of approved electives and a map for your course of study.

### Program Code:

AAS-ADMA-DDBA

### CIP:

15.0613

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
|         | MTH 103 or higher   | 3       |
|         | SPH 106, SPH 107, CIS 134, or CIS 146                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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            |
|                       | DDT/ADM Electives (4-6 credits)                 | 4-6          |
| <b>Total credits:</b> |   | <b>68-71</b> |

## Electrical Technology, A.A.S.

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

### Program Code:

AAS-ADMA-ELT

### CIP:

15.0613

**Type:** A.A.S.



## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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 Programmable3 Controllers | 3            |
| ELT 232               | Advanced Programmable Controllers         | 3            |
| <b>Total credits:</b> |   | <b>69-70</b> |

## Engineering Design Technology, 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 Nina Bullock, DDT lead faculty instructor, 256-306-2813 or nina.bullock@calhoun.edu, in your first or second semester for a list of approved electives and a map for your course of study.

**Program Code:**

AAS-ADMA-DDEM

**CIP:**

15.0613

**Type:** A.A.S.

**GENERAL EDUCATION CORE REQUIREMENTS**

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
|         | MTH 103 or higher   | 3       |
|         | SPH 106, SPH 107, CIS 134, or CIS 146                                 | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 3       |
| CHM 257 | Introduction to Material Science for Advanced Manufacturing           | 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       |

**ENGINEERING COURSE REQUIREMENTS**

| Item #                | Title  | Credits      |
|-----------------------|--|--------------|
| ADM 108               | Introduction to 3D Modeling                    | 3            |
| ADM 112               | Orientation to Additive Manufacturing          | 1            |
| ADM 114               | Design Innovation                              | 3            |
| ADM 208               | Intermediate 3D Modeling                       | 3            |
| ADM 255               | Application of Design (Capstone)               | 3            |
| DDT 111               | Fundamentals of Drafting and Design Technology | 3            |
| DDT 124               | Basic Technical Drawing                        | 3            |
| DDT 215               | Geometric Dimensioning & Tolerancing           | 3            |
| DDT 244               | Advanced 3D Modeling                           | 3            |
| DDT 260               | Portfolio                                      | 3            |
|                       | DDT/ADM Electives (4-6 credits)                | 4-6          |
| <b>Total credits:</b> |  | <b>69-71</b> |

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

The Associate of Applied Science degree in Advanced Manufacturing with a concentration in Industrial Maintenance/Electrical will prepare graduates for employment as entry-level industrial electricians. Concepts covered in the concentration

include basic electrical concepts, motor controls, programmable logic controllers and basic instrumentation principles.

**Program Code:**

AAS-ADMA-IMTE

**CIP:**

15.0613

**Type:** A.A.S.

**GENERAL EDUCATION CORE REQUIREMENTS**

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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 Programmable3 Controllers | 3            |
| ELT 232               | Advanced Programmable Controllers         | 3            |
|                       | ILT 240 or ILT 114                        | 3            |
| <b>Total credits:</b> |   | <b>66-67</b> |

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

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

**Program Code:**

AAS-ADMA-IMTA

**CIP:**

15.0613

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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            |
| <b>Total credits:</b> |  | <b>69-70</b> |

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

The Associate in Applied Science degree in Advanced Manufacturing with a concentration in Industrial Maintenance/Instrumentation will prepare graduates for employment as entry-level instrumentation technicians. Concepts covered in 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.

### Program Code:

AAS-ADMA-IMIN

### CIP:

15.0613

Type: A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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 114               | Instrumentation Operation and Calibration  | 3            |
| ELT 209               | Motor Controls I   | 3            |
| ELT 212               | Motor Controls II  | 3            |
| ILT 214               | Control and Troubleshooting Flow, Level, Temperature, Pressure and Level Processes | 3            |
| ELT 231               | Introduction to Programmable Controllers   | 3            |
| ELT 232               | Advanced Programmable Controllers  | 3            |
| <b>Total credits:</b> |  | <b>69-70</b> |

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

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

**Program Code:**  
AAS-ADMA-INMA

**CIP:**  
15.0613

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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            |
| <b>Total credits:</b> |   | <b>69-70</b> |

## Machine Tool Technology, A.A.S.

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

### Program Code:

AAS-ADMA-MTT

### CIP:

15.0613

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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       |

## MACHINE TOOL CORE CLASSES

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

## MACHINE TOOL ELECTIVES: Choose 18 credits

| Item #                | Title  | Credits      |
|-----------------------|--|--------------|
|                       | MTT 140 and MTT 243                          | 6            |
|                       | MTT 141 and MTT 241                          | 6            |
|                       | MTT 212 and MTT 244                          | 6            |
|                       | MTT 213 and MTT 242                          | 6            |
| MTT 219               | Computer Numerical Control Graphics: Turning | 3            |
| MTT 220               | Computer Numerical Control Graphics: Milling | 3            |
| MTT 107               | Machining Calculations I                     | 3            |
|                       | MTT 162 and MTT 163                          | 6            |
| <b>Total credits:</b> |  | <b>72-73</b> |

## Process Technology, A.A.S.

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

### Program Code:

AAS-ADMA-PCT

### CIP:

15.0613

### Type: A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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            |
| <b>Total credits:</b> |                                    | <b>66-67</b> |

## Robotics/Mechatronics, A.A.S.

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

### Program Code:

AAS-ADMA-AUTM

### CIP:

15.0613

Type: A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 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<br>Controllers | 3       |
| ELT 232 | Advanced Programmable<br>Controllers        | 3       |
|         | ILT 240 or ILT 114                          | 3       |

## AUTOMATION/ROBOTICS COURSE REQUIREMENTS

| Item #  | Title   | Credits      |
|---------|---|--------------|
| ILT 139 | Introduction to Robotic<br>Programming          | 3            |
| ADM 250 | Introduction to Flexible<br>Manufacturing Cells | 4            |
|         | <b>Total credits:</b>                           | <b>67-68</b> |

## Welding Technology, A.A.S.

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

### Program Code:

AAS-ADMA-WELD

### CIP:

15.0613

Type: A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical<br>Mathematics                                    | 3       |
|         | SPH 106, SPH 107, or CIS 134  | 3       |
|         | Humanities/Fine Arts Elective<br>(Excluding Speech and Foreign<br>Language) | 3       |
|         | Social & Behavioral Science<br>Elective                                     | 3       |
|         | Natural Science or MTH<br>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<br>Practices                 | 3       |

## WELDING CORE CLASSES

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

## WELDING ELECTIVES: Choose 21 credit hours

| Item #                | Title                                    | Credits      |
|-----------------------|--|--------------|
| 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 125               | Shielded Metal Arc Welding Groove Lab    | 3            |
| WDT 155               | GTAW Carbon Pipe Lab                     | 3            |
| WDT 182               | Special Topics                           | 3            |
| WDT 217               | SMAW Carbon Pipe                         | 3            |
| WDT 257               | SMAW Carbon Pipe Lab                     | 3            |
| WDT 268               | Gas Tungsten Arc Lab                     | 3            |
| WDT 160               | Robotics Lab I                           | 3            |
| WDT 218               | Certification                            | 3            |
| WDT 258               | Certification Lab                        | 3            |
| WDT 259               | GTAW Groove Lab                          | 3            |
| ARS 151               | Welding Principles, Theory and Symbols   | 3            |
| ARS 153               | Gas Tungsten Arc and Plasma Arc Welding  | 3            |
| ARS 251               | Specialized Welding Processes            | 3            |
| ARS 253               | Welding Certification Preparation        | 3            |
| WDT 219               | Welding Inspection & Testing             | 3            |
| <b>Total credits:</b> |  | <b>69-70</b> |

## Additive Manufacturing Design Technology Short-Term Certificate

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

**Program Code:**

STC-ADM-DDAD

**CIP:**

15.0613

**Type:** Short-Term Certificate

## ADDITIVE MANUFACTURING REQUIREMENTS

| Item #                | Title   | Credits   |
|-----------------------|---|-----------|
| ADM 108               | Introduction to 3D Modeling                                 | 3         |
| ADM 112               | Orientation to Additive Manufacturing                       | 1         |
| ADM 114               | Design Innovation   | 3         |
| CHM 257               | Introduction to Material Science for Advanced Manufacturing | 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         |
| <b>Total credits:</b> |   | <b>26</b> |

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

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

**Program Code:**

STC.ADMX.AERA

**CIP:**

15.0613

**Type:** Short-Term Certificate

## Course Requirements

| Item #                | Title  | Credits   |
|-----------------------|--|-----------|
| ARS 178               | Aerospace Mechanical Assembly                | 3         |
| ARS 278               | Composite Materials Fabrication and Assembly | 3         |
| ARS 251               | Specialized Welding Processes                | 3         |
| ARS 253               | Welding Certification Preparation            | 3         |
| <b>Total credits:</b> |  | <b>12</b> |

## Advanced Manufacturing Short-Term Certificate

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

**Program Code:**

STC-ADMX-ADMF

**CIP:**

15.0613

**Type:** Short-Term Certificate

## GENERAL EDUCATION CORE REQUIREMENTS

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

## Aerospace Technology/Aerospace Fundamentals Short-Term Certificate

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

**Program Code:**

STC-ADM-AERF

**CIP:**

15.0613

**Type:** Short-Term Certificate

## AEROSPACE FUNDAMENTALS COURSE REQUIREMENTS

| Item #                | Title   | Credits   |
|-----------------------|---|-----------|
| ADM 106               | Quality Control Concepts                        | 3         |
| ADM 111               | Manufacturing Safety<br>Practices               | 3         |
| MTT 121               | Basic Blueprint Reading for<br>Machinists       | 3         |
| ARS 151               | Welding Principles, Theory<br>and 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         |
| <b>Total credits:</b> |   | <b>24</b> |

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

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

**Program Code:**

STC-ADMX-ACRF

**CIP:**

15.0613

**Type:** Short-Term Certificate

## AIR CONDITIONING & REFRIGERATION FUNDAMENTALS COURSE REQUIREMENTS

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

**Total credits:** 15

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

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

**Program Code:**

STC-ADMX-ACRA

**CIP:**

15.0613

**Type:** Short-Term Certificate

### ADVANCED ACR COURSE REQUIREMENTS

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

### Air Conditioning and Refrigeration Short-Term Certificate

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

**Program Code:**

STC-ADMX-ACR

**CIP:**

15.0613

**Type:** Short-Term Certificate

### AIR CONDITIONING & REFRIGERATION COURSE REQUIREMENTS

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

### Architectural Design Technology Short-Term Certificate

The Architectural path student should take ADM 107, ADM 112 and DDT 111 in their first semester.

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

\*Contact Nina Bullock, DDT lead faculty instructor, 256-306-2813 or nina.bullock@calhoun.edu, in your first or second semester for a list of approved electives and a map for your course of study.

**Program Code:**

STC-ADM-DDBA

**CIP:**

15.0613

**Type:** Short-Term Certificate

## Required Courses

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

## Basic Aerospace Welding - Short-Term Certificate

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

### Program Code:

STC.ADMX.AERB

### CIP:

15.0613

**Type:** Short-Term Certificate

## Course Requirements

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

## Basic Welding Automation Short-Term Certificate

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

### Program Code:

STC-ADMX-WTBA

### CIP:

15.0613

**Type:** Short-Term Certificate

## REQUIREMENTS

| Item #                | Title                                    | Credits   |
|-----------------------|--|-----------|
| WDT 119               | Gas Metal Arc/Flux Cored Arc Welding     | 3         |
| WDT 124               | Gas Metal Arc/Flux Cored Arc Welding Lab | 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         |
| <b>Total credits:</b> |  | <b>18</b> |

## Design Drafting Short-Term Certificate

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

### Program Code:

STC-ADMX-DDT

### CIP:

15.0613

**Type:** Short-Term Certificate

## Required Courses

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

## 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         |
|         | <b>Total credits:</b>          | <b>24</b> |

## Electrical Technology Short-Term Certificate

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

### Program Code:

STC-ADMX-ELTC

### CIP:

15.0613

**Type:** Short-Term Certificate

## ELECTRICAL TECHNOLOGY COURSE REQUIREMENTS

| Item #  | Title                          | Credits   |
|---------|--------------------------------|-----------|
| ADM 111 | Manufacturing Safety Practices | 3         |
| ELT 108 | DC Fundamentals                | 3         |
| ELT 109 | AC Fundamentals                | 3         |
| ELT 110 | Wiring Methods                 | 3         |
| ELT 114 | Residential Wiring Methods     | 3         |
|         | <b>Total credits:</b>          | <b>15</b> |

## Engineering Design Technology 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.

\*Contact Nina Bullock, DDT lead faculty instructor, 256-306-2813 or [nina.bullock@calhoun.edu](mailto:nina.bullock@calhoun.edu), in your first or second semester for a list of approved electives and a map for your course of study.

### Program Code:

STC-ADM-DDEM

### CIP:

15.0613

**Type:** Short-Term Certificate

## Required Courses

| Item #                | Title  | Credits   |
|-----------------------|--|-----------|
| ADM 107               | CAD Concepts                                   | 3         |
| ADM 108               | Introduction to 3D Modeling                    | 3         |
| ADM 112               | Orientation to Additive Manufacturing          | 1         |
| ADM 114               | Design Innovation                              | 3         |
| ADM 208               | Intermediate 3D Modeling                       | 3         |
| ADM 255               | Application of Design (Capstone)               | 3         |
| DDT 111               | Fundamentals of Drafting and Design Technology | 3         |
| DDT 124               | Basic Technical Drawing                        | 3         |
|                       | DDT 215, DDT 244, ADM 161, ADM 162, ADM 164    | 3         |
| <b>Total credits:</b> |  | <b>25</b> |

## Industrial Maintenance Short-Term Certificate

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

### Program Code:

STC-ADMX-INDM

### CIP:

15.0613

**Type:** Short-Term Certificate

## Required Courses

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

## Machine Tool Technology – Basic CNC

(AVAILABLE SPRING 2020)

### 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         |
| <b>Total credits:</b> |   | <b>24</b> |

## Machine Tool Technology Advanced CNC Short-Term Certificate

Students must see a MTT instructor before starting this certificate.

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

### Program Code:

STC-ADMX-MTAC

### CIP:

15.0613

**Type:** Short-Term Certificate

## Required Courses

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

## 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         |
| <b>Total credits:</b> |  | <b>27</b> |

## Machine Tool Technology Short-Term Certificate

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

### Program Code:

STC-ADMX-MATL

### CIP:

15.0613

**Type:** Short-Term Certificate

## Required Courses

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

## 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         |
| <b>Total credits:</b> |                                  | <b>27</b> |



## Manufacturing Engineering Technology Short-Term Certificate

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

**Program Code:**

STC-ADMX-DDET

**CIP:**

15.0613

**Type:** Short-Term Certificate

### Required Courses

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

## Process Technology Short-Term Certificate

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

**Program Code:**

STC-ADMX-PCTC

**CIP:**

15.0613

**Type:** Short-Term Certificate

## Required Courses

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

## 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 Programmable3 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         |
| <b>Total credits:</b> |  | <b>25</b> |

## Welding Technology - Aerospace Welding Short Certificate

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

**Program Code:**

STC.ADMX.WTAW

**CIP:**

15.0613

**Type:** Short-Term Certificate

### Course Requirements

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

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

**Program Code:**

STC-ADM-WELD

**CIP:**

15.0613

**Type:** Short-Term Certificate

## Required Courses

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

## Welding Technology: Pipe Welding Short-Term Certificate

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

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

**Program Code:**

STC-ADMX-PIPE

**CIP:**

15.0613

**Type:** Short-Term Certificate

## Required Courses

| Item #                | Title                | Credits   |
|-----------------------|----------------------|-----------|
| WDT 155               | GTAW Carbon Pipe Lab | 3         |
| WDT 182               | Special Topics       | 3         |
| WDT 217               | SMAW Carbon Pipe     | 3         |
| WDT 257               | SMAW Carbon Pipe Lab | 3         |
| WDT 258               | Certification Lab    | 3         |
| WDT 259               | GTAW Groove Lab      | 3         |
| <b>Total credits:</b> |                      | <b>18</b> |

## Welding Technology Short-Term Certificate

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

**Program Code:**

STC-ADMX-WDT

**CIP:**

15.0613

**Type:** Short-Term Certificate

### Required Courses

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

## Automotive Technology

### Automotive Technology, A.A.S.

**Program Code:**

AAS-AUM-AUTC

**CIP:**

47.0604

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar  | 1       |
| ENG 101 | English Composition I   | 3       |
| MTH 103 | Introduction to Technical Mathematics                                 | 3       |
|         | SPH 106 or SPH 107  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |
|         | Social & Behavioral Science Elective                                  | 3       |
|         | Natural Science or MTH Elective                                       | 3-4     |
| CIS 134 | IT Fundamentals (CompTIA ITF+)  | 3       |

## MAJOR COURSE REQUIREMENTS

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

## Automotive Electrician Technician Short-Term Certificate

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

**Program Code:**

STC-AUMX-AET

**CIP:**

47.0604

**Type:** Short-Term Certificate

### Required Courses

| Item #                | Title                                      | Credits  |
|-----------------------|--|----------|
| ASE 112               | Electrical Fundamentals                    | 3        |
| ASE 162               | Electrical and Electronic Systems          | 3        |
| ASE 212               | Advanced Electrical and Electronic Systems | 3        |
| <b>Total credits:</b> |  | <b>9</b> |

## Brakes and Suspension Technician Short-Term Certificate

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

**Program Code:**

STC-AUMX-BST

**CIP:**

47.0604

**Type:** Short-Term Certificate

### Required Courses

| Item #                | Title                   | Credits   |
|-----------------------|-------------------------|-----------|
| ASE 112               | Electrical Fundamentals | 3         |
| ASE 121               | Braking Systems         | 3         |
| ASE 122               | Steering and Suspension | 3         |
| ASE 130               | Drive Train and Axles   | 3         |
| <b>Total credits:</b> |                         | <b>12</b> |

## Engines Technician Short-Term Certificate

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

**Program Code:**

STC-AUMX-ENT

**CIP:**

47.0604

**Type:** Short-Term Certificate

### Required Courses

| Item #                | Title                       | Credits  |
|-----------------------|-----------------------------|----------|
| ASE 112               | Electrical Fundamentals     | 3        |
| ASE 124               | Automotive Engines          | 3        |
| ASE 220               | Advanced Automotive Engines | 3        |
| <b>Total credits:</b> |                             | <b>9</b> |

## Tune Up or Drivability Technician Short-Term Certificate

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

**Program Code:**

STC-AUMX-TTEC

**CIP:**

47.0604

**Type:** Short-Term Certificate

### Required Courses

| Item #                | Title                                      | Credits   |
|-----------------------|--|-----------|
| ASE 112               | Electrical Fundamentals                    | 3         |
| ASE 162               | Electrical and Electronic Systems          | 3         |
| ASE 212               | Advanced Electrical and Electronic Systems | 3         |
| ASE 239               | Engine Performance                         | 3         |
| ASE 244               | Engine Performance and Diagnostics         | 3         |
| ASE 246               | Automotive Emissions                       | 3         |
| <b>Total credits:</b> |  | <b>18</b> |

# Business Administration

## Accounting Technology A.A.S. Concentration

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.

**Program Code:**

AAS-BSAD-BACT

**CIP:**

52.0201

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar  | 1       |
| ENG 101 | English Composition I   | 3       |
| BUS 151 | Modern Business<br>Mathematics with Excel                                   | 3       |
| BUS 215 | Business Communications   | 3       |
|         | MTH 110 or higher (excluding<br>MTH 116)                                    | 3-4     |
| CIS 146 | Microcomputer Applications  | 3       |
| ECO 231 | Principles of Macroeconomics  | 3       |
|         | Humanities/Fine Arts Elective<br>(Excluding Speech and Foreign<br>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<br>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            |
| <b>Total credits:</b> |                                       | <b>61-62</b> |

## Business Administration, A.A.S. Concentration

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.

**Program Code:**

AAS-BSAD-BSAD

**CIP:**

52.0201

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar  | 1       |
| ENG 101 | English Composition I   | 3       |
| ENG 102 | English Composition II  | 3       |
| BUS 151 | Modern Business Mathematics with Excel                                | 3       |
|         | MTH 110 or higher (excluding MTH 116)                                 | 3-4     |
| CIS 146 | Microcomputer Applications  | 3       |
| ECO 231 | Principles of Macroeconomics  | 3       |
|         | Humanities/Fine Arts Elective (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 242               | Principles of Accounting II                  | 3            |
| BUS 247               | Financial Markets and Institutions           | 3            |
| BUS 263               | The Legal and Social Environment of Business | 3            |
| BUS 271               | Business Statistics I                        | 3            |
| BUS 272               | Business Statistics II                       | 3            |
|                       | BUS 275 or BUS 276                           | 3            |
| CIS 197E              | Microsoft Excel Expert                       | 3            |
| BUS 285               | Principles of Marketing                      | 3            |
| BUS 289               | Business Strategy Capstone                   | 3            |
| ECO 232               | Principles of Microeconomics                 | 3            |
|                       | Business Elective (BUS 245, 248 or 253)      | 3            |
| <b>Total credits:</b> |  | <b>61-62</b> |

## Office Management A.A.S. Concentration

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.

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

### Program Code:

AAS-BSAD-OFTC

### CIP:

52.0201

Type: A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar  | 1       |
| ENG 101 | English Composition I   | 3       |
| BUS 215 | Business Communications   | 3       |
|         | BUS 151 or MTH 112  | 3       |
|         | MTH 110 or higher (excluding MTH 116)                                 | 3-4     |
| CIS 146 | Microcomputer Applications  | 3       |
| ECO 231 | Principles of Macroeconomics  | 3       |
|         | Humanities/Fine Arts Elective (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       |
|          | OAD 217 OR BUS 289                           | 3       |
|          | Electives -                                  | 6       |

## MEDICAL BILLING CAREER PATH

| Item # | Title                         | Credits      |
|--------|-------------------------------|--------------|
|        | Sub OAD 211 for BUS 263       | 3            |
|        | Choose OAD 214 from Electives |              |
|        | Choose OAD 215 from Electives | 3            |
|        | Sub OAD 216 for CIS 197A      | 3            |
|        | <b>Total credits:</b>         | <b>61-62</b> |

## Paralegal A.A.S. Concentration

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.*

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

### Program Code:

AAS-BSAD-PRL

### CIP:

52.0201

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar  | 1       |
| ENG 101 | English Composition I   | 3       |
| ENG 102 | English Composition II  | 3       |
|         | MTH 110 or higher (excluding MTH 116)                                 | 3-4     |
| BUS 151 | Modern Business Mathematics with Excel                                | 3       |
| CIS 146 | Microcomputer Applications  | 3       |
| ECO 231 | Principles of Macroeconomics  | 3       |
|         | SPH 106 or SPH 107  | 3       |
|         | Humanities/Fine Arts Elective (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 (PRL 150, 192, 193, 250, 291)    | 3            |
| PRL 282               | Law Office Management and Procedures           | 3            |
| <b>Total credits:</b> |  | <b>64-65</b> |

### General Studies - Business Concentration

**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).

### Program Code:

AS-GENED-GBUS

Type: A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

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

## CONCENTRATION 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               | Microcomputer Applications                     | 3            |
|                       | MTH 120 OR MTH 125 OR APPROPRIATE SUBSTITUTION | 3-4          |
| <b>Total credits:</b> |  | <b>63-64</b> |



## Accounting Essentials Short-Term Certificate

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

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

**Program Code:**

STC-BSAD-BACT

**CIP:**

52.0201

**Type:** Short-Term Certificate

### Required Courses

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

## Business Short-Term Certificate

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

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

**Program Code:**

STC-BUSX-BUSI

**CIP:**

52.0201

**Type:** Short-Term Certificate

### Required Courses

| Item #                | Title                        | Credits   |
|-----------------------|------------------------------|-----------|
| BUS 241               | Principles of Accounting I   | 3         |
| BUS 242               | Principles of Accounting II  | 3         |
|                       | BUS 271 OR BUS 263           | 3         |
| ECO 231               | Principles of Macroeconomics | 3         |
| ECO 232               | Principles of Microeconomics | 3         |
| <b>Total credits:</b> |                              | <b>15</b> |

## Entrepreneurship Short-Term Certificate

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

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

**Program Code:**

STC-BUSX-ENTR

**CIP:**

52.0201

**Type:** Short-Term Certificate

### Required Courses

| Item #                | Title                      | Credits   |
|-----------------------|----------------------------|-----------|
| BUS 241               | Principles of Accounting I | 3         |
| BUS 245               | Accounting with Quickbooks | 3         |
| BUS 276               | Human Resource Management  | 3         |
| BUS 285               | Principles of Marketing    | 3         |
| <b>Total credits:</b> |                            | <b>12</b> |

## Medical Billing Essentials

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

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

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

**Program Code:**

STC-BUSX-MBE

**CIP:**

52.0201

**Type:** Short-Term Certificate

**Required Courses**

| Item #                | Title                                  | Credits   |
|-----------------------|--|-----------|
| OAD 103               | Intermediate Keyboarding               | 3         |
| OAD 211               | Medical Terminology                    | 3         |
| OAD 214               | Medical Office Procedures              | 3         |
| OAD 215               | Health Information Management          | 3         |
| OAD 216               | Advanced Health Information Management | 3         |
| <b>Total credits:</b> |  | <b>15</b> |

**Medical Billing Specialist**

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

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

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

**Program Code:**

STC.BSAD.MBS

**CIP:**

52.0201

**Type:** Short-Term Certificate

**Required Courses**

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

**Tax Professional Short-Term Certificate**

This certificate program is designed to prepare students for employment in the field of tax preparation, or for those who are already employed in the field but would like to acquire additional skills.

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

**Program Code:**

STC-BUSX-BTAX

**CIP:**

52.0201

**Type:** Short-Term Certificate**Required Courses**

| Item #                | Title                       | Credits   |
|-----------------------|-----------------------------|-----------|
| ACT 254               | Business Income Tax         | 3         |
| BUS 241               | Principles of Accounting I  | 3         |
| BUS 242               | Principles of Accounting II | 3         |
| BUS 245               | Accounting with Quickbooks  | 3         |
| BUS 253               | Individual Income Tax       | 3         |
| CIS 146               | Microcomputer Applications  | 3         |
| CIS 197E              | Microsoft Excel Expert      | 3         |
| <b>Total credits:</b> |                             | <b>21</b> |

## Child Development

### Child Development, A.A.S.

This program is designed primarily for students who plan to seek employment in preschool or school-age programs. All students are required to complete the General Education Core Requirements and the Child Development Common Core courses.

The program is accredited by the National Association for the Education of Young Children.

The major CHD courses are offered once a year at alternative locations (Huntsville and Decatur), in a mixed-delivery format (face-to-face, hybrid, and online). To optimize learning, it is recommended that students take a mixture of CHD and general education courses. Full-time students can complete an associate degree in child development within two years.

**Special Requirements for Childhood Development Program**

Field experiences: Students enrolled in CHD courses are required to participate in field experience assignments, which involve visits to a variety of child care settings. In order to participate in field

experience opportunities, students must meet Department of Human Resource (DHR) licensing requirements, including background and health checks. For more information contact the Alabama Department of Human Resources at (334) 242-1425 or visit [http://dhr.alabama.gov/services/child\\_care\\_services/child\\_care\\_Services\\_Division.aspx](http://dhr.alabama.gov/services/child_care_services/child_care_Services_Division.aspx)

**Child Development Associate Credential (CDA)**

Students interested in earning college credit while obtaining the CDA credential may take the following three child development courses:

CHD100 Introduction of Early Care and Education of Children (3 credits)

CHD 204 Methods and Materials for Teaching Children (3 credits)

CHD 206 Children's Health and Safety (3 credits)

Questions? Contact Susan Satterfield at [susan.satterfield@calhoun.edu](mailto:susan.satterfield@calhoun.edu)

**Program Code:**

AAS-CDVA

**CIP:**

19.0708

**Type:** A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                        | Credits |
|---------|------------------------------|---------|
| ORI 110 | Freshman Seminar             | 1       |
| ENG 101 | English Composition I        | 3       |
| ENG 102 | English Composition II       | 3       |
|         | MTH 100 or higher            | 3       |
|         | Fine Arts Elective (CHD)     | 3       |
|         | SPH 106 or SPH 107           | 3       |
| BIO 103 | Principles of Biology I      | 4       |
| CIS 146 | Microcomputer Applications   | 3       |
|         | History Elective (3 credits) | 3       |
| PSY 200 | General Psychology           | 3       |

## MAJOR COURSE REQUIREMENTS

| Item #  | Title  | Credits |
|---------|--|---------|
| CHD 100 | Introduction of Early Care and Education of Children               | 3       |
| CHD 202 | Children's Creative Experiences                                    | 3       |
| CHD 203 | Children's Literature and Language Development                     | 3       |
| CHD 204 | Methods and Materials for Teaching Children                        | 3       |
| CHD 205 | Program Planning for Educating Young Children                      | 3       |
| CHD 206 | Children's Health and Safety                                       | 3       |
| CHD 209 | Infant and Toddler Education Programs                              | 3       |
| CHD 210 | Educating Children with Exceptional Needs                          | 3       |
| CHD 214 | Families and Communities in Early Childcare and Education Programs | 3       |
| CHD 215 | Supervised Practical Experiences in Child Development              | 3       |
|         | Program Electives - Child Development                              | 6-7     |
| CHD 201 | Child Growth and Development Principles                            | 3       |

### Specialization: Administration (Optional)

| Item #  | Title  | Credits |
|---------|--|---------|
| CHD 208 | Administration of Child Development Programs | 3       |
| BUS 263 | The Legal and Social Environment of Business | 3       |
| BUS 275 | Principles of Management                     | 3       |
| BUS 276 | Human Resource Management                    | 3       |

## CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA)

| Item #                | Title  | Credits      |
|-----------------------|--|--------------|
| CHD 100               | Introduction of Early Care and Education of Children | 3            |
| CHD 204               | Methods and Materials for Teaching Children          | 3            |
| CHD 206               | Children's Health and Safety                         | 3            |
| <b>Total credits:</b> |  | <b>89-90</b> |

### Auxiliary Teacher Certificate

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

This program is designed to prepare students to work as an auxiliary teacher in an early childhood environment, and satisfies the requirements for Department of Early Childhood Education, First Class Pre-K Programs. This certificate serves as an intermediate step for those individuals continuing their work toward an associate degree in Child Development.

#### Program Code:

STC.CDVX

#### CIP:

19.0708

**Type:** Short-Term Certificate

### Major Course Requirements

| Item #                | Title  | Credits  |
|-----------------------|--|----------|
| CHD 100               | Introduction of Early Care and Education of Children | 3        |
| CHD 206               | Children's Health and Safety                         | 3        |
|                       | CHD Elective (CHD 201 or CHD 210)                    | 3        |
| <b>Total credits:</b> |  | <b>9</b> |

## Child Development Short-Term Certificate

This program is designed to enrich the child care student/worker and serve as an intermediate step for those individuals continuing their work toward an associate degree in Child Development.

\* Students who may want to pursue the Child Development Associate of Applied Science degree should choose ENG 101 to fulfill the general education English requirement.

Questions? Contact Susan Satterfield at [susan.satterfield@calhoun.edu](mailto:susan.satterfield@calhoun.edu)

### Program Code:

STC-CDV

### CIP:

19.0708

**Type:** Short-Term Certificate

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title                      | Credits |
|---------|----------------------------|---------|
| ORI 110 | Freshman Seminar           | 1       |
|         | MTH 100 or higher          | 3       |
| CIS 146 | Microcomputer Applications | 3       |
|         | COM 100 OR ENG 101         | 3       |

## MAJOR COURSE REQUIREMENTS

| Item #  | Title   | Credits   |
|---------|---|-----------|
| CHD 201 | Child Growth and Development Principles       | 3         |
| CHD 202 | Children's Creative Experiences               | 3         |
| CHD 204 | Methods and Materials for Teaching Children   | 3         |
| CHD 205 | Program Planning for Educating Young Children | 3         |
| CHD 210 | Educating Children with Exceptional Needs     | 3         |
|         | <b>Total credits:</b>                         | <b>25</b> |

## Computer Information Systems

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

**When are the CIS courses you need offered? [Click here to see a list of CIS courses by semester availability.](#)**

**[Click here to see the recommended Cybersecurity course sequence.](#)**

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

**Students completing the CIS coursework required for this degree also fulfill the requirements for the Computer Technician and Cybersecurity Essentials short-term certificates.**

### Program Code:

AAS-CIS-CYBS

### 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 110 or higher (excluding MTH 116)                                 | 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            |
|         | <b>Total credits:</b>                      | <b>64-65</b> |

## Computer Information Systems A.A.S. Programming Concentration

**When are the CIS courses you need offered? Click here to see a list of CIS courses by semester availability.**

**Click here to see the recommended Programming course sequence.**

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

**Students completing the CIS coursework required for this degree also fulfill the requirements for the Computer Technician and Cybersecurity Essentials short-term certificates.**

**Program Code:**

AAS-CIS-PROG

**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 110 or higher (excluding MTH 116)                                 | 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 155               | Intro. to Mobile App Development          | 3            |
| CIS 171               | Linux I                                   | 3            |
| CIS 199               | Network Communications (CompTIA Network+) | 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            |
| <b>Total credits:</b> |   | <b>64-65</b> |

## 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 110 or higher (excluding MTH 116)                                 | 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 199 or CIS 270 Network Communications   | 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 280               | Network Security (CompTIA Security+)        | 3            |
| CIS 285               | Object-Oriented Programming                 | 3            |
| SYS 101               | Introduction to Systems Engineering         | 3            |
| SYS 221               | Database Management for Systems Engineering | 3            |
| SYS 231               | Systems Modeling I                          | 3            |
| SYS 232               | Systems Modeling II                         | 3            |
| SYS 233               | Systems Modeling III                        | 3            |
| SYS 241               | Dynamic Data Visualization Applications     | 3            |
| <b>Total credits:</b> |   | <b>64-65</b> |

## General Studies - Computer Science Concentration

The Associate of Science (A.S.) degree Concentration in Computer Science includes the math and computer science preparation you need to continue toward your bachelor's degree in software development, cybersecurity, programming, system administration, or other computer science field. Through our membership in the STARS network (<http://stars.troy.edu/stars.html>), the courses you take toward your Calhoun degree can be verified for transferability to any public university in Alabama.

For more information, please contact Dr. Nainika Patnayakuni at [nainika.patnayakuni@calhoun.edu](mailto:nainika.patnayakuni@calhoun.edu).

### Program Code:

AS-GENED-GCIS

### CIP:

24.0102

Type: A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Literature Electives (3-6 credits)                | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (3-6 credits)                 | 3-6     |
|         | Natural Science Sequence - 8 Credits              | 8       |
|         | MTH 112 or higher                                 | 3       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Social/Behavioral Science Electives (6-9 credits) | 6-9     |

## CONCENTRATION 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          |
| <b>Total credits:</b> |                                 | <b>61-62</b> |

## 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               | Database Management for Systems Engineering | 3         |
| SYS 231               | Systems Modeling I                          | 3         |
| SYS 232               | Systems Modeling II                         | 3         |
| SYS 233               | Systems Modeling III                        | 3         |
| SYS 241               | Dynamic Data Visualization Applications     | 3         |
| <b>Total credits:</b> |   | <b>15</b> |

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

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

This certificate option provides courses preparing students for the CCNA (Cisco Certified Network Associate) exam series. CCNA certification is one of the most prestigious and in-demand IT certifications in the nation and is widely respected by network professionals. Completion of this certificate indicates a foundation in and apprentice knowledge of Cisco networking.

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

#### **Program Code:**

STC-CISX-CSTC

#### **CIP:**

11.0101

**Type:** Short-Term Certificate

## Required Courses

| Item #                | Title          | Credits  |
|-----------------------|----------------|----------|
| CIS 270               | Cisco CCNA I   | 3        |
| CIS 271               | Cisco CCNA II  | 3        |
| CIS 272               | Cisco CCNA III | 3        |
| <b>Total credits:</b> |                | <b>9</b> |

### Computer Information Systems Computer Science Essentials Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

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

This certificate is designed to give students essential skills to analyze and resolve many of the day-to-day challenges commonly encountered in the computing field.

**Program Code:**

STC-CISX-CSES

**CIP:**

11.0101

**Type:** Short-Term Certificate

### Required Courses

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

## Computer Information Systems Computer Technician Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

This certificate option provides courses which help to prepare students for the CompTIA A+, Linux+, Network+, and Security+ certifications. These

certifications allow holders to meet the baseline requirements for DOD 8570/8140 IAT Level I and IAT Level II positions.

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

**Program Code:**

STC-CISX-COMT

**CIP:**

11.0101

**Type:** Short-Term Certificate

### Required Courses

| Item #                | Title                                   | Credits   |
|-----------------------|---|-----------|
| CIS 171               | Linux I                                 | 3         |
| CIS 172               | Linux II (CompTIA Linux+)               | 3         |
| CIS 263               | Computer Maintenance<br>(CompTIA A+)    | 3         |
| CIS 270               | Cisco CCNA I                            | 3         |
| CIS 280               | Network Security (CompTIA<br>Security+) | 3         |
| <b>Total credits:</b> |   | <b>15</b> |

## Computer Information Systems Cybersecurity Essentials Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find

it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

This certificate develops and validates skills in the area of securing networks, combating cyber-terrorism, investigating computer attacks, and identifying computer vulnerabilities that could allow system penetration. Students will learn to identify and combat intrusion, identity theft, hacking, and denial of service attacks, as well as other emerging security concerns. Certification credit will be handled on a case-by-case basis by the Dean of the Business/CIS Division.

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

**Program Code:**

STC-CISX-CYES

**CIP:**

11.0101

**Type:** Short-Term Certificate

**Required Courses**

| Item #                | Title                                | Credits   |
|-----------------------|--------------------------------------|-----------|
| CIS 171               | Linux I                              | 3         |
| CIS 214               | Security Analysis (CompTIA PenTest+) | 3         |
| CIS 270               | Cisco CCNA I                         | 3         |
| CIS 280               | Network Security (CompTIA Security+) | 3         |
| CIS 282               | Computer Forensics                   | 3         |
| <b>Total credits:</b> |                                      | <b>15</b> |

**Computer Information Systems Programming Essentials Short-Term Certificate**

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation,

Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

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

**Program Code:**

STC-CISX-CPE

**CIP:**

11.0101

**Type:** Short-Term Certificate

**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         |
| <b>Total credits:</b> |                             | <b>12</b> |

**Computer Information Systems Server Administration Short-Term Certificate**

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

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

**Program Code:**

STC-CISX-SADM

**CIP:**

11.0101

**Type:** Short-Term Certificate

### Required Courses

| Item #                | Title                                      | Credits   |
|-----------------------|--|-----------|
| CIS 171               | Linux I                                    | 3         |
| CIS 172               | Linux II (CompTIA Linux+)                  | 3         |
| CIS 263               | Computer Maintenance (CompTIA A+)          | 3         |
| CIS 267               | Enterprise Virtualization (VMware VCP-DCV) | 3         |
| CIS 270               | Cisco CCNA I                               | 3         |
| CIS 276               | Server Administration                      | 3         |
| CIS 277               | Network Services Administration            | 3         |
| <b>Total credits:</b> |  | <b>21</b> |

### Computer Information Systems Software Applications Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation,

Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

The Software Applications Certificate is designed for students seeking instruction in various types of Microsoft software in preparation for the Microsoft Office Specialist exams. Instruction is designed for those seeking to be more employable in the job market or to enhance current computer skills. While 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).

**Program Code:**

STC-CISX-SFTW

**CIP:**

11.0101

**Type:** Short-Term Certificate

### Required Courses

| Item #                | Title                      | Credits   |
|-----------------------|----------------------------|-----------|
| CIS 146               | Microcomputer Applications | 3         |
| CIS 197A              | Microsoft Access           | 3         |
| CIS 197E              | Microsoft Excel Expert     | 3         |
| CIS 197W              | Microsoft Word Expert      | 3         |
| <b>Total credits:</b> |                            | <b>12</b> |

## Computer Information Systems Swift App Development Short-Term Certificate

The CIS department offers concentrations in Cybersecurity/IT and Programming, and these short term certificates: Computer Technician, Server Administration, Cisco CCNA Preparation, Cybersecurity Essentials, Computer Science Essentials, Programming Essentials, Software Applications, and Swift App Development.

This program is designed for students seeking employment in the field of Computer Information Systems with a technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. Please note that some required courses may not be offered every semester. Due to limited course offerings, degree-seeking students may find it necessary to extend completion timelines, and attend both day and evening classes and attend classes on both campuses or online.

The Swift App Development Certificate is designed for students seeking to learn the Swift language and develop apps for Apple OS-based devices, including iPhones.

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

**Program Code:**

STC-CISX-SWFT

**CIP:**

11.0101

**Type:** Short-Term Certificate

### Required Courses

| Item #                | Title                                | Credits  |
|-----------------------|--------------------------------------|----------|
| CIS 157               | Intro. to App Development with Swift | 3        |
| CIS 220               | App Development with Swift I         | 3        |
| CIS 227               | App Development with Swift II        | 3        |
| <b>Total credits:</b> |                                      | <b>9</b> |

## Criminal Justice

### Criminal Justice - Associate of Applied Science Degree

NEW for Spring 2021

**Program Code:**

AAS-CRJ-CRJT

**CIP:**

43.0107

**Type:** A.A.S.

### General Education Course Requirements

| Item #  | Title  | Credits |
|---------|--|---------|
| ORI 110 | Freshman Seminar   | 1       |
| ENG 101 | English Composition I                                    | 3       |
| ENG 102 | English Composition II                                   | 3       |
|         | MTH 100 or higher  | 3       |
|         | Fine Arts Elective (ART 100, 202, 204, MUS 101, THR 120) | 3       |
| SPH 107 | Fundamentals of Public Speaking                          | 3       |
| BIO 103 | Principles of Biology I                                  | 4       |
| CIS 146 | Microcomputer Applications                               | 3       |
|         | History Elective (3 credits)                             | 3       |
| SOC 200 | Introduction to Sociology                                | 3       |

### Major Course Requirements

| Item #                | Title                            | Credits   |
|-----------------------|----------------------------------|-----------|
| CRJ 100               | Introduction to Criminal Justice | 3         |
| CRJ 110               | Introduction to Law Enforcement  | 3         |
| CRJ 140               | Criminal Law and Procedure       | 3         |
| CRJ 150               | Introduction to Corrections      | 3         |
| CRJ 160               | Introduction to Security         | 3         |
| CRJ 208               | Introduction to Criminology      | 3         |
| CRJ 209               | Juvenile Delinquency             | 3         |
| CRJ 230               | Criminalistics                   | 3         |
| CRJ 238               | Crime Scene Investigation        | 3         |
| PSY 230               | Abnormal Psychology              | 3         |
|                       | CRJ Elective (3 Credits)         | 3         |
| <b>Total credits:</b> |                                  | <b>62</b> |

## Security Short-Term Certificate

The Certificate in Security prepares students to enter many of the varied fields of private security, or may be used to improve the competencies of professionals already employed in the field.

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

Students must choose 1 area of focus: General Security Management (9 credits) or Information Assurance (9 credits).

### Program Code:

STC-SECURITY

### CIP:

43.0107

**Type:** Short-Term Certificate

## MAJOR COURSE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                              | 1       |
| ENG 101 | English Composition I                         | 3       |
| BUS 215 | Business Communications                       | 3       |
| BUS 263 | The Legal and Social Environment of Business  | 3       |
| CRJ 290 | Selected Topics - Seminar in Criminal Justice | 3       |
| CRJ 171 | Security Risk Management                      | 3       |

## General Security Management Area of Focus - Choose 3 of the following:

| Item #  | Title                             | Credits |
|---------|-----------------------------------|---------|
| CRJ 166 | Private and Retail Security       | 3       |
| CRJ 167 | Industrial Security               | 3       |
| CRJ 169 | Security Management               | 3       |
| CRJ 170 | Introduction to Physical Security | 3       |

## Cybersecurity Area of Focus - Choose 3 of the following:

| Item #                | Title                                | Credits   |
|-----------------------|--------------------------------------|-----------|
| CIS 171               | Linux I                              | 3         |
| CIS 214               | Security Analysis (CompTIA PenTest+) | 3         |
| CIS 282               | Computer Forensics                   | 3         |
| CRJ 167               | Industrial Security                  | 3         |
| <b>Total credits:</b> |                                      | <b>25</b> |

## Dental Assisting

### Dental Assisting, AAS

#### DENTAL ASSISTING

Program Director: Karen Chockley, MA, CDA, CDPMA

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 fall 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.

#### Program Code:

AAS.DNT

#### CIP:

51.0601

Type: A.A.S.

### 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       |
|         | MTH 100 OR MTH 112                  | 3       |
|         | 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      |
|-----------------------|---|--------------|
|                       | Natural Science Elective (4 credits)                                  | 4            |
|                       | CIS Elective (CIS 146)  | 3            |
|                       | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3            |
|                       | Social & Behavioral Science Elective                                  | 3            |
| <b>Total credits:</b> |   | <b>64-65</b> |

### Dental Assisting, Long Certificate

#### DENTAL ASSISTING

Program Director: Karen Chockley, MA, CDA, CDPMA

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 fall 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.

#### **Program Code:**

CT-DNT

#### **CIP:**

51.0601

**Type:** Long Certificate

### **First Term**

| <b>Item #</b>      | <b>Title</b>                                | <b>Credits</b> |
|--------------------|---|----------------|
| 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**

| <b>Item #</b> | <b>Title</b>                        | <b>Credits</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 MTH 112                  | 3              |
|               | SPH 106 or SPH 107                  | 3              |

### **Third Term**

| <b>Item #</b>         | <b>Title</b>                 | <b>Credits</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>Total credits:</b> |                              | <b>51-52</b>   |

## **Dental Hygiene**

### **Dental Hygiene, 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 has been granted the classification of "initial accreditation" 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, Chicago, Illinois 60611-2678, 1-800-621-8099, ext. 465

### **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.*

The program is designed to be completed in 5 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 as sequenced in the plan. 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. Demonstrate a current minimum GPA of 2.5
4. 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 250 or > and a writing score of 4 or > from a test taken in the past 3 years

5. Complete the online DH 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 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.

#### **Program Code:**

AAS.DHY

#### **CIP:**

51.0602

**Type:** A.A.S.

### **Fall 1st Year**

| <b>Item #</b> | <b>Title</b>  | <b>Credits</b> |
|---------------|---|----------------|
| ORI 110       | Freshman Seminar  | 1              |
| BIO 220       | General Microbiology                                    | 4              |
| DHY 110       | Dental Hygiene Theory                                   | 2              |
| DHY 112       | Pre-Clinical Dental Hygiene                             | 3              |
| DHY 114       | Dental Radiology  | 3              |
| DHY 116       | Dental Anatomy, Histology and Embryology                | 2              |
| DHY 118       | Anatomy, Embryology, and Histology of the Head and Neck | 2              |

### **Spring - 1st Year**

| <b>Item #</b> | <b>Title</b>                     | <b>Credits</b> |
|---------------|----------------------------------|----------------|
| BIO 201       | Human Anatomy and Physiology I   | 4              |
| ENG 101       | English Composition I            | 3              |
| DHY 120       | Dental Materials                 | 2              |
| DHY 122       | Clinical Dental Hygiene I        | 3              |
| DHY 124       | Dental Hygiene Theory II         | 2              |
| DHY 126       | Periodontology                   | 2              |
| DHY 128       | Pharmacology/Medical Emergencies | 2              |

### **Summer - 1st Year**

| <b>Item #</b> | <b>Title</b>                               | <b>Credits</b> |
|---------------|--|----------------|
| BIO 202       | Human Anatomy and Physiology II            | 4              |
|               | SPH 106 or SPH 107                         | 3              |
| CHM 104       | Introduction to Chemistry I                | 4              |
| DHY 130       | Biological Chemistry and Applied Nutrition | 1              |
| DHY 132       | Clinical Dental Hygiene II                 | 2              |
| DHY 134       | Dental Hygiene Theory III                  | 1              |
| DHY 216       | Dental Research                            | 1              |

## Fall - 2nd Year

| Item #  | Title                        | Credits |
|---------|------------------------------|---------|
| PSY 200 | General Psychology           | 3       |
| MTH 100 | Intermediate College Algebra | 3       |
| DHY 210 | General and Oral Pathology   | 2       |
| DHY 212 | Clinical Dental Hygiene III  | 4       |
| DHY 214 | Dental Hygiene Theory IV     | 1       |
| DHY 217 | Community Dental Health      | 1       |

## Spring 2nd Year

| Item #  | Title                                       | Credits   |
|---------|---|-----------|
| SOC 200 | Introduction to Sociology                   | 3         |
|         | Humanities Elective - (PHL 206 3 preferred) |           |
| DHY 218 | Clinical Dental Hygiene IV                  | 4         |
| DHY 220 | Dental Hygiene Theory V                     | 1         |
|         | <b>Total credits:</b>                       | <b>76</b> |

## Emergency Medical Services

Paramedic, A.A.S.

### 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/)

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. A conviction of any criminal act, incl. DUI;
3. Addiction to the use of intoxicating liquors or controlled substances at present or in the past;
4. Not possessing 180-degree peripheral vision capacity.

### **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

#### Program Code:

AAS-EMS

#### CIP:

51.0904

Type: A.A.S.

### SEMESTER 1

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

### SEMESTER 2

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

### SEMESTER 3

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

### SEMESTER 4

| Item #  | Title                            | Credits |
|---------|----------------------------------|---------|
| EMS 245 | Paramedic Medical<br>Emergencies | 3       |
| EMS 246 | Paramedic Trauma<br>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<br>Workforce   | 2       |
| EMS 254 | Advanced Competencies for<br>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<br>Physiology I  | 4            |
| BIO 202               | Human Anatomy and<br>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 Elective (3 credits)    | 3            |
| <b>Total credits:</b> |                                    | <b>71-73</b> |

### Paramedic - Long Term 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;
2. A conviction of any criminal act, incl. DUI;
3. Addiction to the use of intoxicating liquors or controlled substances at present or in the past;
4. Not possessing 180-degree peripheral vision capacity.

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**

- 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.

### **Program Code:**

CT.EMS

### **CIP:**

51.0904

**Type:** Long Certificate

## SEMESTER 1

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

## SEMESTER 2

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

## SEMESTER 3

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

## SEMESTER 4

| Item #  | Title                            | Credits |
|---------|----------------------------------|---------|
| EMS 245 | Paramedic Medical<br>Emergencies | 3       |
| EMS 246 | Paramedic Trauma<br>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<br>Workforce   | 2       |
| EMS 254 | Advanced Competencies for<br>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<br>Physiology I   | 4            |
| ENG 101               | English Composition I               | 3            |
|                       | Math Elective - 100, 110, or<br>112 | 3            |
| <b>Total credits:</b> |                                     | <b>58-60</b> |

## Advanced Emergency Medical Technician (AEMT) 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](mailto: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. A conviction of any criminal act, incl. DUI;
3. Addiction to the use of intoxicating liquors or controlled substances at present or in the past;
4. Not possessing 180-degree peripheral vision capacity.

### **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.

**Program Code:**

STC.EMT.EMTA

**CIP:**

51.0904

**Type:** Short-Term Certificate

**Required courses**

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

**Emergency Medical Technician (EMT) Certificate**

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

The EMT certificate 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. A conviction of any criminal act, incl. DUI;
3. Addiction to the use of intoxicating liquors or controlled substances at present or in the past;
4. Not possessing 180-degree peripheral vision capacity.

### **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.

**Program Code:**

STC.EMT.EMTB

**CIP:**

51.0904

**Type:** Short-Term Certificate

### Required courses

| Item #                | Title                                   | Credits      |
|-----------------------|---|--------------|
| EMS 118               | Emergency Medical Technician9           |              |
| EMS 119               | Emergency Medical Technician 1 Clinical |              |
| EMS 100 (Optional)    | Cardiopulmonary Resuscitation I         | 1            |
| EMS 107 - Optional    | Emergency Vehicle Operator Ambulance    | 1            |
| <b>Total credits:</b> |   | <b>10-12</b> |

## General Studies

### General Studies - Art Concentration

\*\*Students should consult their STARS guide and the AREA V page of their planned transfer institution to select general electives and meet with a Calhoun academic adviser to finalize a plan for graduation.

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

**Program Code:**

AS-GENED-GART

**CIP:**

24.0102

**Type:** A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Literature Electives (3-6 credits)                | 3-6     |
| ART 203 | Art History I                                     | 3       |
|         | Humanities Elective (3-6 credits)                 | 3-6     |
|         | Natural Science Electives                         | 8       |
|         | MTH 110 or higher                                 | 3       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Social/Behavioral Science Electives (6-9 credits) | 6-9     |

### CONCENTRATION 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         |
| <b>Total credits:</b> |                               | <b>60</b> |

### General Studies - Biology Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Some four-year institutions require two semesters of Physics rather than Organic Chemistry as part of the degree program. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

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

**Program Code:**

AS-GENED-GBIO

**CIP:**

24.0102

**Type:** A.S.

**GENERAL EDUCATION CORE REQUIREMENTS**

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Literature Electives (3-6 credits)                | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (3-6 credits)                 | 3-6     |
| BIO 103 | Principles of Biology I                           | 4       |
| BIO 104 | Principles of Biology II                          | 4       |
|         | MTH 112 or higher                                 | 3       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Social/Behavioral Science Electives (6-9 credits) | 6-9     |

**CONCENTRATION 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 | Microcomputer Applications                   | 3         |
|         | CHM 221 and CHM 222 or PHY 8 213 and PHY 214 |           |
|         | <b>Total credits:</b>                        | <b>65</b> |

**General Studies - Biotechnology Concentration**

The Biotechnology degree option is not guaranteed for transfer by the state STARS program. Students using this as a guide toward a four-year program are strongly encouraged to contact senior institutions for transferability and satisfaction of prerequisites in the specific program.

For more information, please contact Dr. David Ansardi at [david.ansardi@calhoun.edu](mailto:david.ansardi@calhoun.edu).

**Program Code:**

AS-GENED-GBOT

**CIP:**

24.0102

**Type:** A.S.

**GENERAL EDUCATION CORE REQUIREMENTS**

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Literature Electives (3-6 credits)                | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (3-6 credits)                 | 3-6     |
| BIO 103 | Principles of Biology I                           | 4       |
| CHM 111 | College Chemistry I                               | 4       |
| MTH 112 | Precalculus Algebra                               | 3       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Social/Behavioral Science Electives (6-9 credits) | 6-9     |

## CONCENTRATION 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            |
| <b>Total credits:</b> |                                   | <b>64-65</b> |

### General Studies - Business Concentration

**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).

**Program Code:**

AS-GENED-GBUS

**Type:** A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

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

## CONCENTRATION 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               | Microcomputer Applications                     | 3            |
|                       | MTH 120 OR MTH 125 OR APPROPRIATE SUBSTITUTION | 3-4          |
| <b>Total credits:</b> |  | <b>63-64</b> |

### General Studies - Chemistry Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program



requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For more information, please contact Dr. Rhonda Coffelt at rhonda.coffelt@calhoun.edu or Dr. Amanda Hendrix at amanda.hendrix@calhoun.edu.

**Program Code:**

AS-GENED-GCHM

**CIP:**

24.0102

**Type:** A.S.

**GENERAL EDUCATION CORE REQUIREMENTS**

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Literature Electives (3-6 credits)                | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (3-6 credits)                 | 3-6     |
| CHM 111 | College Chemistry I                               | 4       |
| CHM 112 | College Chemistry II                              | 4       |
| MTH 125 | Calculus I  | 4       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Social/Behavioral Science Electives (6-9 credits) | 6-9     |

**CONCENTRATION AREA V COURSES**

| Item #                | Title                            | Credits   |
|-----------------------|----------------------------------|-----------|
| CHM 221               | Organic Chemistry I              | 4         |
| CHM 222               | Organic Chemistry II             | 4         |
| PHY 213               | General Physics with Calculus I4 |           |
| PHY 214               | General Physics with Calculus II | 4         |
| MTH 126               | Calculus II                      | 4         |
| CIS 146               | Microcomputer Applications       | 3         |
| <b>Total credits:</b> |                                  | <b>66</b> |

**General Studies - Computer Science Concentration**

The Associate of Science (A.S.) degree Concentration in Computer Science includes the math and computer science preparation you need to continue toward your bachelor's degree in software development, cybersecurity, programming, system administration, or other computer science field. Through our membership in the STARS network (<http://stars.troy.edu/stars.html>), the courses you take toward your Calhoun degree can be verified for transferability to any public university in Alabama.

For more information, please contact Dr. Nainika Patnayakuni at nainika.patnayakuni@calhoun.edu.

**Program Code:**

AS-GENED-GCIS

**CIP:**

24.0102

**Type:** A.S.

**GENERAL EDUCATION CORE REQUIREMENTS**

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Literature Electives (3-6 credits)                | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (3-6 credits)                 | 3-6     |
|         | Natural Science Sequence - 8 Credits              | 8       |
|         | MTH 112 or higher                                 | 3       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Social/Behavioral Science Electives (6-9 credits) | 6-9     |

## CONCENTRATION 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          |
| <b>Total credits:</b> |                                 | <b>61-62</b> |

### General Studies - Criminal Justice Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct. Visit [stars.troy.edu](http://stars.troy.edu) 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.

**Program Code:**

AS-GENED-GCRJ

**CIP:**

24.0102

**Type:** A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

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

## CONCENTRATION AREA V COURSES

| Item #                | Title                                      | Credits   |
|-----------------------|--|-----------|
| CRJ 100               | Introduction to Criminal Justice           | 3         |
| CIS 146               | Microcomputer Applications                 | 3         |
|                       | CRJ Elective (CRJ 110, CRJ 150 OR CRJ 160) | 3         |
|                       | CRJ Elective (CRJ 110, CRJ 150 OR CRJ 160) | 3         |
|                       | General Electives (7 credits)              | 7         |
| <b>Total credits:</b> |  | <b>61</b> |

### General Studies - Elementary Education Concentration

\* 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.

**Program Code:**

AS-GENED-GEED

**CIP:**

24.0102

**Type:** A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

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

## CONCENTRATION AREA V COURSES

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

## General Studies - English Concentration

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

\*For General Electives, 6 hours of Foreign Language Sequence recommended.

### Program Code:

AS-GENED-GENG

### CIP:

24.0102

### Type: A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                | 1       |
| ENG 101 | English Composition I                           | 3       |
| ENG 102 | English Composition II                          | 3       |
|         | Literature Sequence (6 credits)                 | 6       |
|         | Fine Arts Elective                              | 3       |
|         | SPH 106 or SPH 107                              | 3       |
|         | Natural Science Electives                       | 8       |
|         | MTH 110 or higher                               | 3       |
|         | History Elective (3 credits)                    | 3       |
|         | Social/Behavioral Science Electives (9 credits) | 9       |

## CONCENTRATION AREA V COURSES

| Item #  | Title                           | Credits   |
|---------|---------------------------------|-----------|
| CIS 146 | Microcomputer Applications      | 3         |
|         | Literature Sequence (6 credits) | 6         |
|         | General Electives (10 credits)  | 10        |
|         | <b>Total credits:</b>           | <b>61</b> |

## General Studies - General Education Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and Area V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct. Visit [stars.troy.edu](http://stars.troy.edu) for the accurate class selection.

\* For the Concentration Requirements, general electives must be selected from the Area V page of an Alabama Transfer school, or contact the transfer institution if out of state for elective choices.

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

**Program Code:**

AS-GENED-GNST

**CIP:**

24.0102

**Type:** A.S.

**GENERAL EDUCATION CORE REQUIREMENTS**

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

**CONCENTRATION AREA V COURSES**

| Item # | Title                          | Credits   |
|--------|--------------------------------|-----------|
|        | General Electives (19 credits) | 19        |
|        | <b>Total credits:</b>          | <b>61</b> |

**General Studies - History Concentration**

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for

transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For the 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.

**Program Code:**

AS-GENED-GHIS

**CIP:**

24.0102

**Type:** A.S.

**GENERAL EDUCATION CORE REQUIREMENTS**

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

**CONCENTRATION AREA V COURSES**

| Item #  | Title                          | Credits   |
|---------|--------------------------------|-----------|
| HIS 201 | United States History I        | 3         |
| HIS 202 | United States History II       | 3         |
| CIS 146 | Microcomputer Applications     | 3         |
|         | General Electives (10 credits) | 10        |
|         | <b>Total credits:</b>          | <b>61</b> |

## General Studies - Mathematics Concentration

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

**Program Code:**

AS-GENED-GMTH

**CIP:**

24.0102

**Type:** A.S.

### GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Literature Electives (3-6 credits)                | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (3 credits)                   | 3       |
|         | SPH 106 or SPH 107                                | 3       |
| PHY 213 | General Physics with Calculus I4                  |         |
| PHY 214 | General Physics with Calculus II                  | 4       |
| MTH 113 | Precalculus Trigonometry                          | 3       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Social/Behavioral Science Electives (6-9 credits) | 6-9     |

### CONCENTRATION 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         |
|         | <b>Total credits:</b> | <b>60</b> |

## General Studies - Music Concentration

For more information, please contact Dr. Holly Powe at [holly.powe@calhoun.edu](mailto:holly.powe@calhoun.edu).

\* The Foreign Language requirement should be taken as a two-course sequence.

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

**Program Code:**

AS-GENED-GMUS

**CIP:**

24.0102

**Type:** A.S.

### GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Literature Electives (3-6 credits)                | 3-6     |
| MUS 101 | Music Appreciation                                | 3       |
|         | Foreign Language (4 credits)                      | 4       |
|         | Humanities Elective (0-3 credits)                 | 0-3     |
|         | Natural Science Electives                         | 8       |
|         | MTH 110 or higher                                 | 3       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Social/Behavioral Science Electives (6-9 credits) | 6-9     |

## CONCENTRATION AREA V COURSES

| Item #                | Title                                    | Credits   |
|-----------------------|--|-----------|
|                       | Foreign Language (4 credits)             | 4         |
| MUS 111               | Music Theory I                           | 3         |
| MUS 113               | Music Theory Lab I                       | 1         |
| MUS 112               | Music Theory II                          | 3         |
| MUS 114               | Music Theory Lab II                      | 1         |
|                       | MUP Electives (5 credits)                | 5         |
|                       | MUL Electives in Ensembles (4 4 credits) |           |
| <b>Total credits:</b> |  | <b>64</b> |

### General Studies - Physics Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For more information, please contact Dr. John Golben at [john.golben@calhoun.edu](mailto:john.golben@calhoun.edu).

**Program Code:**

AS-GENED-GPHY

**CIP:**

24.0102

**Type:** A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Literature Electives (3-6 credits)                | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (3-6 credits)                 | 3-6     |
| PHY 213 | General Physics with Calculus I&II                |         |
| PHY 214 | General Physics with Calculus II                  | 4       |
| MTH 125 | Calculus I  | 4       |
|         | History Electives (3-6 credits)                   | 3-6     |
|         | Social/Behavioral Science Electives (6-9 credits) | 6-9     |

## CONCENTRATION 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               | Microcomputer Applications    | 3         |
|                       | General Electives (6 credits) | 6         |
| <b>Total credits:</b> |                               | <b>68</b> |

### General Studies - Pre-Engineering Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For more information, please contact Rodney Alford at rodney.alford@calhoun.edu or Ernest Williams at ernest.williams@calhoun.edu.

**Program Code:**

AS-GENED-GEGR

**CIP:**

24.0102

**Type:** A.S.

**GENERAL EDUCATION CORE REQUIREMENTS**

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar  | 1       |
| ENG 101 | English Composition I                                   | 3       |
| ENG 102 | English Composition II                                  | 3       |
|         | Literature Electives (3 credits)                        | 3       |
|         | Fine Arts Elective                                      | 3       |
|         | Humanities Elective (3 credits)                         | 3       |
| PHY 213 | General Physics with Calculus I4                        |         |
| PHY 214 | General Physics with Calculus II                        | 4       |
| MTH 125 | Calculus I  | 4       |
|         | History Elective (3 credits)                            | 3       |
|         | History/Social/Behavioral Science Electives (6 credits) | 6       |

**CONCENTRATION 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 credits)   | 10        |
|         | <b>Total credits:</b>            | <b>62</b> |

**General Studies - Pre-Nursing Concentration**

For more information, please contact Dr. Lynn Hogan at lynn.hogan@calhoun.edu.

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

**Program Code:**

AS-GENED-GNUR

**CIP:**

24.0102

**Type:** A.S.

**GENERAL EDUCATION CORE REQUIREMENTS**

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar                                  | 1       |
| ENG 101 | English Composition I                             | 3       |
| ENG 102 | English Composition II                            | 3       |
|         | Literature Electives (3-6 credits)                | 3-6     |
|         | Fine Arts Elective                                | 3       |
|         | Humanities Elective (0-3 credits)                 | 0-3     |
|         | SPH 106 or SPH 107                                | 3       |
| CHM 104 | Introduction to Chemistry I                       | 4       |
| BIO 103 | Principles of Biology I                           | 4       |
|         | MTH 110 or higher                                 | 3       |
|         | History Electives (3-6 credits)                   | 3-6     |
| PSY 200 | General Psychology                                | 3       |
| PSY 210 | Human Growth and Development                      | 3       |
|         | Social/Behavioral Science Electives (0-3 credits) | 0-3     |

**CONCENTRATION 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         |
|         | <b>Total credits:</b>           | <b>61</b> |

## General Studies - Psychology Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct.

For the Concentration Requirements, general electives must be selected from the Area V page of an Alabama Transfer school, or contact the transfer institution if out of state for elective choices.

For more information, please contact Ms. Sara Sayle at [sara.sayle@calhoun.edu](mailto:sara.sayle@calhoun.edu).

### Program Code:

AS-GENED-GPSY

### CIP:

24.0102

Type: A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

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

## CONCENTRATION AREA V COURSES

| Item #                | Title                            | Credits   |
|-----------------------|----------------------------------|-----------|
| PSY 200               | General Psychology               | 3         |
| CIS 146               | Microcomputer Applications       | 3         |
|                       | Psychology Electives (6 credits) | 6         |
|                       | General Electives (7 credits)    | 7         |
| <b>Total credits:</b> |                                  | <b>61</b> |

## General Studies - Social Work Concentration

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct. Visit [stars.troy.edu](http://stars.troy.edu) 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).

\* 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.

### Program Code:

AS-GENED-GSWT

### CIP:

24.0102

Type: A.S.



## GENERAL EDUCATION CORE REQUIREMENTS

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

## CONCENTRATION AREA V COURSES

| Item #  | Title                          | Credits   |
|---------|--------------------------------|-----------|
|         | MTH 265 OR PSY 260             | 3         |
| ECO 231 | Principles of Macroeconomics   | 3         |
|         | General Electives (13 credits) | 13        |
|         | <b>Total credits:</b>          | <b>61</b> |

## General Studies - Sociology Example Plan of Study

Students planning to pursue transfer to a four-year university should complete a STARS guide and AREA V program of study to an Alabama university (or contact the transfer institution if out of state for transferability guidance) to ensure transfer readiness and satisfaction of course and program requirements. Talk with your Calhoun adviser and complete an official STARS guide to guarantee your program of study for transfer is correct. Visit [stars.troy.edu](http://stars.troy.edu) 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.

### Program Code:

AS-GENED-GSOC

### CIP:

24.0102

Type: A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

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

## CONCENTRATION AREA V COURSES

| Item #  | Title                           | Credits   |
|---------|---------------------------------|-----------|
| CIS 146 | Microcomputer Applications      | 3         |
|         | Sociology Electives (6 credits) | 6         |
|         | General Electives (10 credits)  | 10        |
|         | <b>Total credits:</b>           | <b>61</b> |

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

Students should consult their STARS guide and the AREA V page of their planned transfer institution to select general electives and meet with a Calhoun academic adviser to finalize a plan for graduation.

For more information, please contact William Godsey at will.godsey@calhoun.edu.

THR 115 Workshop III, THR 213 Workshop IV, THR 214 Workshop V, THR 215 Workshop VI, THR 124 Theatre Technology Scenery & Lighting, THR 126 Introduction to Theatre, THR 210 Introduction to Theatrical Design, THR 236 Stagecraft, THR 141 Introduction to Dance in Theatre I, THR 142 Introduction to Dance II, THR 151 Musical Theatre, THR 152 Musical Theatre II, MIC 153 Audio Engineering Fundamentals, VCM 285 Multimedia Production, MUL 180 Chorale, MUL 111 Class Voice I, MUL 112 Class Voice II.

### Program Code:

AS-GENED-GTHR

### CIP:

24.0102

Type: A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title  | Credits |
|---------|--|---------|
| ORI 110 | Freshman Seminar   | 1       |
| ENG 101 | English Composition I  | 3       |
| ENG 102 | English Composition II                                       | 3       |
|         | Literature Sequence (6 credits)                              | 6       |
| THR 120 | Theatre Appreciation   | 3       |
| SPH 107 | Fundamentals of Public Speaking                              | 3       |
|         | Natural Science Electives                                    | 8       |
|         | MTH 110 OR MTH 112   | 3       |
|         | History Elective (3 credits)                                 | 3       |
|         | History or Social/Behavioral Science Electives (6-9 credits) | 6-9     |

## CONCENTRATION AREA V COURSES

| Item #                           | Title                              | Credits      |
|----------------------------------|------------------------------------|--------------|
| THR 113                          | Theatre Workshop I                 | 2            |
| THR 114                          | Theatre Workshop II                | 1-2          |
| THR 131                          | Acting Techniques I                | 3            |
| THR 241                          | Voice and Speech for the Performer | 3            |
| General Electives (9-11 credits) |                                    | 9-11         |
| <b>Total credits:</b>            |                                    | <b>60-63</b> |

## General Education

The general education short term certificate award is designed to assist students in developing an academic foundation to earn credit toward the associate of science degree. The outline below provides the general guidelines from the Alabama Community College System Policy. A student pursuing the general education short term certificate must follow the specific requirements for the program as outlined in the catalog. The credits listed below are minimum hours required. More hours may be required depending on specific courses selected

### Program Code:

STC-GENL

### CIP:

24.0102

Type: Short-Term Certificate

| Item #                | Title   | Credits   |
|-----------------------|---|-----------|
| ENG 101               | English Composition I   | 3         |
| ENG 102               | English Composition II  | 3         |
|                       | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3         |
|                       | Natural Science or Math Elective (MTH 110 or higher)                  | 6         |
|                       | History/Social/Behavioral Science Electives (6 credits)               | 6         |
|                       | Electives: Area V   | 1         |
| <b>Total credits:</b> |   | <b>22</b> |

# Medical Laboratory Technology

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

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

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. Have a transcript of coursework taken at other colleges sent to the CCC Office of Admissions and Records for evaluation
3. Have a current minimum GPA of 2.0 or >
4. If not completed, be eligible to enroll in ENG 101 and MTH 100
5. Submit to CCC 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
6. 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 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.

### Program Code:

AAS-MLT

### CIP:

51.1004

Type: A.A.S.

## GENERAL EDUCATION CORE REQUIREMENTS

| Item #  | Title   | Credits |
|---------|---|---------|
| ORI 110 | Freshman Seminar  | 1       |
| MTH 100 | Intermediate College Algebra  | 3       |
| 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 | General Psychology  | 3       |
|         | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3       |

### FALL - 1st YEAR

| Item #  | Title                        | Credits |
|---------|------------------------------|---------|
| MLT 121 | MLT Hematology & Body Fluids | 6       |
| 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       |

### SUMMER - 1st YEAR

| Item #  | Title               | Credits |
|---------|---------------------|---------|
| MLT 142 | MLT Microbiology II | 3       |
| MLT 111 | Urinalysis          | 3       |

## FALL - 2nd YEAR

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

## SPRING 2nd YEAR

| Item #                | Title  | Credits   |
|-----------------------|--|-----------|
| MLT 293               | Mlt Medical Seminar  | 2         |
| MLT 294               | Medical Laboratory Practicum 2 - Hematology and Urinalysis | 2         |
| MLT 296               | Medical Laboratory Practicum 2 - Immunohematology          | 2         |
| MLT 297               | Medical Laboratory Practicum 2 - Chemistry and Immunology  | 2         |
| <b>Total credits:</b> |  | <b>69</b> |

## Medical Laboratory Assistant (MLA) 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 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.*

### **Program Code:**

STC-MLA

### **CIP:**

51.1004

**Type:** Short-Term Certificate

## **MAJOR COURSE REQUIREMENTS**

| <b>Item #</b>         | <b>Title</b>                          | <b>Credits</b> |
|-----------------------|---------------------------------------|----------------|
| MLT 131               | Laboratory Techniques I               | 4              |
| MLT 132               | Laboratory Techniques II              | 5              |
| MLT 286               | Clinical Laboratory Practicum for MLA | 3              |
| <b>Total credits:</b> |                                       | <b>12</b>      |

## **Music**

### **Music Technology, 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.

### **Program Code:**

AAS-MUT

### **CIP:**

50.0999

**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     |
|         | SPH 106 or SPH 107   | 3       |
|         | Humanities/Fine Arts Elective<br>(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 293               | Mixing Techniques                        | 3            |
| MUS 101               | Music Appreciation                       | 3            |
| MUS 103               | Survey of Popular Music                  | 2            |
| MUS 110               | Basic Musicianship                       | 3            |
| MIC 291               | Audio for Visual Media                   | 3            |
| MUS 292               | Songwriting                              | 3            |
| VCM 285               | Multimedia Production                    | 3            |
| MUL 101               | Class Piano I                            | 1            |
| <b>Total credits:</b> |  | <b>61-63</b> |

## Nursing

### DUAL DEGREE NURSING PROGRAM (ADN/BSN)

Offered by CCC and the University of Alabama in Huntsville, the program is designed for motivated students who are eligible to enroll at both colleges. The nine semester plan 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 ADN program completion after the 5th semester.

UAH courses are online in the RN-to-BSN program. RN license requirement is waived for enrollment.

#### General Education / Nursing Prerequisite Credit

(Completed at CCC)

.....60

#### RN to BSN Credits

(Completed at UAH College of Nursing).....26

#### Associate Degree Program Nursing Credits

(Completed at CCC) ...

.....39

#### Program Total Credits

.....**125**

### ADMISSION REQUIREMENTS FOR DUAL DEGREE

1. Be unconditionally admitted to UAH and CCC
2. Be in good standing with UAH and CCC
3. Completion of all academic courses (terms 1-4) prior to application

4. Receipt of complete nursing application by posted deadline
5. A minimum of 2.5 cumulative GPA on all college work
6. A minimum of 2.5 GPA for nursing required academic core courses
7. Minimum of ACT composite score of 18 National or Residual

### 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.

### For more information, please visit:

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

### CURRICULUM PLAN:

#### CIP:

51.3801

### First Term - CCC

| Item #  | Title                   | Credits |
|---------|-------------------------|---------|
| BIO 103 | Principles of Biology I | 4       |
| ENG 101 | English Composition I   | 3       |
|         | MTH 110 OR MTH 112      | 3       |
| PSY 200 | General Psychology      | 3       |
| ORI 110 | Freshman Seminar        | 1       |



## Second Term - CCC

| Item #  | Title                              | Credits |
|---------|------------------------------------|---------|
| BIO 201 | Human Anatomy and Physiology I     | 4       |
| ENG 102 | English Composition II             | 3       |
| PHL 206 | Ethics and Society                 | 3       |
| PSY 210 | Human Growth and Development       | 3       |
| SPH 106 | Fundamentals of Oral Communication | 3       |

## Third Term - CCC

| Item #  | Title                            | Credits |
|---------|----------------------------------|---------|
| BIO 202 | Human Anatomy and Physiology II  | 4       |
| CHM 104 | Introduction to Chemistry I      | 4       |
|         | Literature Electives (3 credits) | 3       |
|         | History Elective (3 credits)     | 3       |

## Fourth Term - CCC

| Item #  | Title                            | Credits |
|---------|----------------------------------|---------|
| BIO 220 | General Microbiology             | 4       |
|         | Fine Arts Elective               | 3       |
| MTH 265 | Elementary Statistics            | 3       |
|         | Literature Electives (3 credits) | 3       |
| SOC 200 | Introduction to Sociology        | 3       |

## Fifth Term

| Item #        | Title  | Credits |
|---------------|--|---------|
| NUR 112       | Fundamentals Concepts of Nursing                   | 7       |
| NUR 339 (UAH) | Information Management in Healthcare (1st 7 Weeks) | 3       |
| NUR 410 (UAH) | Transition into Professional Roles (2nd 7 Weeks)   | 3       |

## Sixth Term

| Item #        | Title   | Credits |
|---------------|---|---------|
| NUR 113       | Nursing Concepts I  | 8       |
| NUR 413 (UAH) | Leadership in Professional Nursing Practice (4:1) (2nd 7 Weeks) | 5       |

## Seventh Term

| Item #        | Title  | Credits |
|---------------|--|---------|
| NUR 114       | Nursing Concepts II                                  | 8       |
| NUR 115       | Evidence Based Clinical Reasoning                    | 2       |
| NUR 417 (UAH) | Nursing Care of Vulnerable Populations (2nd 7 Weeks) | 4       |

## Eighth Term

| Item #        | Title  | Credits |
|---------------|--|---------|
| NUR 221       | Advanced Evidence Based Clinical Reasoning.                      | 7       |
| NUR 423 (UAH) | Evidence-Based Practice for the Professional Nurse (1st 7 Weeks) | 3       |
| NUR 421 (UAH) | Acute Care for the Professional Nurse (2:1)                      | 3       |

## Ninth Term

| Item #                | Title   | Credits    |
|-----------------------|---|------------|
| NUR 221               | Advanced Evidence Based Clinical Reasoning.                     | 7          |
| NUR 422 (UAH)         | Community Health for the Professional Nurse (4:1) (2nd 7 Weeks) | 5          |
| <b>Total credits:</b> |   | <b>125</b> |

## Nursing, A.A.S.

Program Director: Lynn S. Hogan, DNP, RN

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.

- 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.

#### Program Code:

AAS-NURS

#### CIP:

51.3801

Type: A.A.S.

### First Term

| Item #  | Title                            | Credits |
|---------|----------------------------------|---------|
| NUR 112 | Fundamentals Concepts of Nursing | 7       |
| MTH 100 | Intermediate College Algebra     | 3       |
| BIO 201 | Human Anatomy and Physiology I   | 4       |

### Second Term

| Item #  | Title                           | Credits |
|---------|---------------------------------|---------|
| NUR 113 | Nursing Concepts I              | 8       |
| ENG 101 | English Composition I           | 3       |
| PSY 210 | Human Growth and Development    | 3       |
| BIO 202 | Human Anatomy and Physiology II | 4       |

### Third Term

| Item #  | Title   | Credits |
|---------|---|---------|
| NUR 114 | Nursing Concepts II   | 8       |
| NUR 115 | Evidence Based Clinical Reasoning   | 2       |
|         | Fundamentals of Oral Communication (SPH 106) OR Fundamentals of Public Speaking (SPH 107) | 3       |

### Fourth Term

| Item #  | Title                     | Credits |
|---------|---------------------------|---------|
| NUR 211 | Advanced Nursing Concepts | 7       |
| BIO 220 | General Microbiology      | 4       |

### Fifth Term

| Item #                | Title   | Credits   |
|-----------------------|---|-----------|
| NUR 221               | Advanced Evidence Based Clinical Reasoning.                           | 7         |
|                       | Humanities/Fine Arts Elective (Excluding Speech and Foreign Language) | 3         |
| <b>Total credits:</b> |   | <b>66</b> |

## Nursing: Practical Nursing Program Certificate

Program Director: Lynn S. Hogan, DNP, RN

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.

#### **Program Code:**

CT-LPN

#### **CIP:**

51.3901

**Type:** Certificate

### **First Term**

| <b>Item #</b> | <b>Title</b>                     | <b>Credits</b> |
|---------------|----------------------------------|----------------|
| NUR 112       | Fundamentals Concepts of Nursing | 7              |
| MTH 100       | Intermediate College Algebra     | 3              |
| BIO 201       | Human Anatomy and Physiology I   | 4              |

### **Second Term**

| <b>Item #</b> | <b>Title</b>                    | <b>Credits</b> |
|---------------|---------------------------------|----------------|
| 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**

| <b>Item #</b>         | <b>Title</b>  | <b>Credits</b> |
|-----------------------|---|----------------|
| 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              |
| <b>Total credits:</b> |   | <b>45</b>      |

### **RN BRIDGE PROGRAM**

Program Director: Lynn S. Hogan, DNP, RN  
 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.

#### Program Code:

AAS-NURCM

#### CIP:

51.3801

Type: A.A.S.

### Prerequisites

| Item #  | Title   | Credits |
|---------|---|---------|
| MTH 100 | Intermediate College Algebra  | 3       |
| ENG 101 | English Composition I   | 3       |
| BIO 201 | Human Anatomy and Physiology I  | 4       |
| BIO 202 | Human Anatomy and Physiology II   | 4       |
| PSY 210 | Human Growth and Development  | 3       |
|         | Fundamentals of Oral Communication (SPH 106) OR Fundamentals of Public Speaking (SPH 107) | 3       |

### First Term

| Item #   | Title                                       | Credits |
|----------|---|---------|
| NUR 209* | Concepts for Healthcare Transition Students | 10      |

### Second Term

| Item #  | Title                     | Credits |
|---------|---------------------------|---------|
| NUR 211 | Advanced Nursing Concepts | 7       |
| BIO 220 | General Microbiology      | 4       |

### Third Term

| Item #                | Title                                       | Credits   |
|-----------------------|---|-----------|
| NUR 221               | Advanced Evidence Based Clinical Reasoning. | 7         |
|                       | HUM Elective (Ethics preferred)             | 3         |
| <b>Total credits:</b> |   | <b>66</b> |

## Physical Therapist Assistant

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

#### PHYSICAL THERAPIST ASSISTANT

Program Director: Heather MacKrell, PhD, PT  
 heather.mackrell@calhoun.edu 256-306-2805

Additional information is on the PTA program website: [www.calhoun.edu/health-sciences/physical-therapist-assistant/](http://www.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; website: www.capteonline.org. If needing to contact the program directly, please call 256-306-2805 or email 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**

### **Program Code:**

AAS-PTA

### **CIP:**

51.0806

**Type:** A.A.S.

### **FALL - FIRST YEAR**

| <b>Item #</b> | <b>Title</b>                               | <b>Credits</b> |
|---------------|--|----------------|
| 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**

| <b>Item #</b> | <b>Title</b>                               | <b>Credits</b> |
|---------------|--|----------------|
| 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**

| <b>Item #</b>      | <b>Title</b>                    | <b>Credits</b> |
|--------------------|---------------------------------|----------------|
| 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<br>(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         |
| <b>Total credits:</b> |  | <b>70</b> |

# Surgical Technology

## Surgical Technology, A.A.S.

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

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, 110, or 112, and EMS 106 with a grade of C or >
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. Persons who meet minimal requirements are invited to take a manual dexterity test as a component of the selection process.

### **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.

#### **Program Code:**

AAS-SUR

#### **CIP:**

51.0909

**Type:** A.A.S.

## 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       |

## 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         |
| <b>Total credits:</b> |  | <b>62</b> |

## Visual Communications

### Multimedia Production Technology

New for Spring 2021

**Program Code:**  
AAS-VCM-MPTC

### CIP:

50.0602

**Type:** A.A.S.

## General Education Requirements

| Item #  | Title                                | Credits |
|---------|--------------------------------------|---------|
| ORI 110 | Freshman Seminar                     | 1       |
| ENG 101 | English Composition I                | 3       |
| ENG 102 | English Composition II               | 3       |
| ART 204 | Art History II                       | 3       |
|         | MTH 100 or higher                    | 3       |
|         | Natural Science Elective (4 credits) | 4       |
|         | Social & Behavioral Science Elective | 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                          | 1-4       |
| 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         |
| THR 113               | Theatre Workshop I                     | 2         |
| VCM 145               | Introduction to Digital Photography    | 3         |
| VCM 180               | Introduction to Graphic Design         | 3         |
| VCM 250               | Introduction to Technical Illustration | 3         |
| VCM 285               | Multimedia Production                  | 3         |
| VCM 286               | Advanced Multimedia Production         | 3         |
| <b>Total credits:</b> |  | <b>66</b> |

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

This program is for those interested in refining artistic talents and in preparing a professional quality portfolio in order to strengthen employment possibilities. Courses in graphic design, advertising, computer graphics, technical illustration, multi-media design and production, and animation are emphasized under various concentrations within this program. Some courses are offered only once a year in the day program at the Decatur campus. Students should plan schedules with the advice of the Art faculty.

A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study.

### Program Code:

AAS-VCM-MOA

### CIP:

50.0602

Type: A.A.S.

### Year I (Fall)

| Item #  | Title                                | Credits |
|---------|--------------------------------------|---------|
| ART 113 | Drawing I                            | 3       |
| ART 121 | Two-dimensional Composition I        | 3       |
| ART 221 | Computer Graphics I                  | 3       |
| VCM 180 | Introduction to Graphic Design       | 3       |
| ORI 110 | Freshman Seminar                     | 1       |
|         | Social & Behavioral Science Elective | 3       |

### Year I (Spring)

| Item #  | Title                      | Credits |
|---------|----------------------------|---------|
| CAT 283 | 3D Graphics and Animation  | 3       |
| VCM 232 | Advanced Computer Graphics | 3       |
| VCM 281 | Digital Design             | 3       |
| ART 204 | Art History II             | 3       |
| ENG 101 | English Composition I      | 3       |

### Year II (Fall)

| Item #  | Title                                  | Credits |
|---------|--|---------|
| VCM 145 | Introduction to Digital Photography    | 3       |
| VCM 250 | Introduction to Technical Illustration | 3       |
| VCM 285 | Multimedia Production                  | 3       |
| ART 283 | Graphic Animation I                    | 3       |
| ENG 102 | English Composition II                 | 3       |
|         | Natural Science Elective (4 credits)   | 4       |

### Year II (Spring)

| Item #                | Title                          | Credits      |
|-----------------------|--------------------------------|--------------|
| VCM 282               | Advanced Digital Design        | 3            |
| VCM 286               | Advanced Multimedia Production | 3            |
| ART 284               | Graphic Animation II           | 3            |
|                       | Animation Electives            | 6            |
|                       | MTH 100 or higher              | 3            |
| ART 299               | Art Portfolio                  | 1-4          |
| <b>Total credits:</b> |                                | <b>69-72</b> |

## Visual Communications Digital Publishing, A.A.S.

This program is for those interested in refining artistic talents and in preparing a professional quality portfolio in order to strengthen employment possibilities. Courses in graphic design, advertising, computer graphics, technical illustration, multi-media design and production, and animation are emphasized under various concentrations within this program. Some courses are offered only once a year in the day program at the Decatur campus. Students should plan schedules with the advice of the Art faculty.

A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study.

### Program Code:

AAS-VCM-DGP

**CIP:**

50.0602

**Type:** A.A.S.**Year I (Fall)**

| <b>Item #</b> | <b>Title</b>                        | <b>Credits</b> |
|---------------|-------------------------------------|----------------|
| ORI 110       | Freshman Seminar                    | 1              |
| ART 113       | Drawing I                           | 3              |
| ART 121       | Two-dimensional Composition I       | 3              |
| ART 221       | Computer Graphics I                 | 3              |
| VCM 180       | Introduction to Graphic Design      | 3              |
|               | Social Science Elective (3 credits) | 3              |

**Year I (Spring)**

| <b>Item #</b> | <b>Title</b>                  | <b>Credits</b> |
|---------------|-------------------------------|----------------|
| VCM 232       | Advanced Computer Graphics    | 3              |
| VCM 281       | Digital Design                | 3              |
| ART 127       | Three-dimensional Composition | 3              |
| ART 204       | Art History II                | 3              |
| ENG 101       | English Composition I         | 3              |
|               | MTH 100 or higher             | 3              |

**Year II (Fall)**

| <b>Item #</b> | <b>Title</b>                           | <b>Credits</b> |
|---------------|--|----------------|
| VCM 250       | Introduction to Technical Illustration | 3              |
| VCM 145       | Introduction to Digital Photography    | 3              |
| VCM 285       | Multimedia Production                  | 3              |
| ART 253       | Graphic Design I                       | 3              |
| ENG 102       | English Composition II                 | 3              |

**Year II (Spring)**

| <b>Item #</b>         | <b>Title</b>                         | <b>Credits</b> |
|-----------------------|--------------------------------------|----------------|
| VCM 286               | Advanced Multimedia Production       | 3              |
| VCM 282               | Advanced Digital Design              | 3              |
|                       | Graphic Design Electives             | 6              |
| ART 299               | Art Portfolio                        | 1-4            |
|                       | Natural Science Elective (4 credits) | 4              |
| <b>Total credits:</b> |                                      | <b>66-69</b>   |

**Visual Communications Graphic Design, A.A.S.**

This program is for those interested in refining artistic talents and in preparing a professional quality portfolio in order to strengthen employment possibilities. Courses in graphic design, advertising, computer graphics, technical illustration, multi-media design and production, and animation are emphasized under various concentrations within this program. Some courses are offered only once a year in the day program at the Decatur campus. Students should plan schedules with the advice of the Art faculty.

A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study.

**Program Code:**

AAS-VCM-GFD

**CIP:**

50.0602

**Type:** A.A.S.

## YEAR I (Fall)

| Item #  | Title                                | Credits |
|---------|--------------------------------------|---------|
| ART 113 | Drawing I                            | 3       |
| ART 121 | Two-dimensional Composition I        | 3       |
| ART 221 | Computer Graphics I                  | 3       |
| VCM 180 | Introduction to Graphic Design       | 3       |
| ORI 110 | Freshman Seminar                     | 1       |
|         | Social & Behavioral Science Elective | 3       |

## Year I (Spring)

| Item #  | Title                         | Credits |
|---------|-------------------------------|---------|
| ART 127 | Three-dimensional Composition | 3       |
| ART 204 | Art History II                | 3       |
| VCM 150 | Typography                    | 3       |
| VCM 232 | Advanced Computer Graphics    | 3       |
| ENG 101 | English Composition I         | 3       |

## Year II (Fall)

| Item #  | Title                                  | Credits |
|---------|--|---------|
| VCM 145 | Introduction to Digital Photography    | 3       |
| VCM 250 | Introduction to Technical Illustration | 3       |
| ART 253 | Graphic Design I                       | 3       |
| ENG 102 | English Composition II                 | 3       |
|         | Natural Science Elective (4 credits)   | 4       |

## Year II (Spring)

| Item #  | Title                    | Credits      |
|---------|--------------------------|--------------|
| VCM 251 | Technical Illustration   | 3            |
| ART 254 | Graphic Design II        | 3            |
|         | Graphic Design Electives | 6            |
| ART 299 | Art Portfolio            | 1-4          |
|         | MTH 100 or higher        | 3            |
|         | <b>Total credits:</b>    | <b>63-66</b> |

## Visual Communications Multimedia Production Technology Short-Term Certificate

This program is for those interested in refining artistic talents and in preparing a professional quality portfolio in order to strengthen employment possibilities. Courses in graphic design, advertising, computer graphics, technical illustration, multi-media design and production, and animation are emphasized under various concentrations within this program. Some courses are offered only once a year in the day program at the Decatur campus. Students should plan schedules with the advice of the Art faculty.

A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study.

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

### Program Code:

STC-VCMX-MPT

### CIP:

50.0602

**Type:** Short-Term Certificate

## Required Courses

| Item #  | Title                               | Credits   |
|---------|-------------------------------------|-----------|
| RTV 153 | Practicum in Television/Video I     | 3         |
| VCM 180 | Introduction to Graphic Design      | 3         |
| VCM 145 | Introduction to Digital Photography | 3         |
| VCM 232 | Advanced Computer Graphics          | 3         |
| VCM 285 | Multimedia Production               | 3         |
| VCM 286 | Advanced Multimedia Production      | 3         |
|         | <b>Total credits:</b>               | <b>18</b> |



# Courses

## 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

**Prerequisites:**

BUS 242

**Theory Credit:** 3

### **ACT 254: Business Income Tax**

This course focuses on federal income tax laws concerning business entities. Emphasis is on income tax investment of partnerships, corporation, LLPs and LLCs. Upon completion of this course, the student will be able to apply federal income tax laws concerning business entities.

**Credits:** 3

**Prerequisites:**

BUS 253

**Theory Credit:** 3

## 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

**Manipulative Laboratory:** 3

**Theory Credit:** 2

### **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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

### **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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ADM 108: Introduction to 3D Modeling**

This course introduces the fundamentals of 3D parametric CAD software for the creation of parts, assemblies and drawings. Students will use SolidWorks software to sketch, create, edit, and constrain 3D solid models, as well as create and dimension 2D drawings per ASME standards from these models.

The course focuses not only on the individual tools available in the software, but also on the best approach to the use of these tools, so that the design progresses in a logical manner, producing an effective and efficient design process. The elements of global collaboration are introduced along with printing concepts. A hands-on approach is used in this class to build a foundation for the continued training and application.

**Credits:** 3

**Prerequisites:**

It is recommended that students take DDT 111 prior to enrolling in this course. DDT 111 can also be taken in the same semester. It is recommended that students have basic computer skills before taking this class.

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Prerequisites:**

DDT 109 OR ADM 108 OR DDT 144 OR EGR 125

**Experimental Laboratory Credit:** 4

**Theory Credit:** 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:** 1

**Theory Credit:** 1

**ADM 155: Manufacturing Projects**

This is an introduction to project base learning. This course will involve research, team skills, the collaboration of trades, outsourcing, manufacturing management that emphasizes synthesis through collaborative learning. Students integrate and apply previous knowledge, skills, and experiences they learned in their major and other academic courses to complete individual & team-based projects. The course emphasizes communication skills, critical thinking, problem-solving, computer literacy, and teaming skills.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**Experimental Laboratory Credit:** 6

**ADM 157: Material Properties**

This class identifies the major categories of materials used in manufacturing and compares their general properties to aid in proper selection of material for product functions. Students will perform an analysis of the behavior and characteristics the materials used in manufacturing including polymers, metals, ceramics and composites: their structure, and physical and mechanical properties. Additionally students will perform heat treatment of ferrous and nonferrous metals; and test for hardness, tensile and strength. Technical writing will be introduced. Upon completion of this class students will be able to understand and select proper materials for Additive Manufacturing. (Offered Fall Semester)

**Credits:** 3

**Prerequisites:**

ADM 112

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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 fall 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

**Prerequisites:**

ADM 112 and ADM 108 OR DDT 109 OR DDT 144 OR EGR 125

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ADM 164: Additive Manufacturing Processes - Metals**

This course focuses on the basic principles and methodology of different types of metal powders and processes created with the Additive Manufacturing (AM) process. Students receive instruction on safety operations, set-up and routine maintenance and production of the AM Systems. Students learn metal powder based AM with the use of the Direct Metal Laser Sintering (DMLS) system. Students also learn various design software programs used for a metal powder system. Upon completion, students will be able to describe the different types of metal powders including, but not limited to aluminum, stainless steel, cobalt, titanium, and nickel and explain what the benefits are of basic AM. They should be able to demonstrate how to take a "part" from start to finish on the AM system and be able to select the best process for the type of product being produced. (Offered Spring Semester)

**Credits:** 3

**Prerequisites:**

ADM 108

ADM 112

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ADM 208: Intermediate 3D Modeling**

In this course students will receive instruction on intermediate 3D modeling concepts, such as sheet metal modeling, intermediate assemblies, 3D sketching and weldments. Students will explore an introduction to prototyping and design concepts in a 3D environment. 3D software will be utilized to produce properly detailed construction drawings, using multi-views, section views, and auxiliary views. Proper, industry standard dimensioning with basic tolerances will be discussed and applied to parts. Emphasis will be placed on the theory as well as the mechanics of concepts using 3D and 2D applications. Upon completion, students will produce 3D models in a CAD environment, simple prototype models and working drawings based on proper industry standards. (Fall Semester Only)

**Credits:** 3

**Prerequisites:**

DDT 124 & ADM 108

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ADM 209: Metal Materials Post Processing**

This course is intended as an intensive experience in processing techniques used for post processing metals. Instruction in the safe use of all tools and equipment will be emphasized. Students will experiment with various techniques in the post processing of metal parts. Techniques will include grinding, EDM cutting, drilling, shot peening, and heat treatment. Students will record testing and outcome of post processing in a technical lab report. Students will use LEAN manufacturing to observe proper lab procedures. Upon completion of this class students will be able to properly and safely perform proper PPE post processing techniques on additive manufactures metal parts and be able to write a technical report and describe LEAN manufacturing applied to an additive manufacturing lab. (Offered Spring Semester)

**Credits:** 3

**Prerequisites:**

ADM 164

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ADM 241: Additive Manufacturing Test Prep**

During this test prep class students will review concepts of Additive Manufacturing (AM) taught in this course of study. We will review instructions on Additive Manufacturing principles and will be supported by observation of Additive Manufacturing applications in action. Students will participate in practice exercises that incorporate concepts and applications from the lecture and lab of their previous coursework. The SME Additive Manufacturing Certificate serves as verifiable proof of foundational knowledge by successfully completing an exam. NOTE: This course is usually taken during the last 2 semesters of the program of study. (Offered Summer Semester)

**Credits:** 1

**Prerequisites:**

Permission of instructor

**Theory Credit:** 1

**ADM 250: Introduction to Flexible Manufacturing Cells**

This course covers techniques involved when grouping related machines for the purpose of completing a series of manufacturing processes in a flexible manufacturing cell. The student will be involved with the computerized integration of programmable control systems such as robotics, machine tools, and other peripheral equipment to emulate real-world manufacturing concepts employed in flexible manufacturing cells.

**Credits:** 4

**Prerequisites:**

ELT 231 and ELT 232 or Permission of instructor

**Experimental Laboratory Credit:** 4

**Theory Credit:** 2

**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 required to be taken during the last two (2) semesters of the program of study.*

**Credits:** 3

**Prerequisites:**

Permission of instructor

**ADM 261: Reverse Engineering**

This course emphasizes reverse engineering techniques and quality control inspection of parts employing 3D printing, scanning, and Coordinate Measuring Machine (CMM technologies). The emphasis is on using applicable software to convert scanned images from point cloud data into 3D models. The process will allow using software to clean up point cloud data, create airtight 3D models, run a comparison analysis of collected data to solid, improve or reproduce a scanned part, print the part and then perform an inspection using CMM probe for additional analysis and comparison.

**Credits:** 3

**Prerequisites:**

ADM 108 or DDT 144 or EGR 125

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

# 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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

## **ARS 153: Gas Tungsten Arc and Plasma Arc Welding**

This course describes processes, methods, and skills required to produce acceptable welds with gas tungsten arc welding (GTAW) and plasma arc welding (PAW) equipment for aerospace hardware; the standard of acceptability is AWS D17.1:2001 (or latest revision). Topics include equipment, tooling, shielding gases, arc characteristics, welding techniques, non-consumable electrodes, filler metals, base materials, and related safety. Instruction covers manual, semi-automatic, and automatic welding procedures.

**Credits:** 3

**Prerequisites:**

ARS 151

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

## **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

**Manipulative Laboratory:** 3

**Theory Credit:** 2

## **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

**Manipulative Laboratory:** 3

**Theory Credit:** 2

## **ARS 251: Specialized Welding Processes**

This course is an overview of the basics of metals joining using processes other than electric arc. Topics include safety; brazing; soldering; diffusion bonding; and welding processes such as resistance, laser, electron beam, ultrasonic, friction, inertia, explosion, upset, thermite, and forge.

**Credits:** 3

**Prerequisites:**

ARS 153

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

**ARS 253: Welding Certification Preparation**

This course details the requirements for welder/welding operator certification in the aerospace industry. Training includes gas tungsten arc welding (GTAW) and plasma arc welding (PAW) processes and equipment and related safety. Emphasis is on materials in Groups I, II, III, and IV as defined in AWS D17.1:2001.

**Credits:** 3

**Prerequisites:**

ARS 251

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ARS 276: Instrumentation Attachments and Adhesive Bonding Procedures**

This course covers the use and installation techniques of instruments such as thermocouples, temperature sensors, and strain gages on different types of aircraft and structures. Topics include bonding materials, soldering techniques, electrical testing of temperature sensors and strain gages, mixing and applying adhesives for pressure, the effects of corrosion and weather, fuel tank sealing, adhesive selection, and safety.

**Credits:** 3

**Prerequisites:**

ARS 176 or 178

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

**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

**Experimental Laboratory Credit:** 2

**Theory 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

**Prerequisites:**

ARS 278

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

**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

**Experimental Laboratory Credit:** 2

**Theory 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

**Prerequisites:**

ARS 279 or Permission of instructor

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2



**ARS 284: Specialized Coating Processes**

This course is a study in special coatings for aerospace structures. Topics include mixing, applying, and curing of coating materials, environmental effects on coating materials, and general and hazardous material handling safety. The course also covers equipment used in these processes.

**Credits:** 3

**Prerequisites:**

ARS 176 or 178

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

## 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

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**ACR 112: HVAC Service Procedures**

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

**Credits:** 3

**Prerequisites:**

Permission of instructor

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**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

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**ACR 119: Fundamentals of Gas Heating Systems**

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

**Credits:** 3

**Co-Requisites:**

ACR 120

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**ACR 120: Fundamentals of Electric Heating Systems**

This course covers the fundamentals of electric furnace systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric furnaces, heat pumps, and solar and hydronics systems.

**Credits:** 3

**Co-Requisites:**

ACR 119

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**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

**Co-Requisites:**

ACR 122

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**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

**Co-Requisites:**

ACR 121

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ACR 126: Commercial Heating Systems**

This course covers the theory and application of larger heating systems. Emphasis is placed on larger heating systems associated with commercial applications such as gas heaters, boilers, unit heaters, and duct heaters. Upon completion, students should be able to troubleshoot and perform general maintenance on commercial heating systems.

**Credits:** 3

**Prerequisites:**

ACR 119, ACR 120

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ACR 128: Heat Load Calculations**

This course focuses on heat flow into and out of building structures. Emphasis is placed on determining heat gain/ heat loss of a given structure. Upon completion, students should be able to calculate heat load and determine HVAC equipment size requirements.

**Credits:** 3

**Prerequisites:**

Permission of instructor

**Theory Credit:** 3

**ACR 130: Computer Assisted HVAC Troubleshooting**

This course focuses on troubleshooting procedures. Emphasis is placed on the proper use of test equipment and machine/ electrical malfunctions. Upon completion, students should be able to diagnosis and repair service problems in HVAC equipment.

**Credits:** 1

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 2

**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

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**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

**Experimental Laboratory Credit:** 6

**Theory Credit:** 1

**ACR 141: Environmental Systems**

This course provides students with knowledge and skills of environmental chambers. Topics include theory of the refrigerant components and refrigerant circuits, programmable controllers, electrical pressure and calibration instruments and places emphasis on safety. Upon course completion, students should be able to apply environmentally-safe practices.

**Credits:** 4

**Prerequisites:**

Permission of instructor

**ACR 144: Basic Drawing & Blueprint Reading in HVAC**

This course covers basic drawing and blueprint reading as applied to the HVAC industry. Emphasis is on three-view drawings, basic duct systems, and isometric piping. Upon course completion, students should be able to perform basic drawings related to HVAC systems and read pertinent blueprints.

**Credits:** 3

**Prerequisites:**

Permission of instructor

**Theory Credit:** 3

**ACR 147 (3T): Refrigeration Transition and Recovery**

This course is EPA-approved and covers material relating to the requirements necessary for types I, II, III and universal certification. Upon completion, students should be able to take the EPA/608 refrigerant certification exam. (Taught on Demand)

**Credits:** 3

**ACR 148: Heat Pump Systems I**

Instruction received in this course centers around the basic theory and application of heat pump systems and components. Upon completion, students will be able to install and service heat pumps in a wide variety of applications.

**Credits:** 3

**Co-Requisites:**

ACR 149

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**ACR 149: Heat Pump Systems II**

This is a continuation course of the basic theory and application of heat pump systems. Topics include the electrical components of heat pumps and their function. Upon completion, students should be able to install and service heat pumps.

**Credits:** 3

**Co-Requisites:**

ACR 148

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**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

**Experimental Laboratory Credit:** 8

**Theory Credit:** 2

**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

**Manipulative Laboratory:** 6

**Theory Credit:** 3

**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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

### **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

**Manipulative Laboratory:** 6

**Theory Credit:** 1

### **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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

### **ACR 210: Troubleshooting HVACR Systems**

This course provides instruction in the use of various meters and gauges used in the HVAC/R industry. Emphasis is placed on general service procedures, system diagnosis and corrective measures, methods of leak detection, system evacuation, charging and performance checks. Upon completion, students should be able to perform basic troubleshooting of mechanical and electrical components of HVAC/R systems.

**Credits:** 3

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

## 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.

**Credits:** 3

**Experimental Laboratory Credit:** 1

**Theory Credit:** 2

### **ASL 102: American Sign Language II**

This course is part two of a five part sequence and allows students the opportunity to practice sign language skills. In addition, the course provides students with instruction on how to make requests, talk about family, occupation, and daily routines in sign language. Upon course completion, students should be able to conduct a basic conversation utilizing sign language.

**Credits:** 3

**Experimental Laboratory Credit:** 1

**Theory Credit:** 2

## Anthropology

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

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

**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.

**Credits:** 3

**Theory Credit:** 3

**ANT 230: Introduction to Archaeology**

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

**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.

**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.

**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.

**Credits:** 3

**Prerequisites:**

ART 113 or Permission of Instructor

**Experimental Laboratory Credit:** 6

**ART 121: Two-dimensional Composition I**

This course introduces the basic concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.

**Credits:** 3

**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.

**Credits:** 3

**Prerequisites:**

ART 121

**Experimental Laboratory Credit:** 6

**ART 126: Color**

This course introduces the student to the fundamentals of color and color uses. Topics include various color theories, technical skills in mixing color, types of pigment and the expressive uses of color. Upon completion, students should be able to explain and demonstrate a fundamental understanding of color as it is used in the development of assigned color problems.

**Credits:** 3

**Prerequisites:**

ART 113 or Permission of instructor

**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.

**Credits:** 3

**Prerequisites:**

ART 113 or ART 121

**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.

**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.

**Credits:** 3

**Experimental Laboratory Credit:** 6

**ART 173: Photography I**

This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history.

**Credits:** 3

**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.

**Credits:** 3

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 6

**ART 175: Digital Photography**

This course introduces students to digital imaging techniques. Emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition. Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos. This course is also taught as RTV 125.

**Credits:** 3

**Experimental Laboratory Credit:** 2

**Theory Credit:** 1

**ART 176: Filmmaking**

This course provides a knowledge of the basics of filmmaking. Emphasis is placed on procedure, equipment, editing and sound. Upon completion, students should demonstrate a basic knowledge of filmmaking through critical analysis and film projects.

**Credits:** 3

**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.

**Credits:** 3

**Prerequisites:**

ART 173 or ART 176 or Permission of instructor

**Experimental Laboratory Credit:** 6

**ART 178: Audio-visual Techniques**

This course is an exploration of the area of linkage between the visual and auditory senses. Work with sound and recording equipment, projected images and multimedia hardware and software is included. Students will produce finished multimedia pieces.

**Credits:** 3

**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.

**Credits:** 3

**Prerequisites:**

ART 173 or PFC 177 or Permission of instructor

**Experimental Laboratory Credit:** 6

**ART 188: Photography, Film, and Media II**

This course is designed to help the student explore creative approaches to photography, film, and related media in greater depth. Problems in darkroom techniques, laboratory techniques, and special effects are included. Upon completion, the student should be able to apply these techniques to professional quality finished pieces.

**Credits:** 3

**Prerequisites:**

ART 187 or Permission of instructor

**Experimental Laboratory Credit:** 6

**ART 203: Art History I**

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

**Credits:** 3

**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.

**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.

**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.

**Credits:** 3

**Prerequisites:**

ART 216 or Permission of instructor

**Experimental Laboratory Credit:** 6

**ART 221: Computer Graphics I**

This course is designed to enhance the student's ability to produce computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics.

**Credits:** 3

**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.

**Credits:** 3

**Experimental Laboratory Credit:** 6

**ART 232: Watercolor II**

This course advances the skills and techniques of painting on paper using water-based medium. Emphasis is placed on exploring the creative uses of watercolor and developing professional skills. Upon completion, students should demonstrate and compile a body of original paintings that reflects a personal awareness of the media's potential.

**Credits:** 3

**Prerequisites:**

ART 231

**Experimental Laboratory Credit:** 6

**ART 233: Painting I**

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.

**Credits:** 3

**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.

**Credits:** 3

**Prerequisites:**

ART 233

**Experimental Laboratory Credit:** 6

**ART 253: Graphic Design I**

This course is designed to introduce the study of Visual Communications through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography, and production technology. Upon completion, students should demonstrate a knowledge of the fundamentals of art and understanding of the relationship between materials, tools and Visual Communications.

**Credits:** 3

**Prerequisites:**

VCM 180

**Experimental Laboratory Credit:** 6

**ART 254: Graphic Design II**

This course further explores the art of Visual Communications through design. Emphasis is placed on the application of design principles to projects involving such skills as illustration, layout, typography, and production technology. Upon completion, students should be able to apply the knowledge of the fundamentals of art, material and tools to the communication of ideas.

**Credits:** 3

**Prerequisites:**

VCM 180 or ART 253

**Experimental Laboratory Credit:** 6

**ART 263: Museum Practice I**

This course provides an introduction to a variety of museum works, with practical training supervised by museum staff. Topics may include promotion, shipping, labeling and hanging of a museum exhibit as well as the study of the work itself. Upon completion, students should understand the activities surrounding a museum exhibit and be able to explain how the experience advanced their knowledge of communicating through art.

**Credits:** 1-4

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 28

**ART 264: Museum Practice II**

This course provides further study of museum artworks, with practical training supervised by museum staff. Topics may include promotion, shipping, labeling and hanging of a museum exhibit as well as the study of the work itself. Upon completion, students should understand the activities surrounding a museum exhibit and be able to explain how the experience advanced their knowledge of communicating through art.

**Credits:** 1-4

**Prerequisites:**

ART 263 or Permission of instructor

**Experimental Laboratory Credit:** 28

**ART 273: Studio Photography I**

This course stresses image-making problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.

**Credits:** 3

**Prerequisites:**

ART 174 or Permission of instructor

**Experimental Laboratory Credit:** 6

**ART 274: Studio Photography II**

This course deals with advanced problems requiring studio or other controlled environment solutions. Lights, props, and related equipment and techniques are utilized. The student will produce quality photographs using studio techniques.

**Credits:** 3

**Prerequisites:**

ART 273 or Permission of instructor

**Experimental Laboratory Credit:** 6

**ART 275: Advanced Digital Photography**

This course explores various uses of digital photography. Subjects may include studio, portrait, landscape and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.

**Credits:** 3

**Experimental Laboratory Credit:** 2

**Theory Credit:** 1

**ART 283: Graphic Animation I**

This course is designed to teach the art of animation as a continuation of the study of Visual Communications. Topics include story development, drawing, layout, story boarding, directing, motion control, sound synchronization, lighting and camera operation. Upon completion, students should understand the creative process as it relates to animation and demonstrate this knowledge through various projects.

**Credits:** 3

**Prerequisites:**

CAT 283

**Experimental Laboratory Credit:** 6

**ART 284: Graphic Animation II**

This course advances the students' technical and aesthetic knowledge of animation beyond the introductory level. Topics include story development, drawing, layout, story boarding, directing, motion control, sound synchronizing, lighting and camera operation. Upon completion, students should advance his or her understanding of the creative process as it relates to animation and demonstrate this knowledge through various projects.

**Credits:** 3

**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.

**Credits:** 1-4

**Experimental Laboratory Credit:** 28

**ART 292: Supervised Study in Studio Art II**

This course is designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor. Upon completion, the student should have greater expertise in a particular area of art.

**Credits:** 1-4

**Experimental Laboratory Credit:** 28

**ART 299: Art Portfolio**

This course is designed to help the art major in the preparation and presentation of an art portfolio. Emphasis is placed on representing the student's potential as an artist in order to interest employers, clients or schools. Upon completion, students should be able to make a professional presentation of their design and communication skills.

**Credits:** 1-4

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 28

## 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.

**Credits:** 4

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

## 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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ASE 112: Electrical Fundamentals**

This course introduces the principles and laws of electricity. Emphasis is placed on wiring diagrams, test equipment, and identifying series, parallel and series-parallel circuits. Upon completion, students should be able to calculate, build, and measure circuits. This is a CORE course.

**Credits:** 3

**Prerequisites:**

CO-REQUISITE: ASE 162

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**ASE 122: Steering and Suspension**

This course provides instruction in automotive technology or auto mechanics. Emphasis is placed on the practical application of steering and suspension. This is a CORE course.

**Credits:** 3

**Prerequisites:**

CO-REQUISITE: ASE 130

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ASE 124: Automotive Engines**

This course provides instruction on the operation, design, and superficial repair of automotive engines. Emphasis is placed on understanding the four stroke cycle, intake and exhaust manifolds and related parts, engine mechanical timing components, engine cooling and lubrication system principles and repairs, and basic fuel and ignition operation. This is a CORE course.

**Credits:** 3

**Prerequisites:**

CO-REQUISITE: ASE 220

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ASE 130: Drive Train and Axles**

This course provides basic instruction in automotive drive trains and axles. Emphasis is placed on the understanding and application of basic internal and external operation relating to proper operation and driveability. This is a CORE course.

**Credits:** 3

**Prerequisites:**

CO-REQUISITE ASE 122

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ASE 162: Electrical and Electronic Systems**

This is an intermediate course in automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of battery, starting, charging, and lighting systems, subsystems, and components. This is a CORE course.

**Credits:** 3

**Prerequisites:**

CO-REQUISITE: ASE 112

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ASE 191: Co-op**

These courses constitute a series wherein the student works on a part-time basis in a job directly related to automotive mechanics. In these courses the employer evaluates the student's productivity and the student submits a descriptive report of his work experiences. Upon completion, the student will demonstrate skills learned in an employment setting.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**Internship Credits:** 10

**ASE 212: Advanced Electrical and Electronic Systems**

This course provides instruction in advanced automotive electrical and electronic systems. Emphasis is placed on troubleshooting and repair of advanced electrical and electronic systems, subsystems, and components.

**Credits:** 3

**Prerequisites:**

ASE 112 and ASE 162

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ASE 220: Advanced Automotive Engines**

This course provides in depth instruction concerning internal engine diagnosis, overhaul and repair, including but not necessarily limited to the replacement of timing chains, belts, and gears, as well as the replacement or reconditioning of valve train components as well as replacement of pistons, connecting rods, piston rings, bearings, lubrication system components, gaskets, and oil seals.

**Credits:** 3

**Prerequisites:**

CO-REQUISITE: ASE 124

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**ASE 230: Auto Transmission and Transaxle**

This course provides basic instruction in automatic transmissions and transaxles. Emphasis is placed on the comprehension of principles and powerflow of automatic transmissions and repairing or replacing internal and external components. This is a CORE course.

**Credits:** 3

**Prerequisites:**

ASE 224

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**ASE 239: Engine Performance**

This course provides basic instruction in engine performance with emphasis on fuel and ignition systems relating to engine operation. This is a CORE course.

**Credits:** 3

**Prerequisites:**

CO-REQUISITE: ASE 244

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ASE 244: Engine Performance and Diagnostics**

This course provides advanced instruction in engine performance. Emphasis is placed on engine management and computer controls of ignition, fuel, and emissions systems relating to engine performance and driveability. This is a CORE course.

**Credits:** 3

**Prerequisites:**

CO-REQUISITE: ASE 239

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**ASE 250: Dealership Work Experience**

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Although indicated as 10 contact hours, students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**Internship Credits:** 10

**ASE 252: Dealership Work Experience**

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program working full-time under the supervision of the dealership student work coordinator. He/she is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the college. Students generally work on a full-time basis (40 hours per week) at the dealership. An evaluation of the student's in dealership work performance is completed by the dealership supervisor.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**Internship Credits:** 10

## Biology

**BIO 103: Principles of Biology I**

This is an introductory course for both science and nonscience majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protists. A 120 minute laboratory is required.

**Credits:** 4

**Prerequisites:**

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.

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**BIO 104: Principles of Biology II**

This course is an introduction to basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required.

**Credits:** 4

**Prerequisites:**

BIO 103 with a C or higher

**Experimental Laboratory Credit:** 3

**Theory Credit:** 3

**BIO 105: Introduction to Biotechnology**

This course is an introduction to biotechnology, including career exploration, historical development and current applications in the areas of medicine, forensics, agriculture, and the environment. Students will learn laboratory safety and documentation while acquiring skills in the maintenance and calibration of basic lab equipment, calculation, and preparation of lab solutions and media.

**Credits:** 4

**Prerequisites:**

CO-REQUISITE: BIO 103

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**BIO 107: Cell Culture**

The overall objective of this course is to provide a basic understanding of the growth requirements and methodologies associated with the propagation of organisms important to the field of biotechnology. Instruction will focus on growing techniques and long-term maintenance of various cell cultures, including both attached and suspension cell lines. Microbial life cycle and cell culture will be emphasized, including discussion of pathogenic aspects and utilization of microbial transformation and protein production for use in biotechnological processes.

**Credits:** 4

**Prerequisites:**

A grade of "C" or better in both BIO 103 and BIO 105

**Experimental Laboratory Credit:** 4

**Theory Credit:** 2

**BIO 201: Human Anatomy and Physiology I**

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body; basic principles of chemistry; a study of cells and tissues; metabolism; joints; the integumentary, skeletal, muscular, and nervous systems; and the senses. Dissection, histological studies, gross anatomy, and physiology are featured in the laboratory experience. Laboratory is required.

**Credits:** 4

**Prerequisites:**

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.

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**BIO 202: Human Anatomy and Physiology II**

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition; basic principles of water; electrolyte; acidbase balance; and the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic and reproductive systems. Dissection, histological studies, gross anatomy, and physiology are featured in the laboratory experience. Laboratory is required.

**Credits:** 4

**Prerequisites:**

A grade of "C" or better in BIO 201

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**BIO 203: Techniques in Molecular Biology**

This course is an introduction to the major topics in biochemistry and molecular biology. Topics include the major classes of biological molecules, an overview of the major metabolic pathways, advancing technologies, and bioethical issues. The laboratory will provide experience in the isolation and manipulation of DNA and RNA, DNA and protein electrophoresis, and enzymatic and immunological assays.

**Credits:** 4

**Prerequisites:**

A grade of "C" or better in BIO 107 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.

**Experimental Laboratory Credit:** 4

**Theory Credit:** 2

**BIO 220: General Microbiology**

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Laboratories are required.

**Credits:** 4

**Prerequisites:**

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.

**Experimental Laboratory Credit:** 4

**Theory Credit:** 2

**BIO 250: Directed Studies in Biology**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

**Credits:** 1-4

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 08

**BIO 251: Directed Studies in Biology**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.

**Credits:** 1-4

**Prerequisites:**

BIO 250 and Permission of instructor

**Experimental Laboratory Credit:** 08

**BIO 252: Directed Studies in Biotechnology**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Typical projects will expose the student to the industry and provide practical application of laboratory procedures. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor.

**Credits:** 2

**Prerequisites:**

PREREQUISITE/CO-REQUISITE: A grade of "C" or better in BIO 107 RECOMMENDED It is strongly recommended that students complete ENG 101 prior to registering for this course.

**Experimental Laboratory Credit:** 2

**Theory Credit:** 1



### **BIO 254: Advanced Topics in Biotechnology**

In this advanced course, the student will design and implement an independent study that utilizes biotechnological methods relevant to local industry or to expand the scope of previous laboratory experience. The projects will include an expansion of previous experiences to design and implement an application as found in local biotechnology industries.

**Credits:** 2-3

**Prerequisites:**

A grade of "C" or better in BIO 252

**Experimental Laboratory Credit:** 2

**Theory Credit:** 1

### **BIO 256: Biotechnology Internship**

Internships may be awarded on a competitive basis depending on the availability of the positions. The internship will provide advanced students the opportunity to develop job and career-related skills while in a work setting. Upon successful completion of this course, the student should be able to apply classroom knowledge to an actual work situation. The work will be developed cooperatively with academic, industrial, and private institutional biotechnology laboratories.

**Credits:** 2

**Prerequisites:**

To be eligible for the internship opportunities available in BIO 256, students must have a 2.5 GPA or better in all coursework since enrolling in BIO 105, and all prior Biotechnology courses (including BIO 203) must be completed with a grade of "C" or better.

**Experimental Laboratory Credit:** 10

## **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

**Prerequisites:**

BUS 242

**Theory Credit:** 3

### **ACT 254: Business Income Tax**

This course focuses on federal income tax laws concerning business entities. Emphasis is on income tax investment of partnerships, corporation, LLPs and LLCs. Upon completion of this course, the student will be able to apply federal income tax laws concerning business entities.

**Credits:** 3

**Prerequisites:**

BUS 253

**Theory Credit:** 3

### **BUS 151: Modern Business Mathematics with Excel**

This course applies mathematics to solve common business problems using Microsoft Excel. Topics include basic mathematical concepts and applications, such as percentages, decimals, and basic arithmetic operations; markup, markdown, & discounts; financial computations, including simple and compound interest, amortization, depreciation methods, liquidity ratios, and present value; accounting computations, such as payroll and tax calculations, and the management of complex business problems. Emphasis is placed on the use of Microsoft Excel as a computational and problem-solving tool.

**Credits:** 3

**Prerequisites:**

CIS 146

**Theory Credit:** 3

**BUS 215: Business Communications**

This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports and other business communications.

**Credits:** 3

**Prerequisites:**

ENG 101

**Theory Credit:** 3

**BUS 241: Principles of Accounting I**

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation and analysis.

**Credits:** 3

**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.

**Credits:** 3

**Prerequisites:**

BUS 241

**Theory Credit:** 3

**BUS 245: Accounting with Quickbooks**

This course will introduce students to computerized accounting systems using QuickBooks. Students will set up and perform routine tasks such as recording business transactions, maintaining customer and vendor files, vouchering, controlling inventory, processing sales, maintaining fixed asset and depreciation schedules, and preparing payroll. Additional procedures covered include setting up a chart of accounts, summarizing data, generating financial reports, and banking transactions.

**Credits:** 3

**Prerequisites:**

BUS 241

or instructor approval

**Theory Credit:** 3

**BUS 247: Financial Markets and Institutions**

This course serves as an overview of the financial system. Topics include the time value of money, the behavior and structure of interest rates, the role of the Federal Reserve System, debt and equity markets, and the organization and regulation of financial markets and institutions.

**Credits:** 3

**Prerequisites:**

ECO 231

**Theory Credit:** 3

**BUS 248: Managerial Accounting**

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

**Credits:** 3

**Prerequisites:**

BUS 241

**Theory Credit:** 3

**BUS 253: Individual Income Tax**

This course is intended to familiarize the student with the fundamentals of the federal income tax laws with primary emphasis on those affecting the individual. Emphasis is placed on gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital gains/losses, depreciation, and tax credits. Upon completion of this course, the student will be able to apply the fundamentals of the federal income tax laws affecting the individual

**Credits:** 3

**Prerequisites:**

BUS 241

**Theory Credit:** 3

**BUS 263: The Legal and Social Environment of Business**

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

**Credits:** 3

**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.

**Credits:** 3

**Prerequisites:**

MTH 100 or MTH 110 or MTH 112, or appropriate mathematics placement score.

**Theory Credit:** 3

**BUS 272: Business Statistics II**

This course is a continuation of BUS 271. Topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series, index numbers, and decision theory. Note: Extensive use of computer software is required in this course.

**Credits:** 3

**Prerequisites:**

BUS 271

**Theory Credit:** 3

**BUS 275: Principles of Management**

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.

**Credits:** 3

**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.

**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.

**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.

**Credits:** 3

**Prerequisites:**

BUS 242

**Theory Credit:** 3

**BUS 291: Business Co-op I**

This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

**Credits:** 1-3

**Prerequisites:**

Instructor approval

**Theory Credit:** 13

**BUS 292: Business Co-op II**

This course is a part of a series of workshops where in current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business and industry.

**Credits:** 1-3

**Prerequisites:**

Permission of instructor

**Theory Credit:** 13

**BUS 296: Business Internship**

This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a welldeveloped portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.

**Credits:** 3

**Prerequisites:**

Instructor approval

**Theory Credit:** 3

**CBB 102: Applied Craft Beer Science**

This course provides an introduction to the science and laboratory practices in the brewing industry. Emphasis is placed on yeast biology, water chemistry, fermentation, and sanitation. Upon completion, students should be able to demonstrate an understanding of the science, laboratory techniques, and commonly used analysis methodologies used in the brewing industry

**Credits:** 3

**Experimental Laboratory Credit:** 1

**Theory Credit:** 2

**CBB 105: Marketing Craft Beer**

This course involves a comprehensive study of the basic concepts, techniques, and tools for developing a marketing strategy for the craft beer business. This course is designed to prepare students to help organizations decide which consumer groups to serve, which product and services to produce, and to set appropriate levels of promotional effort, pricing, and other considerations in generating sales. Some of the topics that will be covered include: marketing concepts, terminology, and the application of strategies to contemporary craft beer marketing.

**Credits:** 3

**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

**Prerequisites:**

ECO 231

**Theory Credit:** 3

**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

**Prerequisites:**

OAD 103

**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

**Prerequisites:**

OAD 215

**Theory Credit:** 3

**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

**Prerequisites:**

ENG 101

or satisfactory ACT, SAT, or placement score

**Theory Credit:** 3

**PRL 102: Basic Legal Research and Writing**

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research. Upon completion, students will demonstrate the ability to perform legal research and writing assignments using techniques covered in this course. \*Note: Students must complete PRL 101 and PRL 102 with a grade of "C" or higher prior to taking any other PRL course.

**Credits:** 3

**Prerequisites:**

ENG 101

or satisfactory ACT, SAT, or placement score

**Theory Credit:** 3

**PRL 150: Commercial Law**

This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization. Upon completion, students should be able to apply the elements of a contract, prepare various business documents and understand the role of commercial paper. **Offered Summer semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 160: Criminal Law and Procedure**

This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Upon completion, students should be able to explain the elements of specific crimes and assist an attorney in preparing a criminal case. **Offered Spring semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 192: Selected Topics in Paralegal**

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students will be able to demonstrate an understanding of the specific area of study. **Offered Summer semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 193: Selected Topics in Paralegal II**

**Offered Summer semester only.** This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students will be able to demonstrate an understanding of the specific area of study.

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 210: Real Property Law**

This course emphasizes the study of real property law. Topics include the distinction between real and personal property, various estates and interests in property, and the mechanics of conveyance, encumbrances, and closing procedure. Upon completion, students will demonstrate the ability to identify estates, forms of deeds, recording requirements, the closing process, and procedures used to enforce rights to real property. **Offered Fall semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 230: Domestic Law**

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, and other related topics. Upon completion, students will demonstrate the ability to draft divorce and support pleadings, separation agreements, and calculate child support according to the guidelines adopted by the state. **Offered Spring semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 240: Wills, Trusts, and Estates**

This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation. Upon completion, students will demonstrate the ability to draft simple wills, prepare estate forms, understand administration of estates, and understand terms regarding trusts. **Offered Spring semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 250: Bankruptcy and Collections**

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens and collection of judgments. **Offered Fall semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 262: Civil Law and Procedure**

This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure. Upon completion, students will be able to explain the various stages of the litigation process and demonstrate the ability to prepare a trial notebook for litigation purposes. **Offered Fall semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**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

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 282: Law Office Management and Procedures**

This course focuses on the organization and policies and procedures of a law office. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress and supervise non-lawyer personnel. The focus of this class is the legal software commonly used to help manage the work, timekeeping, calendaring, case management, and billing in law offices.

**Offered Summer semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3



### **PRL 291: Paralegal Internship**

This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 150 hours of practical experience in the legal field. Upon completion, students will be able to apply workplace competences obtained from the PRL curriculum. **Offered Spring semester only.**

**Credits:** 3

**Prerequisites:**

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.

**Credits:** 4

**Prerequisites:**

MTH 098 or equivalent math placement score.

**Experimental Laboratory Credit:** 3

**Theory Credit:** 3

### **CHM 111: College Chemistry I**

MTH 112 and CHM 111 may be taken in the same semester with permission of an instructor. This is the first course in a two semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurements, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

**Credits:** 4

**Prerequisites:**

Prerequisite or co-requisite: MTH 112 or equivalent math placement score

**Experimental Laboratory Credit:** 3

**Theory Credit:** 3

### **CHM 112: College Chemistry II**

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

**Credits:** 4

**Prerequisites:**

CHM 111 and MTH 112 with a C or higher

**Experimental Laboratory Credit:** 3

**Theory Credit:** 3

**CHM 221: Organic Chemistry I**

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**Credits:** 4

**Prerequisites:**

CHM 112 with a C or higher

**Experimental Laboratory Credit:** 3

**Theory Credit:** 3

**CHM 222: Organic Chemistry II**

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

**Credits:** 4

**Prerequisites:**

CHM 221 with a C or higher

**Experimental Laboratory Credit:** 32

**Theory Credit:** 3

**CHM 250: Directed Studies in Chemistry**

This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three (3) times for credit.

**Credits:** 1-3

**Prerequisites:**

Permission of the instructor.

**Theory Credit:** 13

**CHM 257: Introduction to Material Science for Advanced Manufacturing**

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.

**Credits:** 4

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

## 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.

\* 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.

**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.

**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.

**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.

\* 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.

**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.

\* 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.

**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.

**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.

**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.

**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.

**Credits:** 3

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 3

## 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).

**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

**Experimental Laboratory Credit:** 1

**Theory Credit:** 2

**CIS 146: Microcomputer Applications**

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages.

**Credits:** 3

**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. Offered Spring semester only.

**Credits:** 3

**Prerequisites:**

CIS 255

**Theory Credit:** 3

**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

**Prerequisites:**

CIS 134 OR CIS 202 OR CIS 263

**Theory Credit:** 3

**CIS 172: Linux II (CompTIA Linux+)**

This course is a continuation of CIS 171 and includes advanced features of Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/firewall to secure Linux systems, and strategic user group applications specific to administrative network control. *This course is designed to prepare students to take the CompTIA Linux+ exam.*

**Credits:** 3

**Prerequisites:**

CIS 171

**Theory Credit:** 3

**CIS 197A: Microsoft Access**

This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Access. Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The student will demonstrate mastery of expert level database management skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center. Offered Spring semester only.

**Credits:** 3

**Prerequisites:**

CIS 146

**Theory Credit:** 3

**CIS 197E: Microsoft Excel Expert**

This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Excel (expert level). Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The students will demonstrate mastery of expert level spreadsheet skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center.

**Credits:** 3

**Prerequisites:**

CIS 146

**Theory Credit:** 3

**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. Offered Spring semester only.

**Credits:** 3

**Prerequisites:**

CIS 146

**Theory Credit:** 3

**CIS 197W: Microsoft Word Expert**

This course is designed to prepare students to take the Microsoft Office Specialist certification exam in Microsoft Word (expert level). Topics emphasized are Microsoft Office Specialist exam objectives and test-taking skills. The student will demonstrate mastery of expert level word processing skills through hands-on, performance-based lab exercises. Practice test software will provide immediate feedback on areas where additional practice is needed. Calhoun is an authorized Microsoft testing center. Offered Fall semester only.

**Credits:** 3

**Prerequisites:**

CIS 146

**Theory Credit:** 3

**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

**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. Offered Spring semester only.

**Credits:** 3

**Prerequisites:**

CIS 134 OR CIS 202 OR CIS 263

**Theory Credit:** 3

**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

**Prerequisites:**

CIS 207

**Theory Credit:** 3

**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

**Prerequisites:**

CIS 157

**Theory Credit:** 3

**CIS 222: Database Management Systems**

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web.

**Credits:** 3

**Prerequisites:**

CIS 134 OR CIS 202 OR CIS 263

**Theory Credit:** 3

**CIS 227: App Development with Swift II**

This course focuses on building specific features for iOS apps. Students apply their knowledge and skills toward developing new apps.

**Credits:** 3

**Prerequisites:**

CIS 220

**Theory Credit:** 3

**CIS 251: C++ Programming**

This course is an introduction to the C++ programming language, including object oriented programming. Topics include: problem solving and design, control structures, objects and events, user interface construction, and document and program testing.

**Credits:** 3

**Prerequisites:**

CIS 202

or instructor approval

**Theory Credit:** 3

**CIS 255: Java Programming**

This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, webpage applet development, class definitions, threads, events, and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. Offered Spring semester only.

**Credits:** 3

**Prerequisites:**

CIS 202

**Theory Credit:** 3

**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

**Prerequisites:**

CIS 202

**Theory Credit:** 3

**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

**Prerequisites:**

CIS 209

**Theory Credit:** 3

**CIS 267: Enterprise Virtualization (VMware VCP-DCV)**

This course is designed to provide students with the knowledge and skills required to implement enterprise visualization. Students will gain hands-on experience installing, configuring, and managing enterprise virtualization technologies. This course is designed to prepare students to take the VMware VCP-DCV certification exam.

**Credits:** 3

**Prerequisites:**

CIS 270

**Theory Credit:** 3

**CIS 270: Cisco CCNA I**

This course is the first part of a three part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**Credits:** 3

**Prerequisites:**

CIS 134 OR CIS 202 OR CIS 263

**Theory Credit:** 3

**CIS 271: Cisco CCNA II**

This course is a continuation of CIS 270. This course is the second part of a three part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**Credits:** 3

**Prerequisites:**

CIS 270

**Theory Credit:** 3

**CIS 272: Cisco CCNA III**

This course is the third part of a three part curriculum leading to Cisco Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the Cisco Networking Academy certification standards.

**Credits:** 3

**Prerequisites:**

CIS 271

**Theory Credit:** 3

**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

**Prerequisites:**

CIS 134 OR CIS 202 OR CIS 263

**Theory Credit:** 3

**CIS 277: Network Services Administration**

This course is a continuation of CIS 276. This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks.

**Credits:** 3

**Prerequisites:**

CIS 276

**Theory Credit:** 3

**CIS 280 : Network Security (CompTIA Security+)**

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion, students will be able to identify security risks and describe appropriate counter measures. This course is designed to prepare students to take the CompTIA Security+ exam.

**Credits:** 3

**Prerequisites:**

CIS 270

or instructor approval

**Theory Credit:** 3

**CIS 282: Computer Forensics**

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for industry-specific certification. Offered Fall semester only.

**Credits:** 3

**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

**Prerequisites:**

CIS 209

**Theory Credit:** 3

**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

**Prerequisites:**

CIS 202

**Theory Credit:** 3

**CIS 294: Special Topics**

This course allows study of currently relevant computer science topics. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, students will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests.

**Credits:** 3

**Prerequisites:**

Instructor approval

**Theory Credit:** 3

**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

**Prerequisites:**

Instructor approval

**Theory Credit:** 3

**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 a basic understanding of systems; SE objectives, terminology, and working methodology; the relationships between SE and other disciplines; the basic elements of the SE life cycle; the use of modeling; and the influence of programmatic considerations. Emphasis is on developing an understanding of the Model-Based Systems Engineering (MBSE) methodology. Teamwork and cooperative effort concepts are highlighted.

**Credits:** 3

**SYS 221: Database Management for Systems Engineering**

This course builds on prior coursework and/or experience in database design and management. It introduces the student to disparate data types and how to gather data from multiple sources and transform it to be ready for incorporation into systems engineering (SE) models. Database design and construction concepts are explored within the SE context. Emphasis may be placed on data structures, languages, and platforms commonly used in a specific industry.

**Credits:** 3

**Prerequisites:**

SYS 101 and CIS 222 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 are emphasized. This course is designed to help prepare the student for the OCSMP Model User certification.

**Credits:** 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 introduction to the fundamentals of the SysML programming language and other MBSE tools. Topics include the application of these tools to the systems and systems engineering concepts developed in SYS 101. Students build and manage models using the basic SysML feature set. This course is designed to help prepare the student for the OCSMP Model Builder – Fundamental certification.

**Credits:** 3

**Prerequisites:**

SYS 231

### **SYS 233: Systems Modeling III**

This is the final course in the three-course Systems Modeling sequence. Additional MBSE modeling skills are developed and more complex systems are modeled. Students build and manage models using the full SysML feature set. This course is designed to help prepare the student for the OCSMP Model Builder – Intermediate certification.

**Credits:** 3

**Prerequisites:**

SYS 232

### **SYS 241: Dynamic Data Visualization Applications**

Working as teams, students design, develop, document, test, evaluate, and utilize a realistic, comprehensive model for a system that will mature and connect information across the system life cycle from definition to disposal, using SysML and MBSE tools. Students will apply data visualization tools to present information from the model in an appropriate format for decision making. Methods and connections to other external models including other systems models will also be incorporated, as appropriate.

**Credits:** 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

**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 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

**Prerequisites:**

Permission of instructor

**Theory Credit:** 13

**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

### **Prerequisites:**

Admission to the Dental Assisting Program

### **Co-Requisites:**

DAT 101, DAT 102, DAT 103, and DAT 104

**Theory Credit:** 2

## **DAT 101: Pre-clinical Procedures I**

This course is designed to introduce chairside assisting including concepts of four-handed dentistry, sterilization techniques, dental instruments, anesthesia, and operative dentistry. Emphasis will be placed on preparation of the student for clinical dental assisting. Upon completion, the student should be able to perform dental assisting skills in a clinical setting.

**Credits:** 3

### **Prerequisites:**

Admission to the Dental Assisting Program

### **Co-Requisites:**

DAT 100, DAT 102, DAT 103, and DAT 104

**Skills Laboratory/Clinical Practice:** 1

**Theory Credit:** 2

## **DAT 102: Dental Materials**

This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students will be given intra and extra-oral technical tasks to perform. Upon completion, students should be able to take and pour alginate impressions, trim study models, construct custom trays and temporary crowns, prepare and place restorative material, and manipulate cements and impression materials.

**Credits:** 3

### **Prerequisites:**

Admission to the Dental Assisting Program

### **Co-Requisites:**

DAT 100, DAT 101, DAT 103, and DAT 104

**Skills Laboratory/Clinical Practice:** 1

**Theory Credit:** 2

## **DAT 103: Anatomy and Physiology for Dental Assisting**

This course is designed to study dental anatomy and the structure of the head and neck with a basic understanding of body structure and function. Emphasis will be placed on tooth and root morphology, and embryological and histological correlations will provide a foundation essential to an understanding of dental health. Upon completion, students should be able to discuss and identify the basic structure and function of the human body specifically the head, neck, and dentition.

**Credits:** 3

### **Prerequisites:**

Admission to Dental Assisting Program

### **Co-Requisites:**

DAT 100, DAT 101, DAT 102, and DAT 104

**Theory Credit:** 3

**DAT 104: Basic Sciences for Dental Assisting**

This course is designed to study basic microbiology, pathology, pharmacology, and medical emergencies. Emphasis is placed on the correlation of these sciences to the practice of dentistry. Upon completion, students should be able to apply basic science to the dental field.

**Credits:** 2

**Prerequisites:**

Admission to Dental Assisting Program

**Co-Requisites:**

DAT 100, DAT 101, DAT 102, DAT 103

**Theory Credit:** 2

**DAT 111: Clinical Practice I**

This course is designed to allow the student the opportunity for clinical observation and practical work experience in clinical settings under the supervision of a licensed dentist. Emphasis will be placed on the basic skills of chairside assisting. Upon completion, students should be able to demonstrate basic skills in the area of chairside assisting.

**Credits:** 5

**Prerequisites:**

DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104

**Co-Requisites:**

DAT 112, DAT 113, and DAT 116

**Preceptorship Credits:** 123

**Theory Credit:** 1

**DAT 112: Dental Radiology**

This course is designed to cover the essential knowledge of radiographic technique for the practice of dentistry. Students will be taught to produce diagnostically acceptable intra and extra-oral radiographs with emphasis being placed on x-ray properties, generation of x-rays, film processing, infection control, quality assurance, intraoral radiographic technique and image characteristics. Upon completion, students should be able to expose, process, and mount radiographs for diagnostic purposes under the direct supervision of a licensed dentist.

**Credits:** 3

**Prerequisites:**

DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104

**Co-Requisites:**

DAT 111, DAT 113, and DAT 116

**Skills Laboratory/Clinical Practice:** 3

**Theory Credit:** 2

**DAT 113: Dental Health Education**

This course is designed to introduce the student to the basic principles of nutrition, preventive dentistry, and dental health education. Emphasis will be placed on the philosophy of preventive dentistry including: oral hygiene, patient motivation and management, and methods of oral health education. Upon completion, students should be able to apply the basic principles of nutrition and preventive dentistry.

**Credits:** 2

**Prerequisites:**

DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104

**Co-Requisites:**

DAT 111, DAT 112, and DAT 116

**Theory Credit:** 2



**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

**Skills Laboratory/Clinical Practice:** 3

**Theory Credit:** 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

**Prerequisites:**

DAT 100, DAT 101, DAT 102, DAT 103 and DAT 104

**Co-Requisites:**

DAT 111, DAT 112, and DAT 113,

**Theory Credit:** 3

**DAT 122: Clinical Practice II**

This course is designed to provide the student the opportunity to develop advanced dental assisting skills in chairside dental assisting procedures, radiology, team work, communication skills and administrative duties. Emphasis will be placed on clinical procedures. Upon completion, students should be able to demonstrate proficiency in the area of chairside assisting.

**Credits:** 4

**Prerequisites:**

DAT 100, DAT 101, DAT 102, DAT 103, DAT 104, DAT 111, DAT 112, DAT 113 and DAT 116

**Co-Requisites:**

DAT 123

**Preceptorship Credits:** 163

**DAT 123: Dental Assisting Seminar**

This course is designed to discuss and evaluate the students' clinical experiences and the resume and interview process. Emphasis will be placed on new technology in dental practices as related to dental assisting and the certification exam review. Upon completion, students should be able to successfully complete the Dental Assisting National Board Examination to become a Certified Dental Assistant.

**Credits:** 4

**Prerequisites:**

DAT 100, DAT 101, DAT 102, DAT 103, DAT 104, DAT 111, DAT 112, DAT 113 and DAT 116

**Co-Requisites:**

DAT 122

**Theory Credit:** 4

## 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

**Prerequisites:**

Admission to the Dental Hygiene Program

**Co-Requisites:**

DHY 112

DHY 114

DHY 116

DHY 118

**Theory Credit:** 2

**DHY 112: Pre-Clinical Dental Hygiene**

This course prepares students to perform the specific skills outlined in the Dental Hygiene Process of Care. Emphasis is on professionalism, infection control, basic instrumentation skills and patient assessment processes. Patient assessment include conducting a medical history interview, documentation of vital signs, head and neck cancer screening exams, caries detection, assessment of deposits and an evaluation of the periodontium. This is accomplished through lab demonstrations and clinical practice on manikin and/or lab partners. Upon completion, will be able to demonstrate the assessment procedures and utilization of basic instrumentation necessary to perform an oral prophylaxis.

**Credits:** 3

**Prerequisites:**

Admission to Dental Hygiene Program

**Co-Requisites:**

DHY 110

DHY 114

DHY 116

DHY 118

**Experimental Laboratory Credit:** 3

**DHY 114: Dental Radiology**

This course is an introduction to dental hygiene theory including process of care with emphasis on professionalism, basic instrumentation skills and patient assessment processes. Upon completion, students will be able to apply the basic theory of dental hygiene to patient care and utilize this knowledge as a rationale for treatment provided.

**Credits:** 3

**Prerequisites:**

Admission to Dental Hygiene Program

**Co-Requisites:**

DHY 110

DHY 112

DHY 116

DHY 118

**Experimental Laboratory Credit:** 1

**Theory Credit:** 2

**DHY 116: Dental Anatomy, Histology and Embryology**

This course is designed to cover an intense study of the structure and function of the cells and tissues that comprise dentition. Crown and root morphology receive in-depth study. Emphasis is placed on the embryologic development of dentition. Gross anatomy and histological considerations provide the foundation for the understanding of dental and oral disease. Upon completion, the student will be able to identify and discuss the anatomical structure of dentition, the embryological development of dentition and the function, structure and composition of the cells and tissues comprising dentition.

**Credits:** 2

**Prerequisites:**

Admission to Dental Hygiene Program

**Co-Requisites:**

DHY 110

DHY 112

DHY 114

DHY 118

**Theory Credit:** 2

**DHY 118: Anatomy, Embryology, and Histology of the Head and Neck**

This course is designed to study the composition, structure and function of the cells and tissues of the body with emphasis on the head, neck and oral cavity. Embryological development of these structures is traced. Gross anatomy and histologic considerations provide the foundation for understanding of dental and oral disease. Upon completion, the student will be able to discuss the embryologic development, the anatomical structures, and the cells and tissues comprising anatomic structures in the head, neck, and oral cavity.

**Credits:** 2

**Prerequisites:**

Admission to Dental Hygiene Program

**Co-Requisites:**

DHY 110

DHY 112

DHY 114

DHY 116

**Theory Credit:** 2

**DHY 120: Dental Materials**

This course is designed to study the characteristics, manipulation, and application of dental materials ordinarily used in the dental office. Students are given intra and extra oral technical tasks to perform. Emphasis is placed on polishing amalgam restorations, and placement of sealants. Upon completion, students will be able to take and pour alginate impressions, trim study models, construct temporary crowns and mouth guards, polish amalgam restorations, place sealants, manipulate cements and impression materials.

**Credits:** 2

**Prerequisites:**

DHY 110

DHY 112

DHY 114

DHY 116

DHY 118

**Co-Requisites:**

DHY 122

DHY 124

DHY 126

DHY 128

**Experimental Laboratory Credit:** 1

**Theory Credit:** 1

**DHY 122: Clinical Dental Hygiene I**

This course is designed to provide the student with the opportunity to develop instrumentation skills necessary for comprehensive dental hygiene treatment including the removal of hard and soft deposits. Emphasis is placed on patient assessment, treatment planning, polishing restorations, application of topical fluoride, patient education, oral hygiene instruction and tissue evaluation. Upon completion, students will be able to assess, plan, provide and evaluate the effectiveness of the dental hygiene treatment provided for the patient.

**Credits:** 3

**Prerequisites:**

DHY 110

DHY 112

DHY 114

DHY 116

DHY 118

**Co-Requisites:**

DHY 120

DHY 124

DHY 126

DHY 128

**Skills Laboratory/Clinical Practice:** 3

**DHY 124: Dental Hygiene Theory II**

This course elaborates and expands upon the theories presented in Dental Hygiene Theory I, and introduces additional information required when rendering individualized patient care. Emphasis is placed on dental considerations for patients with chronic diseases taking medications that may affect one's dental health, recognizing varying levels of dental disease, determining appropriate interventions and evaluation of dental hygiene treatment, and instrument sharpening to aid in effective removal of deposits. Upon completion, students will be able to apply individualized patient care based on patient need.

**Credits:** 2

**Prerequisites:**

DHY 110

DHY 112

DHY 114

DHY 116

DHY 118

**Co-Requisites:**

DHY 120

DHY 122

DHY 126

DHY 128

**Theory Credit:** 2

**DHY 126: Periodontology**

This course is designed to present normal periodontal structures and an analysis and correlation of etiology, assessment, immunology, clinical and radiographic diagnosis, treatment planning, prognosis and therapy of periodontal diseases. Emphasis is placed on an intense comprehensive study of chronic inflammatory periodontal disease including the non-surgical and surgical therapy and pain control. Upon completion, students will be able to discuss the etiology, predisposing factors, immunology, assessment, diagnosis, treatment planning, prognosis, treatment and evaluation of treatment for periodontal diseases.

**Credits:** 2

**Prerequisites:**

DHY 110  
DHY 112  
DHY 114  
DHY 116  
DHY 118

**Co-Requisites:**

DHY 120  
DHY 122  
DHY 124  
DHY 128

**Theory Credit:** 2

**DHY 128: Pharmacology/Medical Emergencies**

This course is designed to study pharmacology as it relates to the practice of dentistry. Drugs and anesthetics are addressed including composition, indications, contraindications, mechanism of action, dosages, modes of administration, and side effects. Emphasis is placed on the most common drugs used in dentistry and the recognition of the signs and symptoms and treatment protocol for medical and dental emergencies. Upon completion, students will be able to discuss pharmacology and medical emergencies as related to dentistry.

**Credits:** 2

**Prerequisites:**

DHY 110  
DHY 112  
DHY 114  
DHY 116  
DHY 118

**Co-Requisites:**

DHY 120  
DHY 122  
DHY 124  
DHY 126

**Theory Credit:** 2

**DHY 130: Biological Chemistry and Applied Nutrition**

This course presents the biochemical aspects of nutrition and an overview of organic chemistry as applied to the practice of dental hygiene. Included are basic principles of nutrition, knowledge of the principle nutrients in foods and their utilization by the body. Emphasis is placed on the practical aspects of nutritional counseling and the control of oral disease.

**Credits:** 1

**Prerequisites:**

DHY 120

DHY 122

DHY 124

DHY 126

DHY 128

**Co-Requisites:**

DHY 132

DHY 134

DHY 216

**Theory Credit:** 1**DHY 134: Dental Hygiene Theory III**

This course is designed to continue to advance student's knowledge base as it applies to patient care. Emphasis is placed on the dental hygiene treatment of medically compromised and special needs patients. The theory of dental hypersensitivity will be presented. Upon completion, students will be able to apply appropriate hygiene treatment of medically compromised and special needs patients.

**Credits:** 1

**Prerequisites:**

DHY 120

DHY 122

DHY 124

DHY 126

DHY 128

**Co-Requisites:**

DHY 130

DHY 132

DHY 216

**Theory Credit:** 1**DHY 210: General and Oral Pathology**

**Credits:** 2

**Prerequisites:**

DHY 130

DHY 132

DHY 134

DHY 216

**Co-Requisites:**

DHY 212

DHY 214

DHY 217

**Theory Credit:** 2**DHY 212: Clinical Dental Hygiene III**

This course elevates students to an advanced level of dental hygiene treatment. Emphasis is placed on patient management skills, treatment planning, nutritional counseling and evaluation of tissue health. Upon completion, students will continue to improve their communication skills in the treatment of a diverse selection of patients.

**Credits:** 4

**Prerequisites:**

DHY 130

DHY 132

DHY 134

DHY 216

**Co-Requisites:**

DHY 210

DHY 214

DHY 217

**Skills Laboratory/Clinical Practice:** 4

**DHY 214: Dental Hygiene Theory IV**

This course is designed to present the theory of dental laws and ethics. Emphasis is placed on dental office procedures, clinical research and chairside dental assisting. Upon completion, students will be able to discuss basic dental office procedures, develop a clinical research presentation and apply principles of laws and ethics to dental hygiene practice.

**Credits:** 1

**Prerequisites:**

DHY 130

DHY 132

DHY 134

DHY 216

**Co-Requisites:**

DHY 210

DHY 212

DHY 217

**Theory Credit:** 1

**DHY 216: Dental Research**

This course is designed to provide a study of the dental research process including problem identification, literature review, research design, data collection, statistical analysis, interpretation of results and presentation of findings. This course introduces skills and tools that enable the dental health professional to read and apply scientific literature to clinical practice.

**Credits:** 1

**Prerequisites:**

DHY 120

DHY 122

DHY 124

DHY 126

DHY 128

**Co-Requisites:**

DHY 130

DHY 132

DHY 134

**Theory Credit:** 1

**DHY 217: Community Dental Health**

This course is designed to study oral health promotion and disease prevention in the community. The concepts, problems, epidemiology and statistics of public dental health are addressed. Emphasis is placed on planning, implementing and evaluating dental health presentations and community public health programs. Upon completion, students will be able to develop lesson plans, learning objectives and visual aids to deliver an effective dental health presentation in the community and develop an effective public health program to address community needs.

**Credits:** 1

**Prerequisites:**

DHY 130

DHY 132

DHY 134

DHY 216

**Co-Requisites:**

DHY 210

DHY 212

DHY 214

**Theory Credit:** 1

**DHY 218: Clinical Dental Hygiene IV**

This course is designed to provide the student with the opportunity to deliver and evaluate advanced clinical hygiene treatment to periodontal patients. Emphasis is placed on automated scaling, air polishing, soft tissue curettage, root planing, subgingival irrigation, patient and time management. Upon completion, students will be able to provide comprehensive non-surgical periodontal therapy, evaluate treatment effectiveness, recognize the need for surgical periodontal therapy, establish and maintain optimum oral health for the patient.

**Credits:** 4

**Prerequisites:**

DHY 210

DHY 212

DHY 214

DHY 217

**Co-Requisites:**

DHY 220

**Skills Laboratory/Clinical Practice:** 4

**DHY 220: Dental Hygiene Theory V**

This course is designed to present advanced dental hygiene theory in instrumentation skills, presentation of a patient case study, and practical application in the interview and resume process. Emphasis is placed on the development of critical thinking skills through the preparation of a case study presentation. Upon completion, students will be able to deliver a comprehensive case study developed throughout their final year as well as apply advanced instrumentation skills in the clinical setting.

**Credits:** 1

**Prerequisites:**

DHY 210

DHY 212

DHY 214

DHY 217

**Co-Requisites:**

DHY 218

**Theory Credit:** 1

## 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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**DDT 124: Basic Technical Drawing**

This course covers sections, auxiliary views, and basic space geometry. Emphasis will be placed on the theory as well as the mechanics of applying sections, basic dimensioning, auxiliary views, and basic space geometry. (Offered Fall Semester)

**Credits:** 3

**Prerequisites:**

ADM 107 and DDT 111



**DDT 132: Architectural Drafting**

This course in architectural design and drafting introduces basic terminology, concepts and principles of architectural design and drawing. Topics include design considerations, lettering, terminology, site plans, and construction drawings. Upon completion, students should be able to draw, dimension, and specify basic residential architectural construction drawings. **(Offered Spring Semester)**

**Credits:** 3

**Prerequisites:**

ADM 107

DDT 111

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Prerequisites:**

DDT 111

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**DDT 193: Drafting Internship**

This course is limited to those who are involved in a structured employment situation that is directly related to the field of drafting and design and is coordinated with the drafting instructor. The student must spend at least 15 hours per week in an activity planned and coordinated jointly by the instructor and the employer. Upon completion, the student will have gained valuable work experience in a well-planned, coordinated training/work situation.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**Experimental Laboratory Credit:** 6

**DDT 213: Civil Drafting, Plat Maps**

This course introduces the drafting practices, symbols, conventions, and standards utilized in civil engineering contract documents. Topics include site planning, land surveying, topographic surveys, along with civil terminology. Upon completion, students should be able to draw accurate plat maps giving legal descriptions of land parcels, draw simple site plans, and identify and use proper symbols and conventions on civil engineering drawings. (Offered Summer Semester)

**Credits:** 3

**Prerequisites:**

ADM 107 and DDT 111

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**DDT 215: Geometric Dimensioning & Tolerancing**

It is recommended that students take DDT 124 prior to enrolling in DDT 215 or in the same semester. This course is designed to teach fundamental concepts of size description by geometric methods including appropriate engineering controls. Emphasis is placed on the drawing and application of common geometric dimensioning and tolerancing symbols to engineering drawings as designated by the latest ANSI/ASME Standards. Upon completion, students should be able to use geometric dimensioning and tolerancing symbols in applying size information and manufacturing controls to working drawings. (Offered Fall Semester)

**Credits:** 3

**Prerequisites:**

ADM 107 or ADM 108

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**DDT 222: Advanced Architectural Drafting**

This third course in architectural design and drafting continues with advanced architectural plans, including a slant toward light commercial construction. Topics include climate control plans, application of building codes, building materials and finish specifications, cost estimating, and bid specifications. Upon completion, students should be able to apply current techniques in producing advanced-level architectural plans, including residential and light commercial applications. (Offered Spring Semester)

**Credits:** 3

**Prerequisites:**

DDT 109

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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.

**This course is required during the last two (2) semesters of the program of study. Offered every other semester.**

**Credits:** 3

**Prerequisites:**

ADM 107 and DDT 111

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**DDT 234: 3D Graphics and Animation**

This course is designed to challenge the imagination of the student in 3-dimensional problem solving environment. The student will be given a basic introduction to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create and animate objects in a 3-dimensional environment.

**Credits:** 3

**Prerequisites:**

ADM 108 or DDT 109 or DDT 222

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**DDT 235: Specialized CAD**

This course allows the student to plan, execute, and present results of individual projects in specialized CAD topics. Emphasis is placed on enhancing skill attainment in specialized CAD skill sets. The student will be able to demonstrate and apply competencies identified by the instructor.

**Credits:** 3

**Prerequisites:**

ADM 114

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**DDT 244: Advanced 3D Modeling**

This course is designed to challenge the imagination of the student in a 3-dimensional problem-solving environment. The student will develop to scale computer generated parts in the 3D computer environment. They will apply modeling concepts as Constraints, Photorealistic rendering, motion activated views, introduction to 3D part libraries, add-in software components, plastic model technology and simulations. They will be introduced to the concepts of 3D design and animation, then apply those concepts to a design project. Upon completion, students should be able to create parts in 3D models, produce working drawings and understand basic simulations. Students will also print files to “.stl” format and create parts on a Direct Digital Manufacturing system or prototype. (Offered Spring Semester)

**Credits:** 3**Prerequisites:**

ADM 108 and DDT 124

**Experimental Laboratory Credit:** 4**Theory Credit:** 1**DDT 252: Mechanical Electrical & Plumbing**

This course provides an introduction to the fundamentals of Mechanical, Electrical and Plumbing concepts using the Building Information Modeling (BIM) The instructor will use lecture, discussions, and hands-on practices (based on real customer scenarios) to teach students techniques for initiating a Building Information Model (BIM) project, recommended workflows and basic skills required to layout electrical systems, solving common issues, and use its tools to create and modify discipline specific MEP systems and parametric engineering components. Given a complete architectural building model (as a reference), the student will be able to produce a commercial BIM design that contains functional electrical systems. The student will then be able to extract 2D drawings for construction documents. (Offered Summer Semester)

**Credits:** 3**Prerequisites:**

DDT 109 and ADM 114

**DDT 260: Portfolio**

This course includes the preparation of technical and or architectural drawings for a portfolio presentation and a résumé for portfolio presentation. Hard copy as well as electronic drawings will be discussed, finalized and developed for presentation. Topics include production of a resume and portfolio for presentation during the last semester of coursework. Upon completion, students should be able to prepare and produce a résumé and portfolio for presentation in both hard copy as well as electronic copy. This course should be taken in the student's last two (2) semester in design drafting. (Every Other Semester)

**Credits:** 3**Prerequisites:**

Permission of Instructor

**Experimental Laboratory Credit:** 4**Theory Credit:** 1

## 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**Prerequisites:**

ECO 231

**Theory Credit:** 3

# 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

**Prerequisites:**

As required by program.

**Theory Credit:** 1

## **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

**Prerequisites:**

Current training in CPR and/or as required by program.

**Theory Credit:** 1

## **EMS 106: Medical Terminology for Health Professions**

This course provides students with a survey of words, terms, and descriptions commonly used in health related professions. The course includes spelling, pronunciation, and meaning of prefixes, suffixes, roots, and terms. Students may have the opportunity to utilize computer assisted instruction for learning various medical terms. Upon course completion, students should have the knowledge to associate a variety of medical terms with their meaning and utilize medical terms to effectively communicate with other health professionals.

**Credits:** 2

**Prerequisites:**

As required by program.

**Theory Credit:** 2

**EMS 107: Emergency Vehicle Operator Ambulance**

The Emergency Vehicle Operator Course - Ambulance provides the student with training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance. The course provides the knowledge and skill practice necessary for individuals to learn how to safely operate all types of ambulances. Topics include introduction to the NSTC for ambulance operators; legal aspects of ambulance operation; communication and reporting; roles and responsibilities; ambulance types and operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course.

NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

**Credits:** 1

**Prerequisites:**

Must present a valid driver's license as required by program.

**Theory Credit:** 1

**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

**Prerequisites:**

Must present a valid driver's license as required by program.

**Theory Credit:** 1

**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

**Skills Laboratory/Clinical Practice:** 9

**Theory Credit:** 6

**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 advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

**Credits:** 7

**Prerequisites:**

EMS 118 and EMS 119

**Co-Requisites:**

EMS 156

**Skills Laboratory/Clinical Practice:** 9

**Theory Credit:** 5

**EMS 156: Advanced Emergency Medical Technician Clinical**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite.

**Credits:** 2

**Prerequisites:**

EMS 118 and EMS 119

**Co-Requisites:**

EMS 155

**Preceptorship Credits:** 63

**EMS 240: Paramedic Operations**

This course focuses on the operational knowledge and skills needed for safe and effective patient care within the paramedic's scope of practice. Content areas include: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.

**Credits:** 2

**Prerequisites:**

EMS 189 or BIO 201

**Co-Requisites:**

EMS 241, EMS 242, EMS 243 and EMS 244

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 1

**EMS 241: Paramedic Cardiology**

This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and pre-hospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

**Credits:** 3

**Prerequisites:**

EMS 189 or BIO 201

**Co-Requisites:**

EMS 240, EMS 242, EMS 243 and EMS 244

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 2

**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

**Prerequisites:**

EMS 189 or BIO 201

**Co-Requisites:**

EMS 240, EMS 241, EMS 243 and EMS 244

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 2

**EMS 243: Paramedic Pharmacology**

This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic for safe, effective medication administration. Content areas include: general principles of pharmacology and pharmacologic pathophysiology; venous and intraosseous access techniques, the metric and apothecary system; computation of dosage and solution problems, administration of pharmacologic agents; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

**Credits:** 1

**Prerequisites:**

EMS 189 or BIO 201

**Co-Requisites:**

EMS 240, EMS 241, EMS 242 and EMS 244

**Skills Laboratory/Clinical Practice:** 2

**EMS 244: Paramedic Clinical I**

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

**Credits:** 1

**Prerequisites:**

EMS 189 or BIO 201

**Co-Requisites:**

EMS 240, EMS 241, EMS 242 and EMS 243

**Preceptorship Credits:** 33

**EMS 245: Paramedic Medical Emergencies**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/ urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient.

**Credits:** 3

**Prerequisites:**

EMS 240, EMS 241, EMS 243 and EMS 244

**Co-Requisites:**

EMS 246, EMS 247 and EMS 248

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 2

**EMS 246: Paramedic Trauma Management**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for trauma patients. Content areas include the pathophysiology, assessment, and management of trauma as related to: trauma systems; mechanisms of injury; hemorrhage and shock; soft tissue injuries; burns; and head, facial, spinal, thoracic, abdominal, and musculoskeletal trauma.

**Credits:** 3

**Prerequisites:**

EMS 240, EMS 241, EMS 243 and EMS 244

**Co-Requisites:**

EMS 245, EMS 247 and EMS 248

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 2



**EMS 247: Paramedic Special Populations**

This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: endocrinology, allergies and anaphylaxis, behavioral/ psychiatric conditions, gynecology, obstetrics, neonatology, pediatrics, and geriatrics. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**Credits:** 2

**Prerequisites:**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244

**Co-Requisites:**

EMS 245, EMS 246 and EMS 248

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 1

**EMS 248: Paramedic Clinical II**

This course is directed toward the application of knowledge and skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of medical and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

**Credits:** 3

**Prerequisites:**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244

**Co-Requisites:**

EMS 245, EMS 246 and EMS 247

**Preceptorship Credits:** 93

**EMS 253: Paramedic Transition to the Workforce**

This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: pre-hospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.

**Credits:** 2

**Prerequisites:**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248

**Co-Requisites:**

EMS 254, EMS 255 and EMS 256

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 1

**EMS 254: Advanced Competencies for the Paramedic**

This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

**Credits:** 2

**Prerequisites:**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248

**Co-Requisites:**

EMS 253, EMS 255 and EMS 256

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 1

**EMS 255: Paramedic Field Preceptorship**

This course provides field experiences in the pre-hospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the pre-hospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

**Credits:** 5

**Prerequisites:**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248

**Co-Requisites:**

EMS 253, EMS 254 and EMS 256

**Preceptorship Credits:** 153

**EMS 256: Paramedic Team Leadership**

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entrylevel paramedic.

**Credits:** 1

**Prerequisites:**

EMS 240, EMS 241, EMS 242, EMS 243, EMS 244, EMS 245, EMS 246, EMS 247 AND EMS 248

**Co-Requisites:**

EMS 253, EMS 254 and EMS 255

**Skills Laboratory/Clinical Practice:** 1

**EMS 257: Advanced Pharmacology**

This course introduces basic and advanced pharmacological agents and concepts, with an emphasis on drug classifications and the knowledge and skills required for safe, effective medication administration. Medication pharmacokinetics and pharmacodynamics will be evaluated for most medicines used in the pre-hospital setting. Students will also learn how to establish various routes of medication administration and procedures for administering medications via these routes. Students will also demonstrate mathematic computations for various drug and solution dose administration problems.

**Credits:** 2

**EMS 266: Advanced CV Life Support**

The Advanced Cardiovascular Life Support Provider Course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

**Credits:** 1

**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

**Co-Requisites:**

ENG 101

**Theory Credit:** 1-2

**ENG 101: English Composition I**

English Composition I provides instruction and practice in the writing of at least four extended compositions and the development of rhetorical strategies, analytical and critical reading skills, and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage and information literacy.

**Credits:** 3

**Prerequisites:**

Grade of "C" or better in ENR 094/098 or satisfactory ACT, SAT, or placement score

**Theory Credit:** 3

**ENG 102: English Composition II**

English Composition II provides continued instruction and practice in the writing of at least four extended compositions or equivalent assignments of which at least one is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice in library usage and information literacy.

**Credits:** 3

**Prerequisites:**

A grade of "C" or better in ENG 101 or equivalent

**Theory Credit:** 3

**ENG 130: Technical Writing**

This course provides instruction in the production of technical and/or scientific documents. Emphasis is placed on research, objectivity, organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce written technical or scientific documents by following the prescribed process and format.

**Credits:** 3

**Prerequisites:**

A grade of "C" or better in ENG 101 or equivalent

**Theory Credit:** 3

**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

**Prerequisites:**

ENG 102

**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

**Prerequisites:**

A grade of "C" or better in ENG 102 or equivalent

**Theory Credit:** 3

**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

**Prerequisites:**

A grade of "C" or better in ENG 102 or equivalent

**Theory Credit:** 3

**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

**Prerequisites:**

A grade of "C" or better in ENG 102 or equivalent

**Theory Credit:** 3

**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

**Prerequisites:**

ENG 102 or equivalent

**Theory Credit:** 3

**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

**Prerequisites:**

ENG 102 or equivalent

**Theory Credit:** 3

**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

**Prerequisites:**

ENG 102 or equivalent

**Theory Credit:** 3

### **ENG 297: African-American Literature**

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

**Credits:** 3

**Prerequisites:**

A grade of "C" or better in ENG 102 or equivalent

**Theory Credit:** 3

### **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

**Co-Requisites:**

MTH 113

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

### **EGR 125: Modern Graphics for Engineers**

This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include lettering; instrumental and computer-aided drafting; technical sketching; orthographic projection; pictorial, sectional, and auxiliary views; and dimensioning. This course also introduces students to the concepts and practices involved in using high-level computer environments to solve engineering problems. Programming environments such as MATLAB will be used.

**Credits:** 3

**Prerequisites:**

MTH 125

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

### **EGR 220: Engineering Mechanics-Statics**

This course includes vector algebra, force and moment systems, equilibrium of force systems, trusses, friction and property of surfaces.

**Credits:** 3

**Co-Requisites:**

MTH 227 PHY 213

**Theory Credit:** 3

**EGR 236: Engineering Mechanics-Dynamics**

This course includes kinematics of particles, plane kinematics of rigid bodies, kinetics of particles and rigid bodies by Newton's Laws; principles of work-energy and impulse-momentum.

**Credits:** 3

**Prerequisites:**

EGR 220

**Theory Credit:** 3

## 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

**Prerequisites:**

MTH 098 or higher

**Co-Requisites:**

ELT 109

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ELT 109: AC Fundamentals**

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistor, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to design AC circuits and explain the function of alternating circuits such as RLC, impedance, phase relationships and power factor. This is a CORE course.

**Credits:** 3

**Prerequisites:**

MTH 098 or higher

**Co-Requisites:**

ELT 108

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ELT 110: Wiring Methods**

This course is a study of various tasks, wiring methods, materials, and associated NEC (National Electric Code) requirements that students will be required to work with in residential and commercial wiring courses.

**Credits:** 3

**Prerequisites:**

A grade of C or better in ELT 108 AND ELT 109

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ELT 114: Residential Wiring Methods**

This course is a study of residential wiring practices and methods, the NEC requirements and residential blueprint interpretations.

**Credits:** 3

**Prerequisites:**

A grade of C or better in ELT 110

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**ELT 117: AC/DC Machines**

This course covers the theory and operation of DC motors single and three phase AC motors and the labs will reinforce this knowledge. Emphasis is placed on the various types of single and three phase motors, wiring diagrams, starting devices, and practical application in lab. This is a CORE course.

**Credits:** 3

**Prerequisites:**

A grade of C or better in ELT 108 AND ELT 109

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ELT 118: Commercial/Industrial Wiring I**

This course focuses on principles and applications of commercial and industrial wiring. Topics include electrical safety practices, an overview of National Electric Code requirements as applied to commercial and industrial wiring, conduit bending, circuit design, pulling cables, transformers, switch gear, and generation principles.

**Credits:** 3

**Prerequisites:**

A grade of C or better in ELT 110

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Prerequisites:**

A grade of C or better in ELT 108 AND ELT 109

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ELT 212: Motor Controls II**

This course covers complex ladder diagrams of motor control circuits and the uses of different motor starting techniques. Topics include wye-delta starting, part start winding, resistor starting and electronic starting devices. Upon completion, the students should be able to understand and interpret the more complex motor control diagrams and understand the different starting techniques of electrical motors.

**Credits:** 3

**Prerequisites:**

A grade of C or better in ELT 209

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ELT 231: Introduction to Programmable Controllers**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

**Credits:** 3

**Prerequisites:**

ELT 209 with a C or better

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**ELT 232: Advanced Programmable Controllers**

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

**Credits:** 3

**Prerequisites:**

A grade of C or better in ELT 231

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**ELT 241: National Electric Code**

This course introduces students to the National Electric Code. Emphasis is placed on locating and interpreting needed information within the NEC code manual. Upon completion, students should be able to locate code requirements for a specific electrical installation.

**Credits:** 3

**Prerequisites:**

A grade of C or better in ELT 108 and ELT 109

**Theory Credit:** 3

## 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

**Prerequisites:**

FRN 101 or equivalent

**Theory Credit:** 4

**FRN 201: Intermediate French I**

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

**Credits:** 3

**Prerequisites:**

FRN 102 or equivalent

**Theory Credit:** 3



**FRN 202: Intermediate French II**

This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

**Credits:** 3

**Prerequisites:**

FRN 201 or equivalent

**Theory Credit:** 3

## 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

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**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

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**GEO 200: Geography of North America**

This course is a survey of the geography of the United States and Canada with special emphasis on land usage, mineral resources, industrial development, and social and economic adaptation of man and the natural environment.

**Credits:** 3

**Prerequisites:**

GEO 100

**Theory Credit:** 3

**GEO 201: Principles of Human Geography**

This course surveys the science of location, with emphasis on human activities as it relates to agricultural and industrial activities, and cities as market and production centers. Emphasis will be placed on human networks.

**Credits:** 3

**Prerequisites:**

GEO 100

**Theory Credit:** 3

**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

**Prerequisites:**

GRN 101 or equivalent

**Theory Credit:** 4

**GRN 201: Intermediate German I**

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

**Credits:** 3

**Prerequisites:**

GRN 102 or equivalent

**Theory Credit:** 3

**GRN 202: Intermediate German II**

This continuation course includes a review and further development of communication skills. Topics include readings in literary, historical and/or cultural texts.

**Credits:** 3

**Prerequisites:**

GRN 201 or equivalent

**Theory Credit:** 3

## 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

### **Prerequisites:**

ENG 101, SPH 107, PSY 200, MTH 100 or MTH 112 or MTH 116 (FOR NUR STUDENTS ONLY) or Permission of instructor.

### **Co-Requisites:**

BIO 201, PSY 210, NUR 110, NUR 131, NUR 241 (FOR NUR STUDENTS ONLY).

**Theory Credit:** 1

## **HPS 105: Medical Terminology**

This course is an application for the language of medicine. Emphasis is placed on terminology associated with health care, spelling, pronunciation, and meanings associated with prefixes, suffixes, and roots as they relate to anatomical body systems. Upon completion of this course, the student should be able to correctly abbreviate medical terms and appropriately use medical terminology in verbal and written communication.

**Credits:** 3

### **Prerequisites:**

As required by program.

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

## **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

### **Prerequisites:**

As required by program.

**Theory Credit:** 2

# 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

### **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.

**Theory Credit:** 3

**HIS 122: World History II**

This course is a continuation of HIS 121; it covers world history, both western and non-western, from the early modern era to the present.

**Credits:** 3

**Prerequisites:**

ENR 094 or ENR 098 with a C or better or a satisfactory ACT, SAT, or Accuplacer writing score to allow student into ENG 101.

**Theory Credit:** 3

**HIS 201: United States History I**

This course surveys United States history from the pre-Columbian period to the Civil War era.

**Credits:** 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.

**Theory Credit:** 3

**HIS 202: United States History II**

This course surveys United States history from the Civil War era to the Modern era.

**Credits:** 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.

**Theory Credit:** 3

**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

#### **Prerequisites:**

Prerequisites:

Current Phi Theta Kappa Member or

3.5 GPA (Eligible for provisional membership)

**Theory Credit:** 1-3

## 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

#### **Prerequisites:**

A grade of C or better in ILT 114, ELT 231, and ELT 232

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**ILT 114: Instrumentation Operation and Calibration**

The hardware used to measure and control process variables is presented. The student learns the principles of operation, servicing, maintenance, calibration, and troubleshooting procedures used on mechanical, pneumatic, electronic and digital based industrial transmitters, recorders, controllers, valves, and other control devices. The course is broken down into theory and laboratory work on actual process measuring and control equipment.

**Credits:** 3

**Prerequisites:**

A grade of C or better in ELT 108, ELT 109, and ELT 209

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

**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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**ILT 214: Control and Troubleshooting Flow, Level, Temperature, Pressure and Level Processes**

The student is introduced to analog and digital process control systems. The student is also introduced to process control techniques commonly found in industrial processes used to maintain control of process variables. The student gains knowledge and experience in the design and selection of equipment used in troubleshooting of control loops on actual equipment in the lab.

**Credits:** 3

**Prerequisites:**

A grade of C or better in ILT 104 and ELT 232

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

**ILT 240: Sensors Technology and Applications**

This course provides a study of industrial electronic sensors. Topics include, but are not limited to, photo-electric, temperature, gas and humidity, pressure and strain sensors. The lab enables students to test and troubleshoot electronic sensors and sensor circuits. Upon completion, students should be able to select, install, test, and troubleshoot industrial electronic sensors.

**Credits:** 3

**Prerequisites:**

A grade of C or better in ELT 108 and ELT 109 and ELT 209

**Manipulative Laboratory:** 3

**Theory Credit:** 2

## 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

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**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

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

## 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

## 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

**Prerequisites:**

MTT 121

**Theory Credit:** 3

### **MTT 138: Milling I Lab**

This course provides basic knowledge of milling machines. Emphasis is placed on types of milling machines and their uses, cutting speed, feed calculations, and set-up procedures. Upon completion, students should be able to apply milling techniques to produce machine tool projects. This course is aligned with NIMS certification criteria.

**Credits:** 3

**Prerequisites:**

MTT 121, MTT 149 and MTT 150 or Permission of instructor

**Manipulative Laboratory:** 9

**MTT 140: Basic CNC Turning I**

This course covers concepts associated with basic programming of a computer numerical control (CNC) turning center. Topics include basic programming characteristics, motion types, tooling, workholding devices, set-up documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC turning program that will be used to produce a part. This course is aligned with NIMS certification standards.

**Credits:** 3

**Prerequisites:**

MTT 138

**Co-Requisites:**

MTT 243

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**MTT 141: Basic CNC Milling I**

This course covers concepts associated with basic programming of a computer numerical control (CNC) milling center. Topics include basic programming characteristics, motion types, tooling, workholding devices, setup documentation, tool compensations, and formatting. Upon completion, students should be able to write a basic CNC milling program that will be used to produce a part. This course is aligned with NIMS certification standards.

**Credits:** 3

**Prerequisites:**

MTT 138

**Co-Requisites:**

MTT 241

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**MTT 144: Electrical Discharge Machining I**

This course introduces the student to the concepts of Electrical Discharge Machining (EDM) and the importance of EDM in an industrial setting. Emphasis is placed on safety procedures and machinist responsibility in the set-up and operation of EDM machines and electrode selection. Upon completion, students should be able to produce basic machine products using both the wire-type and plunge-type EDM machines. This course is aligned with NIMS certification standards.

**Credits:** 3

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**MTT 147: Introduction to Machine Shop I**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course.

**Credits:** 3

**Co-Requisites:**

MTT 148

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**MTT 148: Introduction to Machine Shop I Lab**

This course provides practical application of the concepts and principles of machining operations learned in MTT 147. Topics include machine shop safety, measuring tools, lathes, saws, milling machines, bench grinders, and layout instruments. Upon completion, students will be able to perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. This is a CORE course. This course is aligned with NIMS certification standards.

**Credits:** 3

**Co-Requisites:**

MTT 147

**Experimental Laboratory Credit:** 6



**MTT 149: Introduction to Machine Shop II**

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on set-up and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards.

**Credits:** 3

**Co-Requisites:**

MTT 150

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**MTT 150: Introduction to Machine Shop II Lab**

This course provides additional instruction and practice in the use of measuring tools, lathes, milling machines, and grinders. Emphasis is placed on set-up and operation of machine tools including the selection of work holding devices, speeds, feeds, cutting tools and coolants. Upon completion, students should be able to perform intermediate level procedures of precision grinding, measuring, layout, drilling, sawing, turning, and milling. This is a CORE course and is aligned with NIMS certification standards.

**Credits:** 3

**Co-Requisites:**

MTT 149

**Experimental Laboratory Credit:** 6

**MTT 158: Die Fundamentals**

The purpose of this course is to teach the general fundamentals of stamping. Topics include the dangers of a press operation, the primary components of presses and their functions, the operations of various types of dies, various stamping production methods, and the numerous components used to make up various dies. Upon completion, students should be completely familiar with stamping operations and have a fundamental knowledge of how dies are constructed and how they shape material.

**Credits:** 3

**Prerequisites:**

PREREQUISITE MTT 138 or Permission of Instructor

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**MTT 159: Basic Formability**

This course is designed to introduce the basic manufacturing processes used to form various materials into those needed for manufacturing. Topics include safety, commonly used materials, the structure of materials, various manufacturing processes, the casting and molding process, forming, separating, conditioning, assembling, and finishing. Upon completion, students should be well aware of the basic concept of formability and the processes used to convert raw materials into manufactured products.

**Credits:** 3

**Prerequisites:**

PREREQUISITE MTT 138 or Permission of Instructor

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**MTT 160: Die Construction and Tryout**

This course is an introduction into constructing and testing dies. Emphasis is placed on safety, machining skills, die construction, and die tryout. Upon completion, the students should be able to read a print, construct the die from that print, and test its performance.

**Credits:** 3

**Prerequisites:**

PREREQUISITE MTT 138 or Permission of Instructor

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**MTT 161: Die Maintenance and Repair**

This course serves as a follow on to MTT 160 Die Construction and Tryout. Emphasis is placed on safety inspection, measurement, sharpening, grinding, disassembly, and the reassembly process. Upon completion the students should be able to safely inspect a die and perform the necessary functions to insure it is ready for use.

**Credits:** 3

**Prerequisites:**

PREREQUISITE MTT 138 or Permission of Instructor

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**MTT 162: Precision Grinding**

This course includes more advanced precision grinder practices such as set-up procedures, work planning, surface grinding, cylindrical grinding, tool and cutter grinding, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. (Summer Semester Only)

**Credits:** 3

**Prerequisites:**

MTT 138

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

**MTT 163: Precision Grinding Lab**

This course provides practical application of the concepts and principles of precision grinding learned in MTT 162. Topics include set-up procedures, work planning, surface grinding, cylindrical grinding, tool and cutter grinding, and inspection and process improvement. Additional emphasis is placed on safety procedures. Upon completion, students will be able to apply advanced precision grinding techniques. This course is aligned with NIMS standards. (Summer Semester Only)

**Credits:** 3

**Co-Requisites:**

MTT 162

**Experimental Laboratory Credit:** 6

**MTT 212: Advanced Computer Numerical Control Turning**

This course details the use of canned cycles and subprograms in computer numerical control (CNC) turning programs. Upon completing this course, the student should be able to write CNC turning programs using canned cycles and subprograms.

**Credits:** 3

**Prerequisites:**

MTT 140 and MTT 243

**Co-Requisites:**

MTT 244

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**MTT 213: Advanced Computer Numerical Control Milling**

This course details the use of canned cycles and subprograms in computer numerical control (CNC) milling programs. Upon completing this course, the student should be able to write CNC milling programs using canned cycles and subprograms.

**Credits:** 3

**Prerequisites:**

MTT 141 and MTT 241

**Co-Requisites:**

MTT 242

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**MTT 219: Computer Numerical Control Graphics: Turning**

This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) turning machine using computer assisted manufacturing (CAM) software. In addition, CNC turning machine set-up, programming, and operation are detailed. Upon completion, the student should be able to set-up, program, and operate a 3-axis CNC turning machine to produce a 2-axis part using CAM software. This course is aligned with NIMS certification standards. (Summer Semester Only)

**Credits:** 3

**Prerequisites:**

MTT 140 or Permission of Instructor

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**MTT 220: Computer Numerical Control Graphics: Milling**

This course covers techniques involved in writing a program for a multi-axis computerized numeric control (CNC) milling machine using computer assisted manufacturing (CAM) software. In addition, CNC milling machine set-up, programming, and operation are detailed. Upon completion, the student should be able to set-up, program, and operate a 3-axis CNC milling machine to produce a 2-axis part using CAM software. This course is aligned with NIMS certification standards. (Summer Semester Only)

**Credits:** 3

**Prerequisites:**

MTT 140 141 or Permission of Instructor

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**MTT 241: CNC Milling Lab I**

This course covers basic (3-axis) computer numeric control (CNC) milling machine setup and operating procedures. Upon completion, the student should be able to load a CNC program and set-up and operate a 3-axis CNC milling machine to produce a specified part. Related safety, inspection, and process adjustment are also covered.

**Credits:** 3

**Co-Requisites:**

MTT 141

**Experimental Laboratory Credit:** 6

**MTT 242: CNC Milling Lab II**

This course covers advanced (including 4-axis) computer numeric control (CNC) milling machine set-up and operating procedures. Upon completion, the student should be able to load a CNC program and set-up and operate a CNC milling machine (including 4-axis) to produce a specified part. Related safety and inspection and process adjustment are also covered.

**Credits:** 3

**Prerequisites:**

MTT 141 and MTT 241

**Co-Requisites:**

MTT 213

**Experimental Laboratory Credit:** 6

**MTT 243: CNC Turning Lab I**

This course covers basic computer numeric control (CNC) turning machine set-up and operating procedures (inner diameter and outer diameter). Upon completion, the student should be able to load a CNC program and set-up and operate a CNC turning machine to produce a simple part. Related safety and inspection and process adjustment are also covered.

**Credits:** 3

**Co-Requisites:**

MTT 140

**Experimental Laboratory Credit:** 6

**MTT 244: CNC Turning Lab II**

This course covers advanced computer numeric control (CNC) turning machine set-up and operating procedures. Upon completion, the student should be able to load a CNC program and set-up and operate a CNC turning machine to produce a specified part. Related safety and inspection and process adjustment are also covered.

**Credits:** 3

**Co-Requisites:**

MTT 212 or Permission of instructor

**Experimental Laboratory Credit:** 6

**MTT 281: Special Topics in Machine Tool Technology**

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Credits:** 3

**Prerequisites:**

MTT 219 and MTT 220 or Permission of instructor

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**MTT 282: Special Topics in Machine Tool Technology**

This course is a guided study of special projects in machine tool technology. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs.

**Credits:** 3

**Prerequisites:**

MTT 219 and MTT 220 or Permission of instructor

**Manipulative Laboratory:** 6

**Theory Credit:** 1

## 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 130: News Reporting**

This course includes instruction and practice in newsgathering and newswriting techniques including methodology, observation, interviews, and use of sources.

**Credits:** 3

**Prerequisites:**

Typing ability

**Experimental Laboratory Credit:** 3

**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

**Prerequisites:**

A grade of "C" or better in MTH 090 (Basic Mathematics) or appropriate mathematics placement score

**Theory Credit:** 3

**MTH 099: Support for Intermediate College Algebra**

This Learning Support course provides corequisite support in mathematics for students enrolled in MTH 100 Intermediate Algebra. The topics will parallel topics being studied in MTH 100, such as linear equations and inequalities in two variables, quadratic equations, systems of equations, radical and rational expressions and equations. This course will enhance the essential quantitative skills needed to be successful in MTH 100. This course does not apply toward the general core requirements for mathematics.

**Credits:** 1-2

**Prerequisites:**

MTH 098

**Co-Requisites:**

MTH 100

MTH 100 Intermediate College Algebra

**Theory Credit:** 1-2

**MTH 100: Intermediate College Algebra**

This course provides a study of algebraic concepts such as laws of exponents, polynomial operations, factoring polynomials, radical and rational expressions and equations, and quadratic equations. Functions and relations are introduced and graphed. This course does not apply toward the general core requirement for mathematics.

**Credits:** 3

**Prerequisites:**

MTH 098

MTH 098 Elementary Algebra or appropriate mathematics placement score.

**Co-Requisites:**

MTH 099

MTH 099 Support for Intermediate College Algebra, if required. (Note that MTH 099 is required for students completing MTH 098 Elementary Algebra.)

**Theory Credit:** 3

**MTH 103: Introduction to Technical Mathematics**

This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills.

**Credits:** 3

**Prerequisites:**

A grade of "C" or better in MTH 098 or appropriate mathematics placement score

**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

**Prerequisites:**

MTH 100

Appropriate mathematics placement score OR MTH 100 - Intermediate College Algebra

**Co-Requisites:**

MTH 110

MTH 110 - Finite Mathematics

**Theory Credit:** 1

**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

**Prerequisites:**

Grade of C or higher in MTH 098 Elementary Algebra or appropriate mathematics placement score.

**Co-Requisites:**

MTH 109 Support for Finite Mathematics or other mandatory support, if required.

**Theory Credit:** 3

**MTH 111: Support for Finite Precalculus Algebra  
\*NEW for 2020**

This Learning Support course provides co-requisite support in mathematics for students enrolled in MTH 112. The material covered in this course is parallel to and supportive of the material taught in MTH 112. Emphasis is placed on providing students with additional academic and non-cognitive support with the goal of success in the students' paired MTH 112 class. This course does not apply toward the general core requirement for mathematics.

**Credits:** 1

**Prerequisites:**

MTH 100

Appropriate mathematics placement score or MTH 100 - Intermediate College Algebra

**Co-Requisites:**

MTH 112

MTH 112 - Precalculus Algebra

**Theory Credit:** 1

**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

**Prerequisites:**

Grade of C or higher in MTH 100 Intermediate College Algebra or appropriate placement score.

**Co-Requisites:**

MTH 111 Support for Precalculus Algebra, if required.

**Theory Credit:** 3

**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

**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

**Theory Credit:** 3

**MTH 120: Calculus and Its Applications**

This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L'Hopital's Rule, and multiple integration (including applications).

**Credits:** 3

**Prerequisites:**

A minimum 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.

**Theory Credit:** 3

**MTH 125: Calculus I**

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

**Credits:** 4

**Prerequisites:**

A minimum prerequisite of high school Algebra I, Geometry and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 113 (Precalculus Trigonometry) or MTH 115 (Precalculus Algebra & Trigonometry).

**Theory Credit:** 4

**MTH 126: Calculus II**

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

**Credits:** 4

**Prerequisites:**

A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 125 (Calculus I).

**Theory Credit:** 4

**MTH 227: Calculus III**

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadratic surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem).

**Credits:** 4

**Prerequisites:**

A grade of "C" or better in MTH 126 (Calculus II)

**Theory Credit:** 4

**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

**Prerequisites:**

Grade of C or better in MTH 100 or appropriate placement score.

**Theory Credit:** 3

**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

**Prerequisites:**

Grade of C or higher in MTH 100 or appropriate placement score.

**Theory Credit:** 3

**MTH 237: Linear Algebra**

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.

**Credits:** 3

**Prerequisites:**

A grade of "C" or better in MTH 126 (Calculus II)

**Theory Credit:** 3

**MTH 238: Applied Differential Equations I**

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of solutions, and applications to physical models whose governing equations are of higher order; the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

**Credits:** 3

**Co-Requisites:**

MTH 227 (Calculus III)

**Theory Credit:** 3

**MTH 265: Elementary Statistics**

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.

**Credits:** 3

**Prerequisites:**

MTH 100 (Intermediate College Algebra) or appropriate mathematics placement score

**Theory Credit:** 3



# Medical Laboratory Technology

## **MLT 111: Urinalysis**

This course focuses on the theory and techniques in the examination of urine and other body fluids. The student is introduced to the physical and chemical properties of these fluids as well as microscopic examination of sediment and the identification of cells and crystals. Upon completion, students should be able to perform basic urinalysis and correlate laboratory results to renal disorders and other disease states. This is a CORE course.

**Credits:** 3

### **Prerequisites:**

Admission to the Program

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 2

## **MLT 121: MLT Hematology & Body Fluids**

In this course, the theory and techniques of hematology are covered. The student is presented with blood components, normal and abnormal cell morphology, hemostasis, and selected automated methods. Upon completion, students should be able to perform various procedures including preparation and examination of hematologic slides and relate results to specific disorders. This is a CORE course.

**Credits:** 6

### **Prerequisites:**

Admission to the Program

### **Co-Requisites:**

MLT 131

**Skills Laboratory/Clinical Practice:** 4

**Theory Credit:** 4

## **MLT 131: Laboratory Techniques I**

This course covers the basic principles and techniques used in the medical laboratory. Emphasis is placed on terminology, basic microscopy, safety, and computations. Upon completion, students should be able to perform various basic laboratory analyses and utilize basic theories of laboratory principles. This is a CORE course.

**Credits:** 4

### **Prerequisites:**

Admission to the Program

### **Co-Requisites:**

MLT 121

**Skills Laboratory/Clinical Practice:** 3

**Theory Credit:** 3

## **MLT 132: Laboratory Techniques II**

This course is designed for students to apply knowledge and skills needed to perform as a Medical Laboratory Assistant (MLA). Emphasis is placed on collection, processing, preparation and analysis of patient specimens, critical assessment of specimens for pre-analytical errors and interfering substances, proper documentation and reporting of patient results appropriate to the level of a MLA while following established laboratory protocols as well as preparation, analysis, interpretation and reporting of quality control per standard operating procedures. Upon completion of this course the student will demonstrate satisfactory competency for assignment to the clinical component for MLA.

**Credits:** 5

### **Co-Requisites:**

MLT 131

**Skills Laboratory/Clinical Practice:** 4

**Theory Credit:** 3

**MLT 141: MLT Microbiology I**

The student is presented with the theories, techniques, and methods used in basic bacteriology. Focus is on bacterial isolation, identification, and susceptibility testing. Upon completion, students should be able to select media, isolate and identify microorganisms, and discuss modern concepts of epidemiology. This is a CORE course.

**Credits:** 5

**Prerequisites:**

Admission to the Program

**Skills Laboratory/Clinical Practice:** 4

**Theory Credit:** 3

**MLT 142: MLT Microbiology II**

The student is presented with the theories, techniques, and methods used in basic parasitology, mycology, and virology. Emphasis is placed on special bacteria, identification, life cycles, culture growth, and pathological states of infection and infestation. Upon completion, students should be able to identify certain parasites, demonstrate various staining and culture procedures, and discuss the correlation of certain microorganisms to pathological conditions. This is a CORE course.

**Credits:** 3

**Prerequisites:**

MLT 141

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 2

**MLT 151: MLT Clinical Chemistry**

This course emphasizes theories and techniques in basic and advanced clinical chemistry. Coverage includes various methods of performing biochemical analyses on clinical specimens. Upon completion, students should be able to apply the principles of clinical chemistry, evaluate quality control, and associate abnormal test results to clinical significance. This is a CORE course.

**Credits:** 5

**Prerequisites:**

Admission to the Program

**Skills Laboratory/Clinical Practice:** 4

**Theory Credit:** 3

**MLT 161: MLT Integrated Laboratory Simulation**

This course provides an opportunity for the student to perform medical laboratory procedures in all phases of laboratory testing as a review of previous laboratory courses. Emphasis is placed on organization of tasks, timing, accuracy, and simulation of routine operations in a clinical laboratory. Upon completion, students should be able to organize tasks and perform various basic laboratory analyses with accuracy and precision. This is a CORE course.

**Credits:** 2

**Prerequisites:**

Completion of: MLT 111, MLT 121, MLT 131, MLT 141, MLT 142, MLT 151 AND MLT 181

**Skills Laboratory/Clinical Practice:** 4

**MLT 181: MLT Immunology**

Theory and techniques in immunology are presented to the student. Emphasis is placed on the basic principles of the immune system, serologic testing, the production of specific antibodies and their use in the identification of infectious organisms. Upon completion, students should be able to relate basic principles of immunology, describe techniques for analytical methods utilizing immunological concepts, and correlate results of analyses to certain disease states. This is a CORE course.

**Credits:** 2

**Prerequisites:**

Admission to the Program

**Skills Laboratory/Clinical Practice:** 2

**Theory Credit:** 1

**MLT 191: MLT Immunohematology**

Theory and techniques in immunohematology are presented to the student. In this course coverage includes antigen and antibody reactions including blood typing, antibody detection and identification, and compatibility testing. Upon completion, students should be able to apply theories and principles of immunohematology to procedures for transfusion and donor services and correlate blood banking practices to certain disease states and disorders. This is a CORE course.

**Credits:** 5

**Prerequisites:**

Admission to the Program

**Skills Laboratory/Clinical Practice:** 4

**Theory Credit:** 3

**MLT 286: Clinical Laboratory Practicum for MLA**

This course is the clinical practicum component following the satisfactory completion of MLT 131 and MLT 132 for Medical Laboratory Assistant short-term certificate. Practicum consists of specimen collection, processing, preparation and analysis of patient specimens, critical assessment of specimens for pre-analytical errors and interfering substances, proper documentation and reporting of patient results appropriate to the level of a MLA. Students will follow established laboratory protocols as well as prepare, analyze, interpret, and report quality control per standard operating procedures. Upon completion of this course the student will demonstrate satisfactory competency as an entry-level medical laboratory assistant and be eligible for MLA national certification exam.

**Credits:** 3

**Prerequisites:**

MLT 131 and MLT 132

**Preceptorship Credits:** 93

**MLT 293: Mlt Medical Seminar**

This course is a cumulative review of medical laboratory science theory. The seminar consists of an on-campus summation of previous classes emphasizing recall, application of theory, correlation, and evaluation of all areas of medical laboratory science. Upon completion, students should be able to apply theory of analytical methods, recognize normal, abnormal, and erroneous results, and relate laboratory results to pathological conditions.

**Credits:** 2

**Prerequisites:**

Admission to the Program

**Theory Credit:** 2

**MLT 294: Medical Laboratory Practicum - Hematology and Urinalysis**

This supervised practicum is within the medical setting and provides laboratory practice in hematology and urinalysis. Emphasis is placed on clinical skills and performance in areas such as specimen preparation and examination, instrumentation, reporting of results, management of data and quality control. Upon completion, students should be able to process specimens, perform analyses utilizing various methods including instrumentation, report results, manage data and quality control using information systems. This is a CORE course.

**Credits:** 2

**Prerequisites:**

Admission to the Program and Permission of Instructor

**Preceptorship Credits:** 6P3

**MLT 295: Medical Laboratory Practicum - Microbiology**

This supervised practicum is within the medical setting and provides laboratory practice in microbiology. Emphasis is placed on clinical skills and performance in areas such as recovery, isolation, culturing and identification of microorganisms. Upon completion, students should be able to isolate, culture, analyze microorganisms utilizing various methods, report results, manage data and quality control using information systems. This is a CORE course.

**Credits:** 2

**Prerequisites:**

Admission to the Program and Permission of Instructor

**Preceptorship Credits:** 6P3

**MLT 296: Medical Laboratory Practicum - Immunohematology**

This supervised practicum is within the medical setting and provides laboratory practice in serology and immunohematology. Emphasis is placed on clinical skills and performance in areas such as the detection and identification of antibodies, the typing of blood, and compatibility testing of blood and blood components. Upon completion, students should be able to perform the screening for and identification of antibodies, compatibility testing, record and manage data and quality control using information systems. This is a CORE course.

**Credits:** 2

**Prerequisites:**

Admission to the Program and Permission of Instructor

**Preceptorship Credits:** 6P3

**MLT 297: Medical Laboratory Practicum - Chemistry and Immunology**

This supervised practicum is within the medical setting and provides laboratory practice in medical chemistry and immunology. Emphasis is placed on clinical skills and performance in areas such as computerized instrumentation and the ability to recognize technical problems. Upon completion, students should be able to perform biochemical analyses by various methods, including testing utilizing computer-oriented instrumentation, report test results, manage patient data and quality control statistics using information systems. This is a CORE course.

**Credits:** 2

**Prerequisites:**

Admission to the Program and Permission of Instructor

**Preceptorship Credits:** 6P3

## Music

**MUL 101: Class Piano I**

This course presents the 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 the course, students should be able to demonstrate a basic proficiency in playing and a knowledge of music fundamentals.

**Credits:** 1

**Theory Credit:** 1

**MUL 101-02: Class Piano I, II**

These courses, to be taken in sequence, present fundamentals of keyboard technique for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in playing and a knowledge of music fundamentals.

**Credits:** 1

**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

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 2-4

**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

**Prerequisites:**

Permission of instructor and audition

**Experimental Laboratory Credit:** 2-4

**MUL 192A-93A MUL 292A-93A: Guitar Ensemble**

This course provides ensemble experience for guitar students in playing standard literature and arrangements and transcriptions for classical technique. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Performances are assigned. This course is open to all students and is required for guitar majors.

**Credits:** 2

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 2-4

**MUL 192B-93B MUL 292B-93B: Piano Ensemble**

This course provides ensemble experience for piano students in playing standard literature and arrangements and transcriptions for classical technique. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Performances are assigned. This course is open to all students and is required for music and MIC majors.

**Credits:** 2

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 2-4

**MUL 196-97 MUL 296-97: Jazz Band**

This course provides an opportunity for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. Performances are assigned.

**Credits:** 2

**Prerequisites:**

Permission of instructor

**Experimental Laboratory Credit:** 2-4

**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

**Prerequisites:**

MUL 101, 102 or Permission of instructor

**Experimental Laboratory Credit:** 2-4

**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

**Prerequisites:**

MUL 111

**Experimental Laboratory Credit:** 2-4

**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

**Prerequisites:**

MUL 161, 162

**Experimental Laboratory Credit:** 2-4

**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

**Prerequisites:**

Minimum grade of "C" in MUS 110 or acceptable score on placement test (75%)

**Co-Requisites:**

MUS 113

**Theory Credit:** 3

**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

**Prerequisites:**

Minimum grade of "C" in MUS 111

**Co-Requisites:**

MUS 114

**Theory Credit:** 3

**MUS 113: Music Theory Lab I**

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter and four-part triadic progressions in root position. Upon completion, students should be able to write, sing and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads and short four-part progressions in root position. Spring; Decatur campus.

**Credits:** 1

**Prerequisites:**

MUS 110 or suitable placement score or permission of instructor

**Co-Requisites:**

MUS 111

**Experimental Laboratory Credit:** 1

**MUS 114: Music Theory Lab II**

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatonic melodies and four-part progressions. Fall; Decatur campus.

**Credits:** 1

**Prerequisites:**

MUS 113

**Co-Requisites:**

MUS 112

**Experimental Laboratory Credit:** 1

**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

**Prerequisites:**

Permission of instructor

**Theory Credit:** 23

**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

**Prerequisites:**

MUS 110

**Theory Credit:** 3

## 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

**Prerequisites:**

MIC 153

MIC 251

MIC 293

**Theory Credit:** 3

**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

**Prerequisites:**

MIC 153

MIC 153

**Theory Credit:** 3

**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

**Prerequisites:**

MIC 253

MIC 253 or instructor approval

**Theory Credit:** 3

**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

**Prerequisites:**

MIC 253

MIC 253

**Theory Credit:** 3

**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

**Prerequisites:**

MIC 153

MIC 253

**Theory Credit:** 3



### **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

**Prerequisites:**

MIC 153

MIC 251

**Theory Credit:** 3

## **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

**Skills Laboratory/Clinical Practice:** 3

**Theory Credit:** 4

### **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

**Skills Laboratory/Clinical Practice:** 9

**Theory Credit:** 4

### **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

**Skills Laboratory/Clinical Practice:** 9

**Theory Credit:** 5

### **NUR 115: Evidence Based Clinical Reasoning**

This course provides students with opportunities to collaborate with various members of the health care team in a family and community context. Students utilize clinical reasoning to assimilate concepts within the individual, health, and nursing domains.

**Credits:** 2

**Prerequisites:**

CO-REQUISITE: NUR 114

**Skills Laboratory/Clinical Practice:** 3

**Theory Credit:** 1

### **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

**Skills Laboratory/Clinical Practice:** 9

**Theory Credit:** 6

### **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

**Skills Laboratory/Clinical Practice:** 9

**Theory Credit:** 4

### **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

**Skills Laboratory/Clinical Practice:** 3

**Theory Credit:** 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 214: Medical Office Procedures**

This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

**Credits:** 3

**Prerequisites:**

OAD 103

**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

**Prerequisites:**

OAD 215

**Theory Credit:** 3

**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 through a portfolio. Primary focus will be placed on meeting and working with the student's advisor to develop a strong plan of study; enhancing their skills in locating and gathering information; and engaging in critical thinking through reflective journals in their portfolio.

**Credits:** 1

**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

**Prerequisites:**

ENG 101

or satisfactory ACT, SAT, or placement score

**Theory Credit:** 3

**PRL 102: Basic Legal Research and Writing**

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research. Upon completion, students will demonstrate the ability to perform legal research and writing assignments using techniques covered in this course. \*Note: Students must complete PRL 101 and PRL 102 with a grade of "C" or higher prior to taking any other PRL course.

**Credits:** 3

**Prerequisites:**

ENG 101

or satisfactory ACT, SAT, or placement score

**Theory Credit:** 3

**PRL 150: Commercial Law**

This course covers contracts, selected portions of the Uniform Commercial Code, and forms of business organization. Upon completion, students should be able to apply the elements of a contract, prepare various business documents and understand the role of commercial paper. **Offered Summer semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 160: Criminal Law and Procedure**

This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Upon completion, students should be able to explain the elements of specific crimes and assist an attorney in preparing a criminal case. **Offered Spring semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 192: Selected Topics in Paralegal**

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students will be able to demonstrate an understanding of the specific area of study. **Offered Summer semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 193: Selected Topics in Paralegal II**

**Offered Summer semester only.** This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students will be able to demonstrate an understanding of the specific area of study.

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 210: Real Property Law**

This course emphasizes the study of real property law. Topics include the distinction between real and personal property, various estates and interests in property, and the mechanics of conveyance, encumbrances, and closing procedure. Upon completion, students will demonstrate the ability to identify estates, forms of deeds, recording requirements, the closing process, and procedures used to enforce rights to real property. **Offered Fall semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 230: Domestic Law**

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, and other related topics. Upon completion, students will demonstrate the ability to draft divorce and support pleadings, separation agreements, and calculate child support according to the guidelines adopted by the state. **Offered Spring semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 240: Wills, Trusts, and Estates**

This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. The course also covers trusts, medical directives, and associated litigation. Upon completion, students will demonstrate the ability to draft simple wills, prepare estate forms, understand administration of estates, and understand terms regarding trusts. **Offered Spring semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 250: Bankruptcy and Collections**

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens and collection of judgments. **Offered Fall semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 262: Civil Law and Procedure**

This course examines the Federal Rules of Civil Procedure, the Alabama Rules of Civil Procedure, and trial procedure. Upon completion, students will be able to explain the various stages of the litigation process and demonstrate the ability to prepare a trial notebook for litigation purposes. **Offered Fall semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**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

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

**PRL 282: Law Office Management and Procedures**

This course focuses on the organization and policies and procedures of a law office. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress and supervise non-lawyer personnel. The focus of this class is the legal software commonly used to help manage the work, timekeeping, calendaring, case management, and billing in law offices.

**Offered Summer semester only.**

**Credits:** 3

**Prerequisites:**

PRL 101

PRL 102

**Theory Credit:** 3

### **PRL 291: Paralegal Internship**

This course provides students opportunities to work in paid or unpaid positions in which they apply paralegal skills and knowledge. This course requires a minimum of 150 hours of practical experience in the legal field. Upon completion, students will be able to apply workplace competences obtained from the PRL curriculum. **Offered Spring semester only.**

**Credits:** 3

**Prerequisites:**

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 102: Slimnastics (Intermediate)**

This course is an intermediate-level class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.

**Credits:** 1

**PED 103: Weight Training (Beginning)**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program.

**Credits:** 1

**PED 104: Weight Training (Intermediate)**

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program

**Credits:** 1

**PED 105: Personal Fitness**

This course is designed to provide the student with information allowing him/her to participate in a personally developed fitness program. Topics include cardiovascular, strength, muscular endurance, flexibility and body composition. Fitness Activity.

**Credits:** 1

**PED 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 108: Aerobics Dance (Intermediate)**

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design an aerobics routine. Rhythmic activity.

**Credits:** 1

**Prerequisites:**

PED 107 and/or as required by program.

**PED 109: Jogging**

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. Fitness Activity.

**Credits:** 1

**PED 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 122: Bowling (Intermediate)**

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. Individual and dual sport activity.

**Credits:** 1

**Prerequisites:**

PED 121 or Permission of instructor

**PED 123: Golf**

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. Individual and dual sport activity.

**Credits:** 1

**PED 124: Golf (Intermediate)**

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the game such as a club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf. Individual and dual sport activity.

**Credits:** 1

**Prerequisites:**

PED 123 and/or as required by program.

**PED 126: Recreational Games**

This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities. Rhythmic activity.

**Credits:** 1

**PED Activity Credit:** 2**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 172: Basketball (Intermediate)**

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.

**Credits:** 1

**Prerequisites:**

PED 171 and/or as required by program.

**PED Activity Credit:** 2

**PED 176: Volleyball**

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

**Credits:** 1

**PED 177: Volleyball (Intermediate)**

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

**Credits:** 1

**Prerequisites:**

PED 176 and/or as required by program.

**PED 181: Baseball**

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in recreational baseball.

**Credits:** 1

**PED 182: Baseball (Intermediate)**

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

**Credits:** 1

**PED 186: Softball**

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. Team sport activity.

**Credits:** 1

**PED 187: Softball (Intermediate)**

This course presents advanced skills and competitive practice in softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in competitive softball.

**Credits:** 1

**PED 188: Yoga**

This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion, students should be able to participate in and appreciate the benefits of the activity. Rhythmic activity.

**Credits:** 1

**PED 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 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 251: Varsity Basketball**

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules and basic game strategy. Upon completion, students should be able to participate in competitive basketball.

**Credits:** 1

**Prerequisites:**

Permission of instructor

**PED Activity Credit:** 2

**PED 252: Varsity Baseball**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.

**Credits:** 1

**Prerequisites:**

Permission of instructor

**PED Activity Credit:** 2

**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

**Prerequisites:**

Permission of instructor

**PED Activity Credit:** 2

**PED 254: Varsity Softball**

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball.

**Credits:** 1

**Prerequisites:**

Permission of instructor

**PED Activity Credit:** 2

**PED 257: Varsity Cheerleading**

This course covers advanced co-ed cheerleading techniques. Emphasis is placed on refining skills and improving all areas related to co-ed cheerleading including: knowledge of safety techniques, partner stunts, tumbling, basket tosses, pyramids, motions, physical conditioning, and mental preparation. Upon completion of this program, students should be able to participate in a competitive program at the university level.

**Credits:** 1

**Prerequisites:**

Permission of instructor

**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

**Prerequisites:**

As required by program.

**Skills Laboratory/Clinical Practice:** 1

**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

**Prerequisites:**

As required by program.

**Skills Laboratory/Clinical Practice:** 1

**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

**Prerequisites:**

As required by program.

**Skills Laboratory/Clinical Practice:** 1

**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

**Prerequisites:**

As required by program.

**Skills Laboratory/Clinical Practice:** 1

**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

**Prerequisites:**

As required by program.

**Skills Laboratory/Clinical Practice:** 1

**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

**Prerequisites:**

As required by program.

**Skills Laboratory/Clinical Practice:** 1

**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

**Prerequisites:**

As required by program.

**Skills Laboratory/Clinical Practice:** 1

## 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

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**PHS 112: Physical Science II**

This course provides an introduction to the principles of chemistry and physics for students who do not intend to major in science or engineering. Laboratory is required.

**Credits:** 4

**Prerequisites:**

MTH 098 Elementary Algebra

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**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

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**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

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

## Physical Therapist Assistant

**PTA 200: Physical Therapy Issues and Trends**

This is an introductory course to the trends and issues in physical therapy. Emphasis is placed on areas such as history, practice issues, psychosocial aspects of illness and cultural diversity. Upon completion, the student should be able to discuss trends and issues relevant to physical therapy.

**Credits:** 2

**Prerequisites:**

Admission to the PTA Program

**Theory Credit:** 2

**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 220: Functional Anatomy and Kinesiology**

This course provides an in-depth, clinically oriented study of functional anatomy. Emphasis is placed on the musculoskeletal system, nervous system, and study of human movement. Upon completion of the course, the student should be able to identify specific anatomical structures and analyze human movements.

**Credits:** 3

**Co-Requisites:**

PTA 221

**Theory Credit:** 3

**PTA 221: Kinesiology Lab**

This laboratory course allows for a hands on appreciation of functional anatomy and kinesiology. Emphasis may include muscle and joint function, ROM/strength testing, palpation skills and exercise concepts. Upon completion, the student should be able to integrate content areas into an understanding of normal gait posture and movement patterns.

**Credits:** 1

**Co-Requisites:**

PTA 220

**Skills Laboratory/Clinical Practice:** 3

**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

**Co-Requisites:**

PTA 241

**Skills Laboratory/Clinical Practice:** 6

**PTA 232: Orthopedics for the PTA**

This course provides the student with an overview of orthopedic conditions seen in physical therapy. Emphasis is on the study of orthopedic conditions and appropriate physical therapy intervention and a review of related anatomical structures. Upon completion of the course, the student should be able to discuss PT interventions for common orthopedic conditions.

**Credits:** 2

**Co-Requisites:**

PTA 290

**Theory Credit:** 2

**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

**Prerequisites:**

PTA 240

**Co-Requisites:**

PTA 231

**Theory Credit:** 2

**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

**Skills Laboratory/Clinical Practice:** 6

**Theory Credit:** 2

**PTA 251: Therapeutic Procedures II**

This laboratory course is a continued study of the principles and procedures of therapeutic PT intervention. Emphasis is on advanced physical therapy interventions and procedures and their rationale. Upon completion, the student should be able to demonstrate safe and effective delivery with an in-depth understanding of each.

**Credits:** 4

**Prerequisites:**

PTA 250

**Co-Requisites:**

PTA 252

**Skills Laboratory/Clinical Practice:** 6

**Theory Credit:** 2

**PTA 252: Physical Agents and Therapeutic Modalities**

This course provides the student with the theoretical basis for the use of physical agents such as heat, cold, electricity, light, water and therapeutic modalities utilized in physical therapy. Emphasis is placed on modalities such as hydrotherapy, various forms of electrical stimulation, ultrasound, traction and diathermy. Upon completion of the course, the student will understand the physiological effects, indications and contraindication, advantage and disadvantage of utilizing these modalities in physical therapy.

**Credits:** 2

**Co-Requisites:**

PTA 251

**Theory Credit:** 2

**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

**Prerequisites:**

PTA 260

**Preceptorship Credits:** 55

**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

**Co-Requisites:**

PTA 232

**Skills Laboratory/Clinical Practice:** 3

## 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

**Prerequisites:**

MTH 125 with a C or higher

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**PHY 214: General Physics with Calculus II**

This course provides a calculus-based study in classical physics. Topics included are simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

**Credits:** 4

**Prerequisites:**

PHY 213 with a C or higher

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**PHY 218: Modern Physics**

The focus of this course is the development of the theory of relativity, the old quantum theory of Planck, Einstein, Bohr and Sommerfeld, and the new quantum physics of Schroedinger, Heisenberg, Dirac and Pauli. Laboratory experiments illustrate the principles discussed and include, but are not limited to, determination of the speed of light, charge and charge to mass ratio of the electron, the Planck constant and the Rydberg constant. Laboratory is required.

**Credits:** 4

**Prerequisites:**

PHY 214 and MTH 227 with a C or higher

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

## 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

**Prerequisites:**

A grade of C or better in PCT 100

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**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

**Experimental Laboratory Credit:** 2

**Theory 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

**Prerequisites:**

A grade of C or better in PCT 115

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**PCT 220: Process Technology II, Systems**

This course is a study of the interrelations of process equipment and process systems. Students will be able to arrange process equipment into systems, describe the purpose and function of specific process systems, explain how factors affecting process systems are controlled under normal conditions, and recognize abnormal process conditions. Students are also introduced to the concept of system process control and manufacturing plant process economics.

**Credits:** 4

**Prerequisites:**

A grade of C or better in PCT 105

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**PCT 230: Process Technology III, Operations**

This course provides an overview or introduction into the field of operations within the process industry. Students will use existing knowledge of equipment, systems and instrumentation to understand the operation of an entire unit including using a Process Control simulator.

**Credits:** 4

**Prerequisites:**

A grade of C or better in PCT 215 and PCT 220

**Co-Requisites:**

PCT 240

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

**PCT 240: Process Troubleshooting**

This course involves instruction in different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships and reasoning. In addition to troubleshooting static equipment problems as presented within a textbook, dynamic problems will also be presented via a process simulator for problem resolution by the student.

**Credits:** 4

**Prerequisites:**

A grade of C or better in PCT 215 and PCT 220

**Co-Requisites:**

PCT 230

**Experimental Laboratory Credit:** 2

**Theory Credit:** 3

## 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

**Prerequisites:**

A grade of C or better in ENR 098 or an appropriate placement score

**Theory Credit:** 3

**PSY 208: Contemporary Issues in Psychology**

This course is a study of selected topics in general psychology.

**Credits:** 3

**Prerequisites:**

PSY 200

**Theory Credit:** 3

**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

**Prerequisites:**

PSY 200

**Theory Credit:** 3

**PSY 211: Child Growth and Development**

This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

**Credits:** 3

**Prerequisites:**

PSY 200

**Theory Credit:** 3

**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 230: Abnormal Psychology**

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered.

**Credits:** 3

**Prerequisites:**

PSY 200

**Theory Credit:** 3

**PSY 250: Social Psychology**

This course is a study of social factors as they influence individual behavior.

**Credits:** 3

**Prerequisites:**

PSY 200

**Theory Credit:** 3

**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

**Prerequisites:**

Permission of instructor

**Theory Credit:** 3

## 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

## Social Work Technology

**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

## 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**Prerequisites:**

SOC 200

**Theory Credit:** 3**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**Prerequisites:**

SOC 200

**Theory Credit:** 13

## 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**Prerequisites:**

Grade of "C" or better in ENG 094 or satisfactory ACT, SAT or placement score

**Theory Credit:** 4**SPA 102: Introductory Spanish II**

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish speaking areas. SPA 201 INTERMEDIATE SPANISH I (3T) 3 credits SPA 102 or Equivalent This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

**Credits:** 4**Prerequisites:**

SPA 101 or Equivalent

**Theory Credit:** 4

**SPA 201: Intermediate Spanish I**

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

**Credits:** 3

**Prerequisites:**

SPA 102 or Equivalent

**SPA 202: Intermediate Spanish II**

This continuation course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts.

**Credits:** 3

**Prerequisites:**

SPA 201

**Theory Credit:** 3

## 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 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

## 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

**Prerequisites:**

Admission to the Surgical Technology Program and EMS 106

**Co-Requisites:**

SUR 102, SUR 107 and SUR 108

**Skills Laboratory/Clinical Practice:** 6

**Theory Credit:** 3

**SUR 102: Applied Surgical Technologies**

This course is the application of principles of asepsis and the role of the surgical technologist. Emphasis is placed on creating and maintaining a sterile environment, identification of surgical instruments, equipment, and supplies, proper patient positioning for surgical procedures, and applying skills of intra-operative procedures. Upon completion of this course, the student should be able to name and select basic surgical instruments, supplies, and equipment, participate in mock surgical procedures.

**Credits:** 4

**Prerequisites:**

Admission to the Surgical Technology Program and EMS 106

**Co-Requisites:**

SUR 100, SUR 107 and SUR 108

**Skills Laboratory/Clinical Practice:** 6

**Theory Credit:** 2

**SUR 103: Surgical Procedures**

This course is a study of surgical procedures as they relate to anatomy, pathology, specialty equipment, and team responsibility. Patient safety is emphasized and medications used in surgery are discussed. Upon completion of the course, the student should be able to participate in surgical procedures in the operating room.

**Credits:** 5

**Prerequisites:**

SUR 100, SUR 102, SUR 107 and SUR 108

**Co-Requisites:**

SUR 104

**Skills Laboratory/Clinical Practice:** 6

**Theory Credit:** 3

**SUR 104: Surgical Practicum I**

This course is the application of surgical principles in the perioperative setting. Emphasis is placed on application of surgical technology skills. Upon completion of the course, the student should be able to participate in the surgical technologist role.

**Credits:** 4

**Prerequisites:**

SUR 100, SUR 102, SUR 107 and SUR 108

**Co-Requisites:**

SUR 103

**SUR 105: Surgical Practicum II**

This clinical experience allows the student to practice in the health care environment using entry level skills attained in previous classroom laboratory and clinical instruction. In addition to clinical skills, emphasis is placed on specialty surgical procedures, the study of trends, professional and interpersonal skills in the health care setting, and case review.

Upon completion of this course, the student should be able to apply concepts of surgical technology at the entry level.

**Credits:** 5

**Prerequisites:**

SUR 103 and SUR 104

**Co-Requisites:**

SUR 106

**Preceptorship Credits:** 123

**Theory Credit:** 1

**SUR 106: Role Transition in Surgical Technology**

This course is designed to provide specialized instruction for the student preparing to transition into the field of Surgical Technology. Emphasis is on review of content specific to the practice of surgical technology and preparation for the NBSTSA certification examination. Upon completion of this course, the student will be able to demonstrate readiness to take the certification examination.

**Credits:** 1

**Prerequisites:**

SUR 103 and SUR 104

**Co-Requisites:**

SUR 105

**Theory Credit:** 1



**SUR 107: Surgical Anatomy and Pathophysiology**

This course is an overview of surgical anatomy and pathophysiology. Emphasis is placed on the organization structure of the body, organ systems, relevant surgical pathophysiology, and related medical terminology. Upon completion, the student should be able to apply knowledge of anatomy in the clinical environment.

**Credits:** 3

**Prerequisites:**

Admission to the program and EMS 106

**Co-Requisites:**

SUR 100, SUR 102 and SUR 108

**Theory Credit:** 3

**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

**Prerequisites:**

Admission to the program and EMS 106

**Co-Requisites:**

SUR 100, SUR 102 and SUR 107

**Theory Credit:** 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

**Prerequisites:**

Admission to the program and/or as required by the Department

**Preceptorship Credits:** 123

## 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 a basic understanding of systems; SE objectives, terminology, and working methodology; the relationships between SE and other disciplines; the basic elements of the SE life cycle; the use of modeling; and the influence of programmatic considerations. Emphasis is on developing an understanding of the Model-Based Systems Engineering (MBSE) methodology. Teamwork and cooperative effort concepts are highlighted.

**Credits:** 3

**SYS 221: Database Management for Systems Engineering**

This course builds on prior coursework and/or experience in database design and management. It introduces the student to disparate data types and how to gather data from multiple sources and transform it to be ready for incorporation into systems engineering (SE) models. Database design and construction concepts are explored within the SE context. Emphasis may be placed on data structures, languages, and platforms commonly used in a specific industry.

**Credits:** 3

**Prerequisites:**

SYS 101 and CIS 222 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 are emphasized. This course is designed to help prepare the student for the OCSMP Model User certification.

**Credits:** 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 introduction to the fundamentals of the SysML programming language and other MBSE tools. Topics include the application of these tools to the systems and systems engineering concepts developed in SYS 101. Students build and manage models using the basic SysML feature set. This course is designed to help prepare the student for the OCSMP Model Builder – Fundamental certification.

**Credits:** 3

**Prerequisites:**

SYS 231

**SYS 233: Systems Modeling III**

This is the final course in the three-course Systems Modeling sequence. Additional MBSE modeling skills are developed and more complex systems are modeled. Students build and manage models using the full SysML feature set. This course is designed to help prepare the student for the OCSMP Model Builder – Intermediate certification.

**Credits:** 3

**Prerequisites:**

SYS 232

**SYS 241: Dynamic Data Visualization Applications**

Working as teams, students design, develop, document, test, evaluate, and utilize a realistic, comprehensive model for a system that will mature and connect information across the system life cycle from definition to disposal, using SysML and MBSE tools. Students will apply data visualization tools to present information from the model in an appropriate format for decision making. Methods and connections to other external models including other systems models will also be incorporated, as appropriate.

**Credits:** 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:** 2

**Theory Credit:** 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:** 1-2

**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:** 1-2

**THR 116: Theatrical Makeup**

The course is a study of the materials and techniques of theatrical makeup.

**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

**Prerequisites:**

THR 131

**Theory Credit:** 3

**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

**Prerequisites:**

THR 141

**Theory Credit:** 1-2

**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

**Prerequisites:**

THR 151

**Theory Credit:** 2

**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

**Prerequisites:**

THR 115

**Theory Credit:** 1-2

**THR 214: Theatre Workshop V**

This course is part of a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.

**Credits:** 2

**Prerequisites:**

THR 213

**Theory Credit:** 2

**THR 215: Theatre Workshop VI**

This course is part of a six-course sequence which provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production.

**Credits:** 1-2

**Prerequisites:**

THR 214

**Theory Credit:** 1-2

**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

# Visual Communications

## **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 threedimensional environment.

**Credits:** 3

**Experimental Laboratory Credit:** 2

**Manipulative Laboratory:** 3

**Theory Credit:** 1

## **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

**Experimental Laboratory Credit:** 1

**Theory Credit:** 2

## **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

**Experimental Laboratory Credit:** 1

**Theory Credit:** 2

## **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 150: Typography**

This course is an introduction in using type in graphic design. Emphasis is on typographic techniques used in layout and graphic design. Upon completion, the student should be able to view type as a design element.

**Credits:** 3

**Prerequisites:**

ART 221

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

## **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

**Experimental Laboratory Credit:** 2

**Theory 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

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

## **VCM 250: Introduction to Technical Illustration**

This course focuses on technical drawings prepared for industry. Topics include perspective and axonometric drawing. Upon completion, students should be able to apply basic drawing and design principles to technical drawings.

**Credits:** 3

**Prerequisites:**

ART 221 or Permission of instructor

**Experimental Laboratory Credit:** 2

**Theory Credit:** 2

**VCM 251: Technical Illustration**

This course focuses on renderings prepared for industry. Various techniques are used to illustrate charts, graphs, perspective and axonometric drawings and enhanced assembly views. Upon completion, students should be able to apply design principles to technical drawings and highly creative drawings using technical skills.

**Credits:** 3

**Prerequisites:**

VCM 250

**Experimental Laboratory Credit:** 2

**Theory 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

**Prerequisites:**

ART 221 and VCM 232 or Permission of instructor

**Theory Credit:** 3

**VCM 282: Advanced Digital Design**

This course focuses on advanced applications in the production of digital design. Emphasis is on computer skills, creativity & design. Upon course completion, students should be able to create a multimedia production.

**Credits:** 3

**Prerequisites:**

ART 221 and VCM 232 or Permission of instructor

**Theory Credit:** 3

**VCM 285: Multimedia Production**

This course introduces the student to multimedia production. Emphasis is on production design, creativity, visual design, and technical skills. Upon course completion, students should be able to create a multimedia production.

**Credits:** 3

**Prerequisites:**

ART 221

VCM 232

ART 221 and VCM 232 or Instructor Permission

**Theory Credit:** 3

**VCM 286: Advanced Multimedia Production**

This course focuses on advanced multimedia production. Emphasis is on comprehensive interactive multimedia production. Upon course completion, students should be able to apply creative design and production skills to finished interactive projects.

**Credits:** 3

**Prerequisites:**

VCM 285 or Permission of instructor

**Theory Credit:** 3

## Welding

**WDT 108: SMAW Fillet/OFC**

This course provides the student with instruction on safety practices and terminology in the Shielded Metal Arc Welding (SMAW) process. Emphasis is placed on safety, welding terminology, equipment identification, set-up and operation, and related information in the SMAW process. This course also covers the rules of basic safety and identification of shop equipment and provides the student with the skills and knowledge necessary for the safe operation of oxy-fuel cutting. This is a CORE course.

**Credits:** 3

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**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

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**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

**Prerequisites:**

WDT 228 AND WDT 268

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**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

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**WDT 120: Shielded Metal Arc Welding Groove**

This course provides the student with instruction on joint design, joint preparation, and fit-up of groove welds in accordance with applicable welding codes. Emphasis is placed on safe operation, joint design, joint preparation, and fit-up. Upon completion, students should be able to identify the proper joint design, joint preparation and fit-up groove welds in accordance with applicable welding codes. This is a CORE course.

**Credits:** 3

**Prerequisites:**

WDT 109

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**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

**Co-Requisites:**

WDT 109

**Manipulative Laboratory:** 9

**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 125: Shielded Metal Arc Welding Groove Lab**

This course provides instruction and demonstrations in the shielded metal arc welding process on carbon steel plate and various size F3 and F4 group electrodes in all positions. Emphasis is placed on welding groove joints and using various F3 and F4 group electrodes in all positions. Upon completion, the student should be able to make visually acceptable groove weld joints in accordance with applicable welding codes.

**Credits:** 3

**Prerequisites:**

WDT 109

**Manipulative Laboratory:** 9

**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

**Prerequisites:**

WDT 228 AND WDT 268

**Manipulative Laboratory:** 9

**WDT 156: GTAW Stainless Pipe Lab**

This course is designed to provide the student with the skills in welding stainless steel pipe with gas tungsten arc welding techniques in various pipe weld positions. Upon completion, students should be able to perform gas tungsten arc welding on stainless steel pipe with the prescribed filler metals in various positions in accordance with the applicable code.

**Credits:** 3

**Prerequisites:**

WDT 115

WDT 155

**Manipulative Laboratory:** 9

**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 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

**Manipulative Laboratory:** 6

**Theory Credit:** 1



**WDT 217: SMAW Carbon Pipe**

This course introduces the student to the practices and procedures of welding carbon steel pipe using the shielded metal arc weld (SMAW) process.

Emphasis is placed on pipe positions, electrode selection, joint geometry, joint preparation and fit-up. Upon completion, students should be able to identify pipe positions, electrodes, proper joint geometry, joint preparation, and fit-up in accordance with applicable codes.

**Credits:** 3

**Prerequisites:**

PREREQUISITES: WDT 108, WDT 109, WDT 120, WDT 125

**Manipulative Laboratory:** 6

**Theory Credit:** 1

**WDT 218: Certification**

This course is designed to provide the student with the knowledge needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various applicable welding code requirements.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Manipulative Laboratory:** 3

**Theory Credit:** 2

**WDT 257: SMAW Carbon Pipe Lab**

This course is designed to provide the student with the skills in welding carbon steel pipe with shielded metal arc welding techniques in various pipe welding positions. Upon completion, students should be able to perform shielded metal arc welding on carbon steel pipe with the prescribed electrodes in various positions in accordance with the applicable codes.

**Credits:** 3

**Prerequisites:**

WDT 108, WDT 109, WDT 120, WDT 125

**Manipulative Laboratory:** 9

**WDT 258: Certification Lab**

This course is designed to provide the student with the skills needed to perform welds using the prescribed welding process. Emphasis is placed on the welding test joints in accordance with the prescribed welding code. Upon completion, students should be able to pass and industry standard welding test in accordance with various welding code requirements.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**Experimental Laboratory Credit:** 6

**WDT 259: GTAW Groove Lab**

This course provides students with skills needed to perform gas tungsten arc welds using ferrous metals, according to applicable welding codes. Topics include safe operating practices, equipment identification and set-up, correct selection of tungsten type, polarity, shielding gas and filler metals. Upon completion, a student should be able to identify safe operating practices, equipment identification and setup, correct selection of tungsten type, polarity, shielding gas, filler metals and various welds on ferrous and/or non-ferrous metals, using the gas tungsten arc welding process according to applicable welding codes.

**Credits:** 3

**Prerequisites:**

Permission of Instructor

**Manipulative Laboratory:** 9

**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

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**WKO 142: MSSC Quality Practices and Measurement Course**

This course is designed to provide students with knowledge and skills related to quality practices and measurement in a manufacturing environment.

Topics covered include

- Participate in periodic internal quality audit activities
- Check calibration of gages and other data collection equipment
- Suggest continuous improvements
- Inspect materials and product/process at all stages to ensure they meet specifications
- Document the results of quality problems
- Communicate quality problems
- Take corrective actions to restore or maintain quality
- Record process outcomes and trends
- Identify fundamentals of blueprint reading
- Use common measurement systems and precision measurement tools

Students completing this course will receive an MSSC certificate in quality practices and measurement.

**Credits:** 3

**Prerequisites:**

WKO 141

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**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

**Prerequisites:**

WKO 141

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

**WKO 144: MSSC Maintenance Awareness Course**

This course is designed to provide students with knowledge and skills related to maintenance awareness in a manufacturing environment. Topics covered include

- Prepare preventative maintenance and routine repair
- Monitor indicators to ensure correct operations
- Perform all housekeeping to maintain production schedule
- Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
  - electrical systems;
  - pneumatic systems
  - hydraulic systems;
  - machine automation systems
  - lubrication systems
  - bearings and couplings

Students completing this course will receive an MSSC certificate in maintenance awareness.

**Credits:** 3

**Prerequisites:**

WKO 141

**Experimental Laboratory Credit:** 4

**Theory Credit:** 1

# Student Handbook

## About the College

### A Message from the Vice President of Student Services

Welcome to Calhoun! We are delighted that you are here as a student; but more importantly, we are eager to support your ambition and motivation to succeed not only at Calhoun but in the years ahead as you pursue your dreams and goals. Your Calhoun education is the pathway to achieving those goals! The faculty and staff of Calhoun are committed to student success and completion. We want you to be that successful student; and we want you to complete your certificate, your degree, and/or your transfer options to a four-year degree.

This Student Handbook has been designed to be your source of information as well as your motivation when you need a little extra support. We know that you may be balancing your life as a student along with the responsibilities of a job or a family or other obligations. Your academic work is very important, however, and this Handbook can provide you with key resources on campus, various aspects of campus life, and important student policies.

Most importantly of all, Calhoun faculty, staff, and even other students can all be the source for good advice or just some sympathetic listening when needed.

I wish you a very successful year at Calhoun! Let me know how I can be of service.

Dr. Patricia A. Wilson  
Vice President of Student Services

### A Message from the Student Engagement Coordinator

There's more to college life than attending classes. The Office of Student Activities is here to help you

thrive and succeed in your college life. We want each student to get involved on campus. It's a great way to meet people, enhance your leadership skills, and make a difference. Maybe you'll discover a new interest or make new friends among the diverse array of academic and cultural events. So, get involved by joining an organization or club and participating in activities and events. You'll be glad you did!

Kelly Hovater  
Student Engagement Coordinator

## Quick Reference Phone Numbers

### Academic Calendar

Admissions..... 256-306-2593

### ACCUPLACER Test

Advising..... 256-260-4330

Testing (Decatur)..... 256-306-2522

Testing (Huntsville).....256-890-4792

### Address Changes

Records..... 256-306-2593

### Advisor

Advising ..... 256-306-2648

### Applications

Admissions..... 256-306-2593

**Recruitment** ..... 256-306-2648

**Articulation Agreements**.....256-306-2665

### Books

Bookstore (Decatur)..... 256-306-2690

Bookstore (Huntsville)..... 256-890-4748

### Campus Tours

Recruitment ..... 256-260-2492

### Catalogs

Admissions ..... 256-306-2648

**Disability Services**..... 256-306-2630

**Drop & Add**

Advising..... 256-306-2648

**Enrollment Verification**

Records ..... 256-306-2593

**Fee Payment**

Business Office ..... 256-260-2457

**Financial Aid Refund Status**

Financial Aid ..... 256-306-2628

**GED Classes**..... 256-306-2830

**Graduation** .....

256-306-2607

**Job Listings for Students and Alumni**

Career Services..... 256-306-2993

**Loans**

Financial Aid .....

256-306-2628

**Academic Major Changes**

Records.....

256-306-2593

**Name Changes**

Records .....

256-306-2593

**Orientation**

Advising .....

256-306-2648

**Parking Decals**

Student Center (Decatur) .....

256-260-2457

Administrative Office (Huntsville).....

256-890-4711

**Re-Admission Application**

Records.....

256-306-2593

**Refunds**

Business Office .....

256-306-2543

**Transcripts**

Records.....

256-306-2593

**Scholarships**

Institutional Advancement Office.....

256-713-4823

**Student Advocate**

Student Services.....

256-306-2870

**Student IDs**

Student Services (Decatur) .....

256-306-2870

Admissions (Huntsville).....

256-713-4874

**Suspensions**

Admissions.....

256-306-2907

**Transfer Credit**

Advising .....

256-306-2648

**Transcript Evaluation**

Records.....

256-306-2593

**Veterans' Affairs**

Financial Aid.....

256-890-4790

**Withdrawals**

Admissions .....

256-306-2593

## About the College

Located in Decatur, Alabama, a thriving community in north Alabama's high technology corridor, Calhoun Community College exemplifies the two-year college mission of commitment to excellence in teaching and service.

The largest of the two-year institutions comprising The Alabama Community College System, Calhoun is an open-admission, community-based, state-

supported, co-educational, comprehensive community college dedicated to providing affordable, high-quality and accessible education to individuals in its four-county service area.

Offering 62 associate degree programs and 50 career/certificate programs, Calhoun serves over 9,000 students at its 110-acre Decatur campus, its Huntsville location, the Alabama Center for the Arts, and at the Limestone Correctional Facility. The College's faculty and staff are well qualified and remain current in their areas of expertise.

For over 70 years, Calhoun has been an active member of north Alabama. Graduates of the College permeate the community, and many of them have gone on to complete baccalaureate degrees at other institutions in the area, or have entered the work force after successfully completing programs of study and training.

Calhoun successfully continues to meet the educational and training demands of a unique and highly diverse population. The College also is committed to providing training and education for area business and industry through our Business and Industry Services program. Through these services, customized training programs have been developed for such companies as Adtran, Boeing, and the Tennessee Valley Authority.

- With approximately 10,000 credit students, Calhoun remains Alabama's largest two-year college and the 6th largest higher education institution (two-year and four-year) in the state.
- Calhoun's Huntsville/Cummings Research Park campus is the only two-year college campus in the nation located in a major research park.
- Calhoun was the state of Alabama's first public higher education institution designated "smoke free."
- Calhoun is among more than 220 colleges which hold membership in the Achieving the Dream National Reform Network, which provides resources, support and evidence-

based strategies focused on closing achievement gaps and increasing student retention, persistence and completion rates.

- Developed in partnership with Athens State University, Calhoun opened Phase I of the Alabama Center for the Arts in 2012, located in downtown Decatur. Phase II of the ACA officially opened August 2016.
- According to a report from the Alabama Community College System, Calhoun's economic impact to the community and state is substantial. Total local economic impact is \$279,284,280 for a return on \$1 investment (ROI) of 12.1, the highest among the state's two-year colleges.
- The top five institutions to which Calhoun students transfer are: University of Alabama in Huntsville (25%), Athens State University (24%), Auburn University (12%), University of Alabama (11%), and University of Alabama - Birmingham (8%).
- Calhoun's top three award-producing degree programs:
  - General Studies
  - Advanced Manufacturing
  - Registered Nursing
- The College enrolls over 1,000 students in two Nursing and six Allied Health programs.
- The College is proud of its quality programs. Currently, 11 degree programs are nationally accredited.
- ACHE (Alabama Commission on Higher Education) data indicates that Calhoun remains the "college of choice" for students from this region.
- With over 1,000 students, Calhoun's Dual Enrollment program is the largest in the Alabama Community College System.

## Registration Information

### COURSE PLACEMENT TESTING

Accuplacer testing may be conducted remotely, or on campus, in accordance with the prevailing College COVID Response plan.

For no-contact remote testing, students may communicate with Advising at [advising@calhoun.edu](mailto:advising@calhoun.edu) to request an Accuplacer voucher. Once the voucher is issued, a Calhoun proctor will contact the student by email to arrange testing.

To arrange on-campus testing, please contact the Testing Centers:

#### DECATUR

256-306-2522

[actcenter@calhoun.edu](mailto:actcenter@calhoun.edu)

Testing Center and Adult Education Building, Room 103

#### HUNTSVILLE

256-890-4792

[hsvtesting@calhoun.edu](mailto:hsvtesting@calhoun.edu)

Sparkman Building, Room 122

#### 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.**
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.

| ACT         |    | SAT         |     |
|-------------|----|-------------|-----|
| English     | 18 | Verbal      | 480 |
| Mathematics | 20 | Mathematics | 480 |

#### ADVISING CENTERS

Advising Centers staffed by advisors are open and operational on the Decatur Campus and our Huntsville site. The personnel manning the centers will help students set academic goals, plan their course schedules, plan their program of study, and register for classes. All new, first time freshmen will be assigned an advisor that they will be required to meet with each semester prior to registration until the student has accumulated 30+ credit hours. Upon earning 30+ hours, that advisor will remain assigned to the student and available to them for any assistance they may need.

You are welcome to walk-in and meet with an advisor or go to [www.calhoun.edu/advising](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 program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the Student Government Association is to represent every student as a direct line of communication to staff, faculty, and administration. The Student Government Association operates under the direction and supervision of the Student Engagement Coordinator and the Vice President of Student Services.

## **Athletics**

Athletic competition is an integral part of the overall educational program at Calhoun Community College. Academic success is the primary goal of each and every student athlete and member of the Athletic Department staff.

At Calhoun, we believe athletics contributes to education. Success, failure, social contributions, respect for authority, competition, physical growth, mental health, leadership, quick thinking, sacrifice, and self-discipline only scratch the surface of the areas in which athletics contribute. Calhoun's Athletic Department believes the playing area acts as a laboratory of life and encourages participation for the fullest development of each individual's maximum potential.

Education is an investment for tomorrow as well as a requirement of our democratic way of life. Education will be kept in its proper perspective as our foremost goal.

Calhoun Community College is a member in good standing of the National Junior College Athletic Association (NJCAA), National Junior College Athletic Association (NJCAAE), and the Alabama Community College Conference (ACCC). Calhoun competes in Baseball, Cross Country, Esports, Softball, and Golf.

## Student Government Association (SGA)

The SGA is intended to provide for active student self-government; to encourage mutual respect among students, faculty, and administrators; to promote the involvement of students in community programs and projects; to provide social and recreational outlets for all students; and to function as an organized and realistic laboratory through which students may acquire and "try out" those skills necessary for living in and improving their communities. Calhoun Community College encourages student participation in institutional decision-making. The SGA represents student views to the college administration through representation on the Discipline Committee and the Parking/Traffic Appeals Committee, as well as other special appointments. All students should take an active part in the SGA by (1) voting in every election; (2) taking the initiative to run for offices; and (3) conveying ideas and/or requests to elected student representatives.

The Decatur campus SGA office is located in MSA room 120. The Huntsville campus SGA office is located in the Sparkman Building, Room 315. All students are urged to meet with their representatives and to take an active part in the affairs of the student government. Officer positions are President, Vice President, Secretary and Campus Coordinator.

## Student Government Association Constitution

### PREAMBLE

The purpose of this Student Government Association Constitution is to provide a fair and just system of representation for every student at Calhoun Community College so that, through this representation, a direct line of communication will always be open from each student to Student Government officers and personnel, as well as from those officers and personnel to staff, faculty, and administration. These open lines of communication will foster a high degree of service to students and employees, as well as stimulate appreciation of the privileges and responsibilities of citizenship in a democratic society.

### ARTICLE I NAME, PURPOSE, MEMBERSHIP

#### Section 1 Name

The name of this organization shall be the Calhoun Community College Student Government Association, hereinafter referred to as SGA.

#### Section 2 Purpose

The purpose of the SGA shall be to serve the college by representing the student body and its concerns by communicating these concerns to the students, faculty, and administrators through representation in the Planning Council and various other college committees.

Furthermore, the purpose of the SGA shall be to present various opportunities for students to participate in educational, social, and cultural experiences not otherwise provided in the curriculum.

#### Section 3 Membership

The SGA shall be composed of all currently enrolled students. These students shall be represented by the elected Executive and Legislative branches.

## ARTICLE II ADMINISTRATIVE DEPARTMENTS

### Section 1 Branches

The SGA shall be composed of the Executive and Legislative Branches.

## ARTICLE III POWERS OF EXECUTIVE BRANCH

### Section 1 Executive Members

All executive powers of the SGA shall be vested in these members: President - for Decatur, President - for Huntsville, Vice President - for Decatur, Vice President - for Huntsville, Secretary - Decatur, Secretary - Huntsville, Campus Coordinator - Decatur, and Campus Coordinator - Huntsville.

### Section 2 Powers and Duties of the President

- A. Administer and enforce the SGA Constitution, its by-laws, and student senate statutes.
- B. Appoint committee chairpersons and committee members, and make a recommendation for the removal of a committee chairperson or committee member.
- C. Instruct and require reports from executive officers and committee chairs.
- D. Call and preside over bi-monthly meetings of the SGA and the Executive Branch.
- E. Make recommendations for legislation to the Student Senate.
- F. Serve, or appoint a member of the elected body of the SGA to serve on the Discipline Committee and other appropriate institutional committees.
- G. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by the SGA Advisor.
- H. Not holding the Office of President in any other Calhoun Community College club or organizations.
- I. Serve in all other proper and necessary capacities as assigned by the SGA Advisor.

### Section 3a Powers and Duties of the Vice President

- A. In the absence of the President, assume the powers and duties of the President.
- B. In the event of the President's resignation or removal from office, assume the office of the President until the next regularly scheduled election.
- C. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs on an as-needed basis.
- D. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by SGA Advisor.

### Section 4a Powers and Duties of the Secretary

- A. Record and report the minutes of each meeting of the SGA and the Executive Branch.
- B. Submit to the SGA President, SGA Advisor, and Vice President for Student Services, bi-monthly typed written minutes of the SGA and Executive Branch meetings.
- C. Serve as corresponding secretary for the Executive Branch.
- D. Call or check roll (or make provisions for the task) at each meeting and activity and keep a permanent record of attendance.
- E. Keep regular, posted SGA office hours -two (2) to three (3) hours a week - approved by the SGA Advisor.
- F. Keep the SGA Constitution updated as it is amended.

### Section 5 Powers and Duties of the Campus Coordinator

- A. Campus liaison between the SGA and the campus clubs and organizations.
- B. Bi-monthly report to the SGA officers and Advisor as needed.
- C. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by the SGA Advisor.

## ARTICLE IV POWERS OF LEGISLATIVE BRANCH

### Section 1 Legislative Members

The legislative powers of the SGA shall be vested in

- Ten (10) representatives at the Decatur campus elected at large from the student body;
- Ten (10) representatives at the Huntsville campus elected at large from the student body;
- One (1) active member of each Calhoun club or organization, elected by the membership of that club.

### Section 2 POWGITS and Duties of the Legislative Branch

- A. Administer and enforce the SGA Constitution.
- B. Propose amendments to the SGA Constitution.
- C. Be responsible for attending all SGA meetings and participating in all SGA activities, unless excused by the SGA Advisor.

## ARTICLE V QUALIFICATIONS FOR EXECUTIVE AND LEGISLATIVE BRANCHES

### Section 1 Qualifications of Executive Branch

- A. Any student running for SGA President must have prior Calhoun SGA experience.
- B. Officers shall be students in good standing taking at least 12 semester hours. Each officer shall maintain a 2.5 or better overall grade point average during his or her term of office.
- C. The Secretary and Campus Coordinator must have demonstrated computer skills.

### Section 2 Qualifications for Legislative Branch

- A. All senators of the student body shall be students in good standing taking at least 9 semester hours. Each senator shall maintain a 2.5 or better overall grade point average during his or her term of office.

- B. First semester freshmen desiring to run for election shall do so, on the basis of high school grades.

## ARTICLE VI ELECTIONS AND SUCCESSION

### Section 1 Election of Executive Branch

- A. All officers and two (2) senators of the SGA shall be elected and installed to assume office during the month of March.
- B. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor an application fourteen (14) days prior to the election with a 2.5 grade point average verified by the appropriate Admissions Clerk.

### Section 2 Election of Legislative Branch

- A. Eight senators of the SGA from the Decatur campus shall be elected and installed to assume office during the month of September.
- B. Eight senators of the SGA from the Huntsville campus shall be elected and installed to assume office during the month of September
- C. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor.

### Section 3 Election Procedures

- A. All elections shall be by secret ballot.
- B. Election winners will be notified by the SGA Advisor.

### Section 4 Succession

- A. The President shall be succeeded by the Vice President of the student body.
- B. The Vice President shall be succeeded by nominations from the executive board to be voted on by the SGA.
- C. All other vacancies of officers shall be filled by election within the governing body by 2/3 vote of the members present. (See Article XI, Section 2.)
- D. All senatorial vacancies shall be filled by the candidate with the next highest vote in the prior election. If the quorum of the original

members isn't met, nominations will be taken from the floor and elected by a 2/3 vote. (See Article XI, Section 2.)

- E. If there is a quorum of the original members, then no new senators will be elected after the fall semester.

## ARTICLE VII CONTINUITY OF SERVICE

### Section 1 Executive Branch

- A. An Executive member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
- B. An executive member of the SGA will be removed from office for failure to uphold the oath of office.
- C. Any disciplinary action taken against an executive member of the SGA by the Discipline Committee may be deemed just cause for removal from office.
- D. An executive member of the SGA nominated for removal from office shall have the right to be informed in advance and be present at the meeting for the purpose of defending himself/herself.
- E. Without a vote of the Senate, an executive member of the SGA will be removed from office for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor or Vice President of Student Services.
- F. Legislative members can remove a committee chair or co-chair by a majority vote upon a recommendation from the SGA President or the SGA Advisor.
- G. If a legislative member is removed, he/she must be replaced within two (2) weeks.

### Section 2 Legislative Branch

- A. A legislative member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
- B. A legislative member of the SGA will be removed from office for failure to uphold the oath of office.
- C. A senator will be removed from office without a vote of the senate for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor.
- D. Any disciplinary action taken against a legislative member of the SGA by the Discipline Committee will be deemed just cause for removal from office.
- E. A legislative member of the SGA nominated for removal from office shall have the right to be present at the meeting for the purpose of defending himself/herself.

## ARTICLE VIII OATH OF OFFICE

### Section 1 Oath of Office

I solemnly swear (or affirm) that I will faithfully execute the office (Name of Office). I will act always in the best interest of Calhoun Community College and will, to the best of my ability, preserve, protect, and enforce the SGA Constitution of Calhoun Community College.

### Section 2 Upholding Oath of Office

Any elected or appointed officer shall uphold the oath of office or shall be dismissed from the SGA.

## ARTICLE IX MEETINGS

### Section 1 General Sessions

Bi-monthly meetings will be held on both the Decatur and Huntsville campuses.

### Section 2 Executive Meetings

The Executive Branch of the SGA shall meet twice a month for the purpose of planning.

### Section 3 Special Meetings

Special meetings shall be called when deemed necessary.

## ARTICLE X RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the SGA in all cases in which these rules are not inconsistent with the by-laws and any special rules of order the SGA may adopt.

## ARTICLE XI CONSTITUTIONAL AMENDMENTS

### Section 1 Amendments

- A. An amendment to the SGA Constitution may be proposed during a regular meeting by any SGA member.
- B. After review by an appointed committee, amendments to the SGA Constitution must be ratified by 3/4 of the active, elected membership.

### Section 2 Quorum

A quorum shall be defined as 3/4 of the active, elected membership; a quorum must be present to vote on ANY official business.

Effective 10/00

NOTE: Each SGA member will be required to serve on committees; which include some listed below:

Fall Fest  
Halloween Costume Contest  
Welcome Back Lunch  
First Semester Student Event  
Administrative Planning Council  
Food/Hospitality  
Disciplinary  
Spring Fest  
Blood Drive

## Student Organizations and Clubs

Co-curricular organizations and clubs are recognized as an integral part of the total educational program of Calhoun Community College. Students are encouraged to participate in organizations and clubs in order to share their talents and ideas with classmates and college staff, to positively influence the total college program, to enhance personal skills through leadership experiences, and to enjoy a fuller social life through contacts made in co-curricular activities.

The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the SGA is to represent every student as a direct line of communication to staff, faculty, and administration. The SGA operates under the direction of the Student Engagement Coordinator and the Vice President of Student Services.

### **THE FOLLOWING IS A LIST OF CAMPUS ORGANIZATIONS AND CLUBS AND BRIEF DESCRIPTIONS OF THEIR FUNCTIONS.**

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. Sponsor – Nina Bullock

### **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. Sponsor: Jax Vadney

### **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. Sponsor: Kimberly Parker

### **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! Sponsor – Edwin Hocutt ehocutt@alsbom.org.

### **Baptist Campus Ministries – Huntsville**

Baptist Campus Ministries, Christian Fellowship, is a Christ-centered organization that offers students the opportunity to grow in leadership skills, discipleship, and personal relationships. Students will find worship, Bible study, music, food, fun, friends, mission trips, and much more. Our goal is to help each 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. For more information, you can contact Edwin Hocutt BCM Campus Minister at ehocutt@alsbom.org

### **Bass Fishing Team**

The Bass Fishing Team is a group of seasoned student anglers that compete in college bass fishing tournaments on a national level with 2 and 4-year colleges and universities. They compete in the FLW, BASS, and Boat US Tournament series. If you have bass tournament fishing experience, we want to speak with you about becoming part of a nationally ranked team. Sponsor: Meg Payne

### **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.

Sponsors –

**Decatur Campus Sponsors:** Ernest Williams, Miesha Watts

**Huntsville Campus Sponsors:** Carolyn Jordan, Dr. Isaac Sakyi-Addo, Kandra Smith, Don Swain, Felisha Taylor

### **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– Dr. Parvathy Bhooshanan, Ms. Brandi Gindhart, Mr. Gerald Jackson and Mrs. Patrice Denton are the faculty sponsors.

### **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. Sponsor: Mark Branon

### **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. Faculty Sponsor- Karen Tuten

### **Criminal Justice Club**

A club organized to broaden student's horizons who are seeking a career in Criminal Justice and related fields. Sponsor – James Stewart

### **Debate Club**

The Debate Club gives students who are interested in public speaking and building arguments the opportunity to work and develop their speaking skills as well as learning the ability to form and

dissect arguments. Creating an environment where all students are welcome to come and learn.

Sponsor – Tyler Andrews

### **Drama Club**

Auxiliary to theatre program whose purpose is to foster student interest in theatre arts by participation in theatre performances. Sponsor – Lauren Cantrell

### **E.M.S. Club**

To promote citizenship, leadership, and fellowship among the members of the organization, to encourage responsibility for maintaining the high ideals of the E.M.S. profession, to encourage future participation in the professional E.M.S. organization upon graduation, and to provide E.M.S. student representation and communicate concerns to and from the college administration and faculty. Sponsors- Kenneth Kirkland, and Tyler Mosley

### **Entrepreneurs Club**

To promote entrepreneurship on Calhoun's campuses by gathering like-minded students and immersing them in experiences that develop their skill sets and enhance their abilities to start their own businesses. Contact: Deborah Enfinger at 256-306-2679 or email [deborah.enfinger@calhoun.edu](mailto:deborah.enfinger@calhoun.edu) or like us on Facebook at [www.facebook.com/calhounentrepreneursclub](http://www.facebook.com/calhounentrepreneursclub)

### **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. Contact the Faculty Advisors for additional information and/or gaming schedule – John Gaines and Tori Norris.

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. Sponsors: Susan LoCascio and Dr. Parvathy Bhooshanan

### **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. Sponsors –Nizar Abudiab, Dr. Susan LoCascio, Dr. Divya Pradhan

### **C3 NASA Rover Team (C3NRT) Club**

The goal of the team is to design, build and race a simulate lunar roving vehicle in the annual NASA Human Rover Challenge Race at NASA's Marshall Space Flight Center in Huntsville, Alabama. The race was inspired by the development of the first lunar roving vehicle, which was designed and tested at Marshall Space Flight Center. The event challenges students to design and build a human-powered vehicle to address engineering problems similar to those actually faced by the original NASA lunar rover team. Main goals of the project are to attract students to aerospace related application and implement existing NASA educational programs in a real-world design challenge. Sponsor – Keith Davis

### **Multimedia Club**

The Multimedia Club is dedicated to providing opportunities for students to experiment with and gain hands-on experience in the continuously

evolving communications mediums of television, radio, digital photography and multimedia production. The club also serves as a forum to inform, educate and entertain. Students engage in fun-filled activities via special exhibits, seminars, production shoots and studio recordings. Sponsor – Wes Torain.

### **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. Advisors – Dana Burton

### **Physical Therapist Assistant Club**

To promote citizenship, leadership, and fellowship among the members of the organization, to encourage responsibility for maintaining the high ideals of the PTA profession, to encourage future participation in the professional PTA organization upon graduation, and to provide PTA student representation and communicate concerns to and from the college administration and faculty. Sponsor- Tiffany Bain

### **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. Sponsors – Decatur Campus: Leigh Ann Rhea and Julie Sneed; Huntsville Campus: Allen Berry.

### **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. Sponsors: Matt Jones

### **Students for Life (SFL)**

Every life is precious, and for Fall 2020 Students for Life has activities and opportunities for you to support life during tough times. Join with us as we stand for life—all human life—from the pre-born through the elderly.

We are Calhoun's pro-life student club and we're working to promote a culture of life at Calhoun and in our communities. We recognize that meaningful change in our culture will come about only by a conversion of hearts and are devoted to learning, serving, and teaching about abortion, euthanasia, marriage and family, human trafficking, immigration, and poverty through campus events and other activities.

Come and meet other pro-life students and:

- share and learn how to explain your beliefs in a compassionate and loving way
- live the message by helping women with unexpected pregnancies.

To learn more and get involved, contact the club sponsor, Deborah Enfinger.

### **SPECTRUM**

Calhoun's LGBT+ Group – An all-inclusive organization created to be a support system for the members of the LGBT+ (Lesbian, Gay, Bi, Transgender, etc.) community, making Calhoun a more open, accepting place that facilitates an understanding and thoughtful outlook on sexual orientation and gender identity. This is a safe place for like-minded individuals to have social support, and a time for non-judgmental engagement with others. Spectrum meets every Thursday of the month at 12:30 p.m. to 2 p.m., and third Monday of each month at 2 p.m. to 3:30 p.m. in Room 305 on the Huntsville Campus.

Dr. Susan Locascio and Dr. Shar Ortiz

### **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. Sponsor: Kelly Hovater

### **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.

Sponsors: Decatur Campus Dr. Cathy Simpson, (256) 306-2797, e-mail [cathy.simpson@calhoun.edu](mailto:cathy.simpson@calhoun.edu). Huntsville Campus Mrs. Joy Damron, (256) 890-4726, e-mail [joy.damron@calhoun.edu](mailto:joy.damron@calhoun.edu). Meeting dates and times: TBA.

### **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. Sponsor: Justin Barnett: [justin@wellchurchnetwork.com](mailto:justin@wellchurchnetwork.com), Alex Dowdy: [apd1997@gmail.com](mailto:apd1997@gmail.com)

### **Warhawk News**

The Warhawk News is looking for volunteer staff writers. The goal is to publish an online newspaper for Calhoun. The long range goal is to offer a class, but for this semester, we are working as volunteers.

Currently, the volunteer staff meets Tuesdays at the Huntsville campus, room 133B at 11:00-12:00 for story conferences. If we have enough students in Decatur, we can have a weekly meeting there as well.

Anyone interested in writing for The Warhawk News can email [angeleisha.hood@calhoun.edu](mailto:angeleisha.hood@calhoun.edu).

### **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's a great way to meet other students, faculty and administrators, and become involved in student activities. Some of the requirements for being a Warhawk are a positive attitude, a minimum GPA of 3.0, strong time management skills, and registered for 12 hours. The Warhawk Ambassadors meet every Wednesday at 1:00 p.m., Decatur Campus Math Science Building Conference Room; Huntsville Campus Administrative Conference Room. Contact sponsors Rebecca Turner or Takeema Johnson for more information.

**Forming a New Club** - anyone interested in forming a new club should complete the "Official Petition for forming Organizations and Clubs" form linked at the bottom of our clubs page, [www.calhoun.edu/student-activities/student-dubs-organizations](http://www.calhoun.edu/student-activities/student-dubs-organizations). For more information, contact the Student Engagement Coordinator, Kelly Hovater, (256) 306-2640 or email her at [kelly.hovater@calhoun.edu](mailto:kelly.hovater@calhoun.edu).

## **Campus Policies**

### **Campus Security/Police**

We take your safety seriously. To ensure the continued health and safety of Calhoun students and employees, we must all consider our own security, as well as the security of others, a priority when on campus. Should a crime occur on campus, Calhoun strongly encourages you to report this crime immediately to the College's Campus Security/Police Department by calling 256-306-2575. For emergencies only, call 256-306-2911 on the Decatur campus or 256-890-4711 in Huntsville. The office of the Director of Calhoun Police is located in building #6 across from the Machine Tool Technology building on the Decatur campus.

Huntsville Police Department officers are located in the Administrative Office in the Sparkman Building.

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

### Calhoun Community College Campus Crime Statistical Disclosure Report

| Decatur Campus                       | On     | Non    | Public   | Unfounded |      |      |      |      |      |   |
|--------------------------------------|--------|--------|----------|-----------|------|------|------|------|------|---|
|                                      | Campus | Campus | Property | Cases     | 2018 | 2019 | 2017 | 2018 | 2019 |   |
| <b>Type of Clery Crime</b>           |        |        |          |           |      |      |      |      |      |   |
| Murder / Non-negligent Manslaughter  | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Negligent Manslaughter               | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Rape                                 | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Fondling                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Incest                               | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Statutory Rape                       | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Robbery                              | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Aggravated Assault                   | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Burglary                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Motor Vehicle Theft                  | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Arson                                | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| <b>VAWA Offenses</b>                 |        |        |          |           |      |      |      |      |      |   |
| Domestic Violence                    | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Dating Violence                      | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Stalking                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| <b>Arrest</b>                        |        |        |          |           |      |      |      |      |      |   |
| Liquor/Alcohol Law Violation         | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Drug Abuse Violation                 | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Weapons, Carrying, Possession, etc.  | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| <b>Campus Disciplinary Referrals</b> |        |        |          |           |      |      |      |      |      |   |
| Liquor/Alcohol Law Violation         | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Drug Abuse Violation                 | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Weapons, Carrying, Possession, etc.  | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |

| Huntsville Campus                   | On     | Non    | Public   | Unfounded |      |      |      |      |      |   |
|-------------------------------------|--------|--------|----------|-----------|------|------|------|------|------|---|
|                                     | Campus | Campus | Property | Cases     | 2018 | 2019 | 2017 | 2018 | 2019 |   |
| <b>Type of Clery Crime</b>          |        |        |          |           |      |      |      |      |      |   |
| Murder / Non-negligent Manslaughter | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Negligent Manslaughter              | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Rape                                | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Fondling                            | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Incest                              | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Statutory Rape                      | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Robbery                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Aggravated Assault                  | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Burglary                            | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Motor Vehicle Theft                 | 0      | 1      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |

|                                      |   |   |   |   |   |   |   |   |   |   |
|--------------------------------------|---|---|---|---|---|---|---|---|---|---|
| Arson                                | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>VAWA Offenses</b>                 |   |   |   |   |   |   |   |   |   |   |
| Domestic Violence                    | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking                             | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Arrest</b>                        |   |   |   |   |   |   |   |   |   |   |
| Liquor/Alcohol Law Violation         | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violation                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons, Carrying, Possession, etc.  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <b>Campus Disciplinary Referrals</b> |   |   |   |   |   |   |   |   |   |   |
| Liquor/Alcohol Law Violation         | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violation                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Weapons, Carrying, Possession, etc.  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Alabama Center for the Arts          | On     | Non    | Public   | Unfounded |      |      |      |      |      |   |
|--------------------------------------|--------|--------|----------|-----------|------|------|------|------|------|---|
|                                      | Campus | Campus | Property | Cases     | 2018 | 2019 | 2017 | 2018 | 2019 |   |
| <b>Type of Clery Crime</b>           |        |        |          |           |      |      |      |      |      |   |
| Murder / Non-negligent Manslaughter  | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Negligent Manslaughter               | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Rape                                 | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Fondling                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Incest                               | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Statutory Rape                       | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Robbery                              | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Aggravated Assault                   | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Burglary                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Motor Vehicle Theft                  | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Arson                                | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| <b>VAWA Offenses</b>                 |        |        |          |           |      |      |      |      |      |   |
| Domestic Violence                    | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Dating Violence                      | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Stalking                             | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| <b>Arrest</b>                        |        |        |          |           |      |      |      |      |      |   |
| Liquor/Alcohol Law Violation         | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Drug Abuse Violation                 | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Weapons, Carrying, Possession, etc.  | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| <b>Campus Disciplinary Referrals</b> |        |        |          |           |      |      |      |      |      |   |
| Liquor/Alcohol Law Violation         | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Drug Abuse Violation                 | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |
| Weapons, Carrying, Possession, etc.  | 0      | 0      | 0        | 0         | 0    | 0    | 0    | 0    | 0    | 0 |

## Student Identification Cards

All students enrolled at Calhoun Community College are required to have, in their possession, a valid Student ID card for general identification purposes. This student ID must be presented to school officials, upon request. The student ID card is valid for each semester of the student's attendance. Replacement ID cards may be obtained at a fee of \$20, payable to Calhoun at the Cashier's Office.

Replacement cards cannot be charged to student accounts. Student ID pictures are taken in Chasteen Student Services Center, Room 107 on the Decatur Campus and in the Admissions Office on the Huntsville Campus. Please check the Calhoun website for hours of operation for each campus.

All ID's are taken by appointment. Please select the link below for hours of operation for each campus, and 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 switchboard at the Decatur campus or the Administrative Office in Huntsville. For students who have received disability access license plates or disability access placards for Disability Access Parking Privileges under Alabama law and who wish to use College disability access parking spaces, special disability access parking placards can be obtained on the second floor of Chasteen Student Services Center, Room 220G upon appropriate documentation by the respective student of having received Disability Access Parking Privileges. Decals may also be obtained in Huntsville at the Administrative Office. In the interest of safeguarding designated disability access parking spaces from misuse by persons who are not properly entitled to use those spaces, the use of disability access parking spaces will be only permitted for those cards that display both a College disability access decals and either a disability access license plate or a disability access placard.

## Handicap Parking Policy

Eligibility to access available handicap parking on campus requires that a student, faculty or staff

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

## Abandoned Vehicles

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

## Parking/Traffic Citation Appeals Committee

This is a three-member committee made up of one faculty member, one staff member, and one student leader. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee will only meet on an "as needed" basis.

### **APPEALS WILL NOT BE CONSIDERED FOR THE FOLLOWING REASONS:**

- Fire lane violation
- Handicap space violation
- Inability to find a proper or convenient parking space
- Other vehicles were improperly parked
- Late to class or appointment
- Financial hardship caused by fine

Calhoun Community College parking violations may be appealed within **ten (10) days** from the date of

issuance. Each appeal must be based on verifiable evidence. The appeal **must be received** by the end of the 10th day after the ticket is issued.

To submit an appeal, please contact the Director of Campus Police at the location for which the ticket was issued.

Decatur – Damon Morgan, 256-306-2575,  
damon.morgan@calhoun.edu

Huntsville – Don Swain, 256-890-4711,  
don.swain@calhoun.edu

## Restroom Policy

Restrooms and locker rooms are designated separately for women, men and gender neutral. Gender neutral restrooms are identified as such and may be used by either gender. Any individual using the other biological gender's restroom or locker room may be subject to discipline. Gender neutral restrooms are available and located in the following locations:

### Calhoun Community College Single Use Bathrooms

1. ATC – Both a men's and women's single use restroom off of the hallway at the east end of the High Bay.
2. Health Sciences – Unmarked single use restroom on the first floor next to the Men's restroom.
3. CAT – No single use restroom.
4. Career Services - No single use restroom.
5. IT – 2 men and 1 women single use restrooms.
6. Campus Police – No single use restroom.
7. Noble Russell – One single use unisex restroom off of the dressing room off of the main TV suite.
8. CBIT – Both men's and women's single use restrooms in the Mechanical Lab.

9. Testing Center/Adult Education – No single use restroom.
10. Energy Technology – accessible, next to janitor's closet.
11. Industrial Technology – Aerospace wing - one single use women's restroom in aerospace lab.
12. Machine Tool – No single use restroom
13. MSA – One unmarked single use (Family) restroom off of 1st floor vending, accessible.
14. Chasteen Student Service Center – No single use restroom.
15. Harris Hall – single use men's and women's bathrooms inside faculty suites on 1st and 2nd floor. No access code required for entry.
16. Maintenance – One single use restroom.
17. Wallace – No single use restroom.
18. Library – Both men and women's single use restroom next to special collections and the emergency exit in the back of the left side of the library, accessible.
19. Gym – one single use bathroom next to women's locker room, K-122.
20. Ball Field Concessions – No single use restroom.
21. ACA – No single use restroom.
22. Huntsville – Sparkman Hall: Two unmarked single use men's and women's restrooms on the main floor inside the staff mailroom/ lounge. See welcome center in lobby for access code. Two unmarked single use men's and women's single use restrooms on the lower level inside faculty lounge. See GED/ Information office (room 62) for access code. There is also a single use restroom in the hallway of the Huntsville Advising center.

## Sex Offender Registration

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

#6 and the Campus Police Department in Huntsville is located at the Front Entrance of the Sparkman Building.

## Weapons Policy

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Calhoun Community College or in any vehicle on campus. Realistic facsimiles of weapons are also not allowed.

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

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

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

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

## Tobacco-free Policy

Calhoun Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and the use of

tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College owned, rented or leased vehicles is prohibited.

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

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

## Student Fines

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

|            |              |
|------------|--------------|
| 1st Ticket | \$25.00 Fine |
| 2nd Ticket | \$25.00 Fine |

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

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

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

## Employee Fines

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

|            |              |
|------------|--------------|
| 1st Ticket | \$25.00 Fine |
| 2nd Ticket | \$25.00 Fine |

All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount. Any employee wishing to appeal a fine arising from the finding of a violation of this policy may do so with the Vice-President for Academic Affairs.

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

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

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

## Traffic and Parking Regulations

Every effort is being made to help students have a place to park while attending classes. Complete cooperation among drivers is requested. All students who drive motor vehicles on any of Calhoun Community College's sites are responsible for knowing and abiding by parking/traffic regulations.

### Parking/Traffic Regulations

Students who are enrolled at Calhoun Community College are required to secure parking permits for their vehicles regardless of class location.

### Parking/Traffic Decals

1. Decals can be acquired at no charge at the switchboard in Chasteen Student Services Center. Permits also can be acquired from the administrative office at the Huntsville campus.
2. Decals must be hung on rear-view mirror of automobiles/trucks or affixed where visible on motorcycles.
3. Open Parking  
White Decals-Employee  
Dark Blue Decals-Student  
Yellow Decals - Handicapped Persons (obtained from the ADA Office)

Student parking for the Huntsville campus is restricted to the open lots to the east and south of the building. Parking for the Decatur campus is restricted to the open lots that run north and south throughout the campus. No parking is allowed on either campus against the curbs, which are reserved for emergency vehicles.

4. If a student drives more than one vehicle on campus regularly, the student must have a decal for each vehicle.
5. In the event of car trouble or other extenuating circumstances, temporary decals may be obtained from the administrative office.



Temporary permits must be obtained immediately upon arrival and displayed in vehicle.

6. Decals expire August 31 of each year.

## Fines

1. The following schedule of fee penalties will be applied to parking and traffic violations.
  - a. Failure to properly display parking decals in vehicle \$10.00
  - b. Speeding on campus \$10.00
  - c. Running stop sign \$10.00
  - d. Unauthorized parking in zones for disabled  
Decatur \$50.00  
Huntsville \$50.00
  - e. Fire lane violations,  
Huntsville \$50.00
  - f. Improper parking (example: taking up two spaces) \$10.00
  - g. Other violations (example: obscured decal, entering or exiting in the wrong direction) \$10.00
2. All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days automatically double.
3. A student may not register for classes nor have transcripts released until all fines are paid.
4. Any student wishing to appeal a parking/traffic fine may do so by appearing before the S.G.A. Parking/Traffic Appeals Committee. This is a three-member committee made up of students appointed by the Student Government Association. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee meets on a scheduled basis in Chasteen Student Services Center, Decatur Campus. Parking appeals in the Huntsville location should be made to the Dean of that site.

## Accidents

Any individual who is involved in an automobile accident while on campus must immediately report the motor vehicle accident to a campus police officer. Campus police may be contacted by calling one of the numbers listed below.

### Decatur

- (256) 306-2575

### Huntsville

- (256) 890-4711

## Need Assistance?—call Security

### Decatur Campus

- Extension 2575 on campus, (or)
- Ask the Calhoun switchboard operator (2500) to contact Campus Police for you.

### Huntsville Campus

- Contact the Huntsville Campus Office personnel (256-890-4711).

## Campus Police Courtesy Services

The Campus Police/Security Office is available to assist with a jump for dead batteries or ignition keys locked inside the car anywhere on campus. The Campus Police/Security Office will not be liable for any damage to vehicles caused as a result of these courtesy services. Because of extensive liability regulations, the Department cannot assist with tire

changing. To reach an officer, dial 256-306-2575 for the Decatur Campus and 256-890-4711 for Huntsville.

## College Polices and Regulations

### Notice of Available Accommodations for Students, Employees, and Applicants with Disabilities.

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

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

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

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

Ms. Kim Gaines  
Director of Human Resources and Payroll  
MSA, Room 360  
P.O.Box 2216  
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### Animals on Campus

Service animals are permitted on the college campus and in its facilities. A service animal means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair, fetching dropped items or providing assistance with balance and stability. To be permitted on campus, a service animal must be specifically trained to perform a service function. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Please contact the Office of Student Disability Services/ADA at (256)-306-2630 with questions.

### Student Responsibilities Conduct Expectations

The College assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. The College reserves the right to discipline any student whose on- or off-campus behavior is considered undesirable or harmful to the College.

Children are not allowed to attend classes with students or faculty. No minors should be left unattended in any building of Calhoun Community College.

No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, and animals to be used for previously-approved instructional purposes or special programs.

## Drug Policy - In Compliance with the Drug-Free Schools & Communities Act Amendment

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This publication contains information concerning standards of conduct - legal sanctions, health risks, available treatment and disciplinary sanctions for violations of the policy.

### Drug Policy Standards of Conduct and Enforcement

Calhoun Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Calhoun Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action

may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease such behavior. If any employee, student or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

### Legal Sanctions

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. A document titled "Drug Policy: In Compliance with the Drug Free Schools and Communities Act Amendment, Calhoun Community College" concerning standards of conduct, legal sanctions, health risks, available treatment and disciplinary sanctions for violation of the policy can be found in the Albert P. Brewer Library, Decatur Campus, and the Huntsville Campus Library, the Office of the Vice President of Student Services, and in offices of students services staff at the Decatur and Huntsville campuses.

[calhoun.edu/drug-policy](http://calhoun.edu/drug-policy)

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## Speech and Expression in Outdoor Areas

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), administrators, faculty, and staff.

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

All students of Calhoun Community College shall be expected to conduct themselves in an honorable, ethical fashion. However, in the event of proven misconduct, appropriate disciplinary action will be taken. The following sections address the Student Code of Conduct, as well as the College's disciplinary procedures.

**Misconduct Defined.** A student shall be subject to disciplinary action by the College, up to and including dismissal, for misconduct on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored, or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the commission of, the attempt to commit, or the solicitation of any of the following offenses:

1. Any form of dishonesty, including cheating, plagiarism, or furnishing false information to the College.  
Cheating is defined, for academic purposes, to include, but not be limited to, the use of unauthorized aids (such as crib sheets or other items such as written materials; drawings; lab reports; discarded computer printouts, stored information, or programs); unauthorized assistance on take-home exams or projects; copying, or copying from another student's work; soliciting, providing, and/or receiving any unauthorized aid or assistance (whether orally or in writing); or similar or equivalent acts contrary to the principles of academic honesty.  
  
Plagiarism is defined to include the act of using in one's work, or as one's work, the work of another without clearly indicating that the work is someone else's and stating the source of the other's work.
2. Forgery, alteration, or misuse of College documents, records or identification.

3. \*Intoxication from, or the use, display, or possession of, alcoholic beverages or any controlled substance (drug), as outlined by the Code of Alabama, unless the student has a valid prescription for the use of the respective controlled substance.
4. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers may possess firearms on campus.
5. \*Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid college properties. This offense also includes in-class behavior, which, in the opinion of the respective instructor, unduly disrupts the order of a class.
6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes, but is not limited to, the usage of verbal or symbolic expressions, which would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
7. Participation in any form of gambling.
8. Unauthorized entry to College facilities.
9. Unauthorized possession, duplication or use of a key to College facilities, and/or interference with the use of or access to a College facility.
10. \*Theft of, or intentional damage to, property of the College or to the property of any member of the College community or visitor to the College.
11. Intentional misuse of any College fire alarm or fire-fighting equipment.
12. \*Actual or threatened physical abuse of any person including domestic violence, dating violence, sexual assault, or stalking (menacing), as defined under Alabama State Law, verbal abuse, threats of intimidation, harassment, and/or coercion, including hazing or any other act, which would tend to endanger the health or safety of the College environment or any person on campus.
13. \*Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties, furnishing false information to any College official, and/or failure to identify oneself to these persons when requested to do so.
14. The wearing of attire which, in the opinion of the administration of the College, is lewd or immodest to the extent that it would tend to disrupt the educational process and/or infringe upon the rights of any other student or employee of the College.
15. Violation of any College policy or regulation as published or referred to in the College Catalog, Student Handbook, or College website including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; and use of or parking of motor vehicles on the campus.
16. Violation of any Federal, State, or local law or ordinance.
17. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
18. Theft or other abuse of computer facilities and resources, including but not limited to
  - a. Unauthorized entry into a file, to use, read, or change the contents, or by any other purpose.
  - b. Unauthorized transfer of a computer file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.

- g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the College Computer Use Policy.
19. Abuse of the Student Code of Conduct System, including but not limited to:
- a. Failure to obey the notice from the Dean or College official to appear before a meeting or hearing as part of a Student Conduct proceeding.
  - b. Falsification, distortion or misrepresentation of information before a Student Conduct Committee.
  - c. Disruption or interference with the orderly conduct of a Student Conduct Committee proceeding.
  - d. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.
  - e. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of the Student Conduct Committee proceeding.
  - f. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and after a Student Conduct Code proceeding.
  - g. Institution of a Student Conduct Code proceeding in bad faith.
  - h. Failure to comply with the sanctions(s) imposed by the Committee under the Student Code of Conduct.

\*The commission of any of these particular offenses will subject the student to immediate, automatic disciplinary suspension or expulsion from the College, if the Vice President of Student Services has probable cause to believe that the respective student committed such an offense. In such case, the Vice President of Student Services will set a hearing for the earliest reasonable date after the alleged occurrence of the violation.

## Student Disciplinary Procedures

Students are guaranteed procedural due process in all cases involving formal discipline charges. College disciplinary procedures are designed to assure a student's right to procedural and substantive due process and to the fullest extent feasible, safeguard personal and confidential information concerning the student.

**Disciplinary Action by Instructor.** With regard to a matter of academic dishonesty in taking a college course, the College's respective faculty members are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantive evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of "F" for the respective assignment or test; (2) impose an "F" for the respective course; (3) require that an assignment be redone or a test be retaken; (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Vice President of Student Services and the College Disciplinary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Vice President of Student Services for disciplinary review.

In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall, within three (3) business days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of three (3) business days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice

of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response which is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations.

Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the Vice President of Student Services. The appeal must be filed with the Vice President within five (5) business days after the student is first made aware of the date that the decision has been made to impose a sanction and must include: (1) a copy of the faculty member's written allegation of academic dishonesty; (2) a statement of the sanction imposed; (3) the dates on which the student received the written allegation and on which the student responded to the allegation; (4) the nature of the student's response to the faculty member concerning the allegation; and (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the Vice President the act of academic dishonesty and proposing an alternative sanction.

The Vice President of Student Services shall, within fifteen (15) business days after receipt of the appeal, issue a report by which the Vice President will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Vice President of Student Services shall not overrule or modify any sanction imposed by a faculty member except where there is a compelling and substantial academic or legal reason for doing so.

The decision of the Vice President shall be final and binding as to each party, and any grade affected by the Vice President's decision shall be recorded so as to reflect the Vice President's decision.

**Disciplinary Action by Vice President or Disciplinary Committee.** With regard to all alleged

violations of the Student Code of Conduct other than those handled at the faculty level, the Vice President of Student Services shall have the authority to make disciplinary decisions at the administrative level and shall refer appropriate appeals to the College Disciplinary Committee who shall ensure that the fundamental elements of due process are followed through a fair and reasonable hearing. The Vice President shall also have the discretion of referring a case to the Disciplinary Committee for the initial hearing. The Vice President shall maintain appropriate records of all reports of student misconduct and all disciplinary proceedings.

Alleged violations of College regulations must be filed, within sixty (60) calendar days of their respective occurrence or the first discovery of their occurrence, in writing with the Vice President in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Vice President. The Vice President will then inform the accused in writing, will request a conference, and will render a decision to the student regarding the case in question. The decision will be one or more of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to a counselor for personalized assistance.
3. Find the student guilty as charged and apply the appropriate penalty stated under "Disciplinary Actions."
4. Refer the case directly to the College Disciplinary Committee for a hearing and determination as to disciplinary action.

Upon communicating his/her decision to the student, the Vice President will also explain the student's right to appeal to the Disciplinary Committee any disciplinary action imposed by the Vice President. If the student wishes to appeal a decision by the Vice President, he/she must file a

written request, stating the reason(s) for the appeal, with the Vice President within 48 hours after the student is made aware of the decision. The Vice President will then have 48 hours to refer the case to the Disciplinary Committee along with his/ her recommendation for disciplinary action. The Committee will schedule and conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Vice President of Student Services within five (5) business days after the hearing. The Vice President of Student Services will in turn inform the accused student and the complainant as to the Disciplinary Committee's decision. The Committee will schedule and conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Vice President and the accused student.

**College Disciplinary Committee.** Recognizing the right of students to be granted due process in all matters of a disciplinary nature, the College assures due process through the authority and activities of the College Disciplinary Committee.

The College Disciplinary Committee shall consist of three (3) members of the administration, faculty, library or counseling staff, appointed by the Vice President of Student Services (at least two of the three should be teaching faculty) and two (2) students appointed by the President of the Student Government Association in consultation with the Student Engagement Coordinator. If the Committee is selected at a time when there is no sitting SGA President, or when the SGA President is unavailable, then the two students shall be selected by the Vice President of Student Services. A faculty representative serving on the Disciplinary Committee shall be appointed to serve as Chair of the Committee.

The purposes of the Disciplinary Committee are as follows:

1. Hear charges and evidence concerning alleged student misconduct and direct action to be taken in cases appealed by students referred to the Committee by the Vice President of Student Services.
2. Impose appropriate disciplinary action when such action is warranted by evidence presented in a disciplinary hearing.
3. Review and make recommendations to the Vice President of Student Services on student disciplinary policies and procedures.

## Hearing Procedures

Each party to a disciplinary hearing shall be given prior written notice by the Chairperson of the Disciplinary Committee of the date, time, and place of the hearing. Whenever feasible, this notice shall be at least 72 hours in advance. The notice will be delivered in person or sent by certified mail. If the Committee determines that a party is intentionally avoiding service, the Committee may elect to hold the hearing in the absence of such party upon a majority vote of the Committee members.

### Attendance at Hearing

1. Disciplinary Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present shall include Disciplinary Committee members, the Vice President of Student Services or his/ her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder, and witnesses for both parties. Non-party witnesses will be present only when giving testimony. The Vice President of Student Services, or his/her designee, shall be responsible for preparing and presenting the College's case. NOTE: All references in these hearing procedures to the "Vice President of Student Services" shall also apply to any designee of the Vice President.



2. The student shall have the right to have one advisor, who may be, but does not have to be, an attorney, present during the hearing. The advisor may not address the hearing committee to give evidence or argument on behalf of the student or ask questions of the committee or witnesses. In answering or asking questions, the student may seek advice from the advisor before proceeding.
3. In the event that a disciplinary hearing is scheduled for a student, and the student has been made aware of the date, time, and place, but fails to appear at the hearing, the hearing may be conducted in the student's absence.
4. The hearing will be audio and video recorded. The record of the hearing, including a copy of all evidence offered, whether admitted or not, will be filed in the office of the Vice President of Student Services and will be kept confidential.

#### Order of Hearing

1. Opening remarks by the Chairperson of the Disciplinary Committee.
2. Review of charges and any action previously taken in the case by the Vice President of Student Services.
3. Opening statement by Vice President or his/her designee (not more than ten minutes).
4. Opening statement by the accused student (not more than ten minutes).
5. Presentations of evidence by the parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Following the testimony of all College witnesses, the student may call his/her witnesses. Both parties to the action and the members of the Disciplinary Committee have the right to question all witnesses. The Committee shall not have the authority to compel an accused student to testify against himself/herself, but the

Committee may take into account the failure of the student to testify when deliberating the evidence.

6. Closing statement (not to exceed 20 minutes) by the student.
7. Closing statement (not to exceed 20 minutes) by the Vice President of Student Services.
8. Deliberation by the Disciplinary Committee.
9. Report of Committee Findings.

The Disciplinary Committee will conduct its deliberation in closed and confidential session and, after reaching its decision, will orally inform the parties of the decision. Each party will subsequently be provided a written rendition of the findings of the Committee.

Prior to beginning any hearing, the Disciplinary Committee shall make an assessment as to what would be a reasonable amount of time to be allotted for a hearing and may limit the time for any or all aspects of the hearing so as to conform to the allotted time.

#### Rules of Evidence

The evidentiary standard to be used by the Committee shall be the "Preponderance of Evidence" standard, rather than the "Beyond a Reasonable Doubt" standard. That is to say that the Committee shall determine, strictly upon the evidence presented, whether it was more likely than not that the allegation(s) made against the accused student was (were) true in terms of which of the evidence was more credible and convincing to the reasonable mind.

The Committee shall inform the parties that the rules relating to the admissibility of evidence shall be similar to, but less stringent than, those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and unauthenticated

documentary evidence may be admitted if the hearing chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding.

## Disciplinary Action

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Vice President of Student Services and/or the Disciplinary Committee:

1. **Disciplinary Reprimand.** This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.
2. **Disciplinary Probation.** This is designated to encourage and require a student to cease and desist from violating College regulations. Students on probation are notified in writing that any further misbehavior on their part will lead to more severe action.

Disciplinary Probation will be for the remainder of the existing semester and for all of the following semesters of attendance.

3. **Disciplinary Suspension.** This excludes a student from the College for a designated period of time, usually not more than two (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.

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 (1) year from the date of expulsion.
7. **Payment of Damages.** Charges will be assessed against a given student or students for the amount necessary to repair damage caused by student or students' behavior.

Factual findings of the Disciplinary Committee shall be deemed correct and shall not be subject to appeal. Nor shall disciplinary actions imposed by the Disciplinary Committee be subject to appeal, except upon a written demonstration to the President of the College that the Committee: (1) was not formed in accordance with the above-described selection process described in the Hearing Procedures section of the Student Handbook, or (2) acted blatantly

contrary to the provisions for disciplinary action in terms of the type and/or severity of punishment imposed. In any case where the President determines that either of the two foregoing conditions was present, the President shall have the discretion of either affirming the disciplinary action, reversing the action, or dismissing in part and affirming in part the subject disciplinary action. If the student chooses to appeal the decision of the Disciplinary Committee for one of the two reasons stated above, a written statement of appeal would have to be submitted to the President's office within thirty (30) days after the student is first made aware of the Committee's decision.

A disciplinary suspension or expulsion shall not result in a notation on a student's permanent record. A notice that a student is currently on suspension or expulsion and ineligible to return to the College until a certain date shall be attached to the student's file. In the event that the student becomes eligible to re-enroll, the notice shall be removed.

## Intellectual Property for Students

All student work submitted as a requirement for course credit is the intellectual property of that student and the student may use or publish his/ her work without any authorization from the College.

The student must obtain written consent from the College in order to use or publish material of which the student is neither the author nor the collaborator.

## Computer Use Policy

Students are expected to know the college's computer use policy and to follow said policy. Any student who violates that policy will be formally charged in writing by the Vice President of Student Services.

**Individuals are Fully Responsible** for their own actions while using Calhoun Community College's (Calhoun) "computer technology" (defined as

Calhoun computers and computer- related equipment, programs, supplies, and network communications, including Internet access gained through Calhoun's computer network). Users must respect the privacy and rights of others, and the integrity of both the hardware and software being used. Accordingly, users must assume responsibility for making the best possible use of access privileges and for not abusing them. Employee questions concerning access, acceptable and unacceptable use, should be directed to the Director of Information Technology. Student questions should be directed to the appropriate instructor or the Campus Dean or designee.

**Limited Access:** Calhoun reserves the right to limit the access of any and all employees and students to certain software programs or directories. Each user is provided with a certain access level. A user may not access a computer without authorization or exceed authorized access. A user's activity is restricted to access of only those programs or directories in that user's respective access level. Likewise, a user may not obtain access to another level by means of another user's access. Any user who exceeds his/her respective level, assists another user to gain access to an otherwise inaccessible level, or allows another user to gain access to an otherwise inaccessible level will be held accountable for the violation of this policy. A user may not continue to enter an access level which was previously assigned to the user, but which has since been suspended or revoked.

No user may knowingly

- Use either Calhoun computer technology or personal technology to "break into" or "hack into" college or other computers and storage devices for the purpose of reading, copying, deleting, modifying or distributing data and/ or information of others, or any other purpose;
- Give passwords, access codes or other security access information to others;
- Share personal e-mail accounts.

**Internet Access:** Any employee or student access to the Internet through Calhoun's computer network is limited to the acceptable use as set out below. Likewise, any employee or student who accesses the Internet through Calhoun's computer network for an unacceptable use as defined above or causes an unacceptable result will be held accountable for the violation.

The use of the Internet must be in support of education, research, college-related service activities, or college administration and consistent with the mission of Calhoun Community College. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Any use of the Internet through Calhoun's computer network for political advertisement or political lobbying is also strictly prohibited.

Users of the Internet through Calhoun's computer network are expected to abide by the rules of network etiquette. Any swearing, vulgarities or other inappropriate language is prohibited. Users are also prohibited from revealing personal addresses or phone numbers of students or colleagues.

Users are hereby warned that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

**Acceptable Use:** It is acceptable to use Calhoun computer technology for purposes relating directly to education, educational research, college-related service activities, and administration of Calhoun.

Examples of acceptable use are

- Using the software/hardware only in the condition and settings provided by Calhoun. Users may not modify software settings to add

or delete hardware components or modify software features, unless so instructed by appropriate college officials.

- Using the network for the purpose of instructional support. This may include class assignments, research, skill development, and/or the production of materials used in the educational process.

**Unacceptable Use:** It is unacceptable to use Calhoun computer technology for any illegal purpose or to interfere with or disrupt other users, services or equipment. Such unacceptable use includes, but is not limited to, the following:

- Engaging in activities to damage or disrupt computer, computer system, network information, data or a program by such acts as virus creation and propagation, wasting system resources, or overloading networks with excessive data.
- Engaging in activities for the purpose of promoting personal gain and/or profit or use of college technology for organizations other than Calhoun.
- Engaging in any activity which is in violation of the Code of Alabama (1975) §§36-25-1 through 36-25-30, as amended (the "State Ethics Law"), or which, in the opinion of the Calhoun administration, may be contrary to such law.
- Using any computer technology in a manner that violates patent protection or license agreements.
- Engaging in any activity that violates any and all copyright laws. Such activity may include utilizing Calhoun technology to copy and/ or distribute copyrighted materials of any type that the user does not have a valid and legal right to copy.
- Engaging in any use that is illegal or results in the commission of any illegal activity.
- Using Calhoun computer technology to support or oppose any candidates or

candidates for public office, or for any other political purpose. (Use of State property for political purposes is against Alabama law.)

- Transmitting messages of a romantic or sexual nature to any person or persons.
- Creating, displaying, transmitting or making accessible threatening, racist, sexist, offensive, annoying or harassing language and/or material.
- Knowingly accessing or transmitting information which contains obscene or indecent material as defined by law.
- Knowingly performing an act; which will interfere with the normal operation or use of computers, terminals, peripherals, or networks.
- Creating copies, or taking into the user's personal possession copies of Calhoun owned software and/or hardware technology such as computers, components, disks, or peripherals.
- Using another person's computer account or allowing someone else to use your account (e-mail, secure systems, etc.).
- Sharing personal e-mail accounts.
- Masking the identity of an account or machine or in any manner misrepresenting your identity in e-mail or other electronic communication.
- Communicating any information concerning password, identifying code, personal identification number or other confidential information without the permission of its owner.
- Creating, modifying, executing or re-transmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "Messages," including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of Messages.
- Attempting to gain unauthorized access to any information facility, whether successful or not. This includes running programs that attempt to calculate or guess passwords, or that are designed and crafted to trick other users into disclosing their passwords, and any attempts

to circumvent data protection schemes or uncover security loopholes. It also includes electronic eavesdropping or communication facilities.

**Access is a Privilege, Not a Right:** Calhoun reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate this Acceptable Use Policy. Users may also be held accountable for violations of Federal and/or Alabama Laws (i.e, Computer-Related Crime, etc.). Violations of this policy may result in the termination or suspension of employment, suspension of computing privileges, disciplinary review, any other forms of employee or student discipline, and/ or financial restitution to Calhoun for any damages and costs related to inappropriate or unacceptable use, and/or criminal or civil legal action. Calhoun reserves the right to monitor, modify and/or delete any material posted on the Student Announcements and/or student e-mail account that is deemed to be inappropriate, in poor taste and/or not in keeping with the educational values of the College. Calhoun reserves the right to modify or clarify this policy at any time.

**Computer Crimes:** The Alabama Computer Crime Act, codified at Code of Alabama (1975) §§1 3A-8-101 - 13A-8-103, makes it a crime 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/<br>Division Dean   |
| Academic Probation/Suspension    | Records/<br>Admissions                           | Registrar/Director<br>of Student<br>Financial Svcs.   |
| Admissions Application Process   | Records/<br>Admissions                           | Director of<br>Admissions/<br>Registrar   |
| Assessment/Testing Center        | Advising Center<br>Staff/Testing<br>Center Staff | Director of<br>Advising and<br>Retention/Director<br>Testing Ctr.                             |
| Academic Advising                | Advising Staff/<br>Faculty Advisor               | Director of<br>Advising and<br>Retention/Faculty<br>Chair                                     |
| Blackboard Technical Assistance  | IT Helpline                                      | Instructor/Director<br>of Distance<br>Learning  |
| Bookstore                        | Bookstore<br>Manager                             | Dean of Business<br>& Finance   |
| Student Guided Campus Tours      | Warhawk Sponsor                                  | Vice President of<br>Student Services   |
| Staff Guided Campus Tours        | Outreach Staff                                   | Recruitment<br>Coordinator  |
| Discipline Outside the Classroom | Campus Police/<br>Staff Member                   | Vice President of<br>Student Services   |
| Financial Aid Issues             | Financial Aid Staff                              | Director of<br>Student Financial<br>Services  |
| Veteran Benefits                 | VA Coordinator                                   | Director of<br>Student Financial<br>Services  |
| Tutor Support                    | Subject Area Lab<br>Assistant                    | Director of STAR<br>Institute   |
| Students with Disabilities       | Disabilities Office<br>Staff                     | 504 Compliance<br>Officer   |
| Student Orientation              | Orientation<br>Instructor                        | Director of<br>Advising and<br>Retention  |
| Transcripts                      | Records Office<br>Staff                          | Director of<br>Admissions and<br>College Registrar  |
| Refund Requests                  | Business Office<br>Staff                         | Dean of Business<br>& Finance   |
| Parking Tickets                  | Campus Police                                    | SGA Parking<br>Appeals<br>Committee   |
| Police                           | Campus Police<br>Staff                           | Campus Chief of<br>Police/Executive<br>Director of<br>Facilities<br>Maintenance and<br>Safety |
| Workforce Solutions Faculty      | Workforce<br>Solutions Faculty                   | Dean of Workforce<br>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 discomforting any person, or creating an environment that is unduly demeaning, embarrassing, or discomforting to any person or persons of reasonable sensitivity.

Harassment of employees or students by persons who are not employees or students shall also be a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official.

Such discrimination may or may not be in the form of harassment, per se. However, as with incidents of harassment, any employee or student who becomes aware of the unduly adverse treatment of any person on the basis of that person's race, color, gender, religion, national origin, age, disability, or any other impermissible factor, shall report such situation to an appropriate College official.

Sexual harassment is a form of misconduct that is considered under the law to be both harassment and discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and 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 College shall have thirty (30) calendar days from the date of receipt by the Vice President of Student Services of the grievance to conduct an investigation of the allegation(s), hold a hearing on the grievance,

and submit a written report to the Grievant of the findings arising from the hearing. The Complaint Form shall be used to report both the grievance and the hearing findings.

#### D. INVESTIGATION PROCEDURE

The Vice President of Student Services shall have the right to conduct such preliminary hearing(s) as the Vice President of Student Services or designee shall deem necessary to complete his/her investigation. The Vice President for Student Services shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The Vice President of Student Services shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the Vice President of Student Services (Grievance Officer) shall be stated in a preliminary written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made and shall be made a part of the hearing record, if a hearing is subsequently conducted. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt of the Grievance Officer's preliminary report, the Grievant and the Respondent shall have three (3) business days to notify the Grievance Officer of the respective party's request for a hearing. The Vice President of Student Services may, nevertheless, at his/ her discretion, schedule a hearing on the grievance if to do so would be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be deemed a final report and shall be filed with the President, with a copy to be provided to the Grievant.

#### E. HEARING PROCEDURE

In the event that the Vice President of Student Services schedules a hearing, the Vice President of Student Services or designee will appoint a qualified five-person committee. The Vice President of Student Services shall serve as the nonvoting chairperson. A quorum shall consist of four members of the committee and the chairperson. Unless the President or Vice President determines otherwise, or both parties agree in writing for the hearing to be public, the hearing shall not be open to the public.

At the hearing, the Grievant and the Respondent(s) shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the grievance. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the College.

Any party to a grievance hearing shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witness. In the event that the College or its administration at large is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also permitted to be assisted by an attorney or other personal representative.

A student does not forfeit any of his/her constitutional rights upon his/her admission into Calhoun Community College, nor does a faculty member, staff member, or administrator forfeit his/ her constitutional rights upon employment with

Calhoun Community College. The Committee shall not have the authority to compel any witness to testify. However, insofar as it is not contrary to law, the Committee may take into account the refusal of a witness to testify when deliberating the evidence. With regard to a College employee, the President shall have the authority to direct the employee to testify at a hearing if, in the discretion of the President, such testimony could be material to an accurate determination of the facts in the case.

The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

#### F. REPORT OF FINDINGS AND CONCLUSIONS

Within five (5) working days following the hearing, there shall be a written report from the chairperson on the findings of the hearing committee (with a copy forwarded to the President, the Grievant, and each Respondent). The report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the hearing committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of facts relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance;
6. Recommendations(s) arising from the grievance and the hearing thereon.

#### G. RESOLUTION OF GRIEVANCE

In the event of a finding by the Committee that the grievance was supported, in whole or in part, by the evidence presented, the Vice President of Student Services shall meet with the Grievant, the Respondent(s) and the appropriate College representative(s) and attempt to bring about a reasonable agreed upon resolution of the grievance.

If there is no mutual resolution, the President shall impose a resolution of the grievance which shall be final and binding.

#### H. APPEAL PROCEDURE

The President of Calhoun Community College shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Grievance Committee. The President shall not be bound in any manner by the recommendation(s) of the hearing committee, but shall take it (them) into consideration in imposing his/her decision. The charged student, faculty member, staff member, or administrator may file a written request with the Vice President for Academic Affairs of the College and Vice President of Student Services requesting that the President of the College review the decision of the Grievance Committee. The written request must be filed within 15 calendar days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Grievance Committee within 15 calendar days of the initiation of the appeal process. If the decision of the Grievance Committee does not satisfy the complainant and should the grievance allege discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the handicapped (Sec. 504), the complainant may file a written grievance with:

1. The Alabama Community College System pursuant to Alabama Community College System policies and procedures, with respect to Title IX violations;
  - a. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form

available at ([calhoun.edu/ACCSComplaint](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-site in Huntsville. Any person reporting a sexual offense crime should take immediate steps to preserve the evidence. All incidents will be investigated and a report will be filed by the investigating officer; victims will be notified of their options to notify law enforcement. In the event of a sexual crime, assistance is available through the Student Services Office for making referrals to counseling services.

## Campus Sexual Assault Victim Bill of Rights

- Victims shall be notified of their options to notify law enforcement when reporting a crime of domestic violence, dating violence, or stalking
- Reasonable changes to academic and campus work situation
- Referrals to counseling, assistance in notifying law enforcement
- Same opportunity as accused to have others present at disciplinary hearing
- Unconditionally notified of outcome of hearing, sanctions, and terms of sanctions in place
- Speak (or choose not to speak) to anyone regarding the outcome
- Name and identity information kept confidential (FERPA)

## REFERENCE

**Title VI of the Civil Rights Act of 1964**, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

**Title IX of the Educational Amendments of 1972**, "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

**Section 504 of the Rehabilitation Act of 1973** as amended in 1974, "No otherwise qualified handicapped individual in the United States, as defined in Section 706 (6) of this title, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

**Title IX Section 304** of the Campus Sexual Violence Elimination Act (Campus SaVE Act), requires institutions of postsecondary education eligible to participate in federal student aid programs to adopt and disclose in their Annual Security Report a summary of a policy regarding sexual assault (an existing requirement of the Clery Act) and other intimate partner violence defined to include stalking, dating violence, sexual violence, or domestic violence.

It is the official policy of the Alabama State Department of Education, including Postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

## 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 recurrence 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 recurrence. 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

Dr. Ina Wilson Smith (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: ina.smith@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 (mail to: 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 Campus and our Huntsville site. The personnel manning the centers will help students set academic goals, plan their course schedules, plan their program of study, and register for classes. All new, first time freshmen meet with an advisor prior to their first semester. Advisors will remain available to the student for any assistance they may need.

### 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.

#### 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 Student Activities with assistance from the Physical Education Department. Students currently enrolled in the College are eligible to participate. Contact Student Engagement Coordinator, Kelly Hovater, ([kelly.hovater@calhoun.edu](mailto:kelly.hovater@calhoun.edu)) or Coach Bart Stephenson ([bart.stephenson@calhoun.edu](mailto:bart.stephenson@calhoun.edu)) in the Physical Education Department for more information.

#### MUSE

Muse, an annual journal that highlights student poetry, prose, art, photography, and student opinions, is a project of the Language Arts Department. The chairperson of the Humanities Division appoints a committee to oversee the product. Funding for Muse is provided through the Language Arts budget.

#### SERVICE LEARNING

The Office of Student Services is responsible for the administration and implementation of Calhoun's Service Learning Program. The College has established partnerships with many community

agencies for the purpose of placing Calhoun students in service learning project assignments on a semester-by-semester basis. A listing of these 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) 256-306-2870.

#### SERVICES FOR PERSONS WITH DISABILITIES

Calhoun Community College provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (as amended). Any student who requires information or needs academic adjustments or accommodations should contact a staff member.

#### STUDENT DISABILITY SERVICES

Dr. Ina Wilson Smith  
Director, Student Disability Services/ADA  
Chasteen Student Services Center, Room 220  
(256) 306-2630  
ina.smith@calhoun.edu

Wendy Morgan, Executive Secretary  
Chasteen Student Services Center, Room 220  
(256) 306-2630  
wendy.morgan@calhoun.edu

Tequila Cohen, Office Clerk  
Huntsville, Sparkman Building, Room 101Ec  
(256) 890-4756  
tequila.cohen@calhoun.edu

**Hours of operation are:**

#### HUNTSVILLE

Monday-Thursday (9:00 am - 5:00 pm)

Appointments outside regular schedule can be arranged in advance.

#### DECATUR

Monday-Thursday (7:45 am - 5:15 pm)

Friday (7:45-11:45 am)

Appointments outside regular schedule can be arranged in advance.

#### STUDENT ADVOCATE

The Student Advocate Office was created to help students and potential students solve college-related problems by providing individual attention to each issue. It is important that these problems be handled in a direct, expeditious, and friendly manner. If a student or potential student has tried without success to resolve a problem on campus, he or she should contact the Student Advocate Office 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, both on campus and virtual. All STAR Institute programs and services are free to all students at Calhoun Community College. The STAR Institute is located in Room 230 on the 2nd floor of the Chasteen Student Services Center at the Decatur Campus and Room 206 in the Sparkman Building on the Huntsville campus. The hours of operation are Monday through Thursday from 8:00 a.m. - 8:00 p.m. Friday hours are 8:00 a.m. - 11:45 a.m. The front desk number in Decatur is 256-306-2594 and the front desk number in Huntsville is 256-713-4882.

The STAR Institute also provides both a Writing Center and Math Lab on each campus. These labs are available for drop in assistance. Computers are available for student use and print stations are available with the purchase of a print card. These centers are available for students to drop in and receive free assistance with their coursework. At the Decatur campus, the Math TLC is located in Math Science Administration building, room 118, phone (256)306-2740. The Decatur Writing Center is located in Harris Hall, room 346, phone (256)306-2511. At the Huntsville campus, the Math TLC is located in the Math, Science, CIS building, room 1106, phone (256)890-4908. The Huntsville Writing Center is located in the Sparkman building, room 133A, phone (256)890-4769. Hours vary each semester for these centers.

For more information on any of the services provided by STAR Institute, please visit <https://calhoun.edu/tutoring/>.

#### FITNESS & WELLNESS CENTER

The Fitness & Wellness Center offers a variety of cardiovascular machines: computerized treadmills, stationary and recumbent bicycles, elliptical machines, etc. The center also offers a 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

### 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

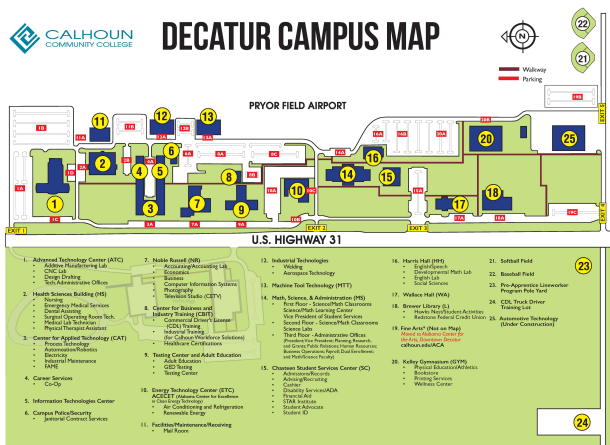
For students who wish to take Calhoun classes in the Huntsville area, Calhoun offers courses each semester at its Huntsville campus located in Cummings Research Park at 102 Wynn Drive. The Huntsville campus provides day, evening, and Saturday classes in most general education subjects. Students wishing further information about classes available at the Huntsville campus should call (256) 256-890-4747. Huntsville offices are open Monday - Thursday, 7:45 a.m. - 6:00 p.m. and Friday, 8:00 - 11:45 a.m.

### LIMESTONE CORRECTIONAL FACILITY

Calhoun Community College offers certain technical/vocational programs for inmates at the Limestone Correctional Facility at Capshaw. Available only to the incarcerated who have appropriate educational credentials, programs

include Carpentry, Design Drafting, Electrical Technology, Horticulture, Masonry, and Welding. Adult literacy and Adult Basic Education classes are offered, which can lead to passage of the GED test. For further information about the Limestone Correctional Facility programs, contact the Director for LCF Calhoun, (256) 216-2207.

## Campus Maps

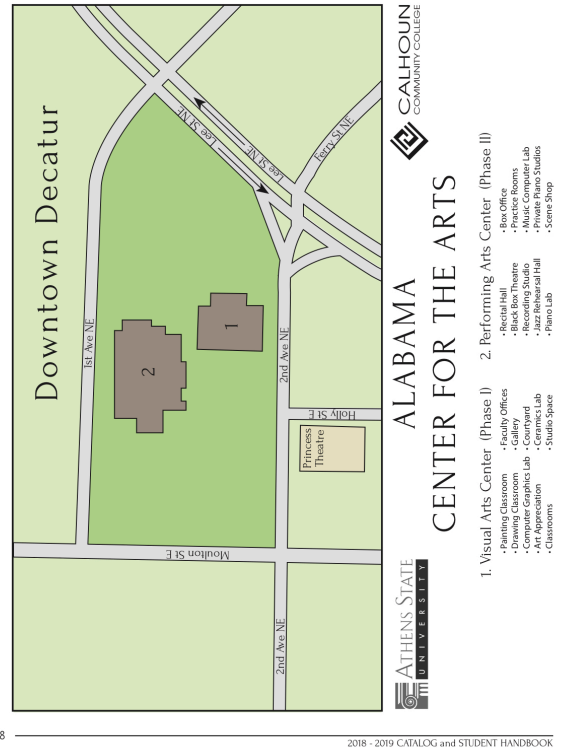


Decatur Campus Map Download



Huntsville Campus Map Download

ALABAMA CENTER FOR THE ARTS - CAMPUS MAP



Alabama Center for the Arts (Decatur)

## Faculty, Staff & Administration

### College Administration Faculty and Staff

**ABUDIAB, NIZAR.** Computer Information Systems. B.S., M.S., McNeese State University.

**ADAMS, EFREM.** Police Officer.

**AGNEW, JULIA.** Career Advisor. B.S., The University of Alabama; M.S, The University of Alabama.

**ALFORD, RODNEY.** Mathematics. Dean of Mathematics, Natural Science, and Pre-Engineering B.S., Auburn University; M.Ed., Alabama A&M University.

**ANDERSON, JASON.** Advanced Manufacturing Instructor. A.A.S., Calhoun Community College.

**AMERSON, TINA.** Student Loan Clerk. A.A.S., Calhoun Community College.

**ANDREWS, TYLER.** Philosophy Instructor. B.A., University of North Florida. M.A., University of North Florida.

**ANGE, ARCHIE.** Police Officer. B.S., Athens State University.

**ANSARDI, DAVID.** Biology. Department Chair. B.S., Louisiana Tech University; Ph.D. University of Alabama in Birmingham.

**ATKINS, SHAUN.** Industrial Systems Technology. A.A.S., Wallace State Community College.

**ATTIPOE, SHERIKA.** Assistant Director of Public Relations. A.S., Calhoun Community College; B.S., Athens State University. M.S.M., Faulkner University.

**ATWOOD, PHYLLIS.** Temporary Ready to Work/ Manufacturing Certified Production Technology Teacher. A.A. Jefferson College; B.S. Missouri Baptist University, M.A. Webster University.

**BAIN, TIFFANY.** Physical Therapist Assistant Instructor. A.A.S., Wallace State Community College. B.S., Athens State University; M.A., University of Alabama.

**BAKER, GWEN.** Dual Enrollment Director. B. S. University of North Alabama.

**BANKS, JESSIE.** Academic Advisor. B.A., Athens State University.

**BARNETT, GENE.** History. B.A., Lipscomb University; M.A., Auburn University.

**BEASLEY III, JOHN.** Machine Tool Technology. B.S., Athens State University.

**BELL, RAY.** Speech. Department Chair. B.A., Sheffield Hallam University, U.K.; M.A., University of Sheffield, U.K.; P.G.C.E., Advanced Diploma Guidance and Counseling, University of Leeds, U.K.; Ph.D., Middle Tennessee State University.

**BENEFIELD, TRAVIS.** H30 Office Clerk. M.B.A., The University of Mississippi; B.A., Auburn University.

**BERRY, DEREK.** Economics/Statistics. Department Chair. B.B.A., University of Mississippi; M.A., University of Alabama.

**BERRY, JOHN.** English Instructor. B.S. Freed-Hardeman University; M.A. The University of Alabama Huntsville; Ph.D. University of Southern Mississippi.

**BENTLEY, DAVID HARTWELL.** Database Analyst. B.S., The University of Alabama In Huntsville.

**BHOOSHANAN, PARVATHY.** English. B.A., S.N. College for Women, Kollam, Kerala, India; M.A., S.N. College for Women, Kollam, Kerala, India; University of Kerala, Trivandrum, India. Ph.D., University of Kerala.

**BIRDWELL, SHAWN.** Restricted Programs Accountant. A.A.S., Calhoun Community College. B.S. Athens State University.

**BIRGAN, LATRICA J.** Mathematics. B.S., Alabama A & M University; M.S., The University of Alabama at Birmingham; Ed.D., Northcentral University.

**BJURSTROM, KATEY.** Mathematics. A.A., Pearl River Community College; B.S., Mississippi College; Ph.D., University of Louisville.

**BLACKWOOD, HOUSTON.** Director of Calhoun Workforce Solutions. B.S. University of North Alabama; M.A. University of North Alabama; Ed.S. The University of Alabama at Birmingham

**BOSWELL, TAWANA.** Ready To Work Instructor. B.S., Alabama Agricultural and Mechanical University; M.S., Alabama Agricultural and Mechanical University.

**BRADLEY, JESSICA.** Financial Aid Clerk, Financial Aid Services. B.S., Oakwood University.

**BRANON, MARK.** Dean of Huntsville/Research Park Site. A.A.S., Calhoun Community College; B. S., Athens State University; M.A., University of Alabama.



**BRASHER, CHARLES.** Assistant Dean (p.t.), Huntsville Site. B.S.E.E., American Institute of Engineering; M.A. Indiana University; M.P.A., University of Oklahoma.

**BRAY, LENA.** Financial Aid Clerk. A.A.S., Snead State Community College; B.S., Jacksonville State University.

**BRAZIER, DOUG.** CWS Business Developer. B.S., Athens State University; M.A., University of West Alabama.

**BREWER, PHYLLIS.** Language and Literature. B.S., Athens State University; M.A., University of North Alabama.

**BRIGHT, KAREN.** Mathematics. A.S., Alabama Southern Community College; B.S., Auburn University; M.A.M., Auburn University.

**BRISCOE, GINA.** Nursing. B.S., University of Alabama in Huntsville; M.S., University of Alabama in Huntsville; D.N.P., Samford University.

**BROWN, JULIE.** Coordinator of Health Sciences Simulation Lab. A.S., Calhoun Community College; B.S.N., University of Alabama in Huntsville; M.S.N., University of North Alabama. D.N.P., The University of Alabama.

**BROWN, LAUREN.** Instructional Designer. B.S. The University of Alabama Huntsville; M.S. The University of Alabama Huntsville

**BROWN, TRICIA.** Outreach Advisor. B.B.A., Virginia College.

**BUCHHEIT, CYNTHIA.** Computer Information Systems. B.S., M.S., University of North Alabama.

**BULLOCK, NINA.** Drafting and Design Technology. A.A.T., J.F. Drake Technical College; B.E., Athens State University. M.E., The University of Alabama in Birmingham.

**BURCH, JANET.** Administrative Secretary, Mathematics. A.A.S., Calhoun Community College.

**BURKE, WAYMON E.** History. Political Science. A.S., Calhoun Community College; B.A., University of Montevallo; M.Ed., Alabama A&M University; Ph.D., The University of Alabama.

**LAMON-BURNEY, CHRISTIE.** English Instructor. B.A., Auburn University; M.A., The University of Alabama in Huntsville; Ph.D., The University of Alabama.

**BURTON, DANA.** Speech Instructor. B.A., Queens University of Charlotte; M.A., The University of Alabama; J.D., The University of Alabama.

**BURTON, JAMES.** Records Clerk. A.A.S., Calhoun Community College.

**BURTON, TAYLOR.** Graphic Designer. B.A., Queens University of Charlotte.

**BUSH, JERRY.** Workstation Administrator, Information Technologies. B.B.A., Athens State College; M.S., Florida Institute of Technology.

**BYRD, SHEILA.** English. B.S., Athens State University; M.A., The University of Alabama in Huntsville; D.A., Middle Tennessee State University.

**CALATRELLO, JENNIFER.** Academic Advisor. B.A. University of North Texas.

**CALATRELLO, STEPHEN A.** English. A.A., El Camino College; B.A., University of California Los Angeles; M.A., California State Long Beach; Ph.D., Middle Tennessee State University.

**CALLAHAN, TRACEY.** Foundation Assistant. A.A.S., Calhoun Community College.

**CALNAN, MELANIE.** Academic Advisor. M.E. Notre Dame College; B.A., University of New Hampshire.

**CANNON, KARINA.** Administrative Secretary, Advising. B.E., Athens State University.

**CANTRELL-SALERNO, LAUREN.** Theatre Instructor. M.F.A., Sarah Lawrence College; B.A., Birmingham Southern College.

**CARTER, BRIAN.** Painter.

**CARTER, SHARON.** Student Loan Clerk. A.S., Calhoun Community College; B.S., Athens State University; M.S., Capella University.

**CAUSEY, BRUCE.** Executive Director of Facilities, Maintenance and Safety. B.A., Stetson University; M.R.E., Southern Baptist Theological Seminary.

**CHACE, ALEXANDER.** Advising Center Supervisor. B.A., University of Louisiana at Monroe; M.A., University of Louisiana at Monroe.

**CHAPPELL, JADE.** Outreach Advisor. B.A., Jacksonville State University.

**CHATTERTON, DERRICK.** Adult Education Teacher. B.A., Mississippi State University; M.A., University of Alabama in Huntsville.

**CHOCKLEY, KAREN.** Dental Assisting Program Director. A.S. Hopkinsville Community College, B.S., Athens State University.

**CHRISTENSEN, JILLIAN.** Calhoun Workforce Solutions Assistant. A.S., Calhoun Community College.

**CLEMONS, SCOTT.** Administrative Secretary, LCF. B.S., University of Louisville.

**COBBS, MICHELE.** Nursing. A.A.S., Wallace State Community College; B.S.N., University of Alabama in Huntsville; M.S.N., University of Alabama in Huntsville.

**COFFELT, RHONDA.** Chemistry Instructor. B.S., Austin Peay State University M.S., Tennessee State University; Ph.D., Tennessee State University.

**COHEN, TEQUILA.** H30 ADA Office Clerk., B.A., University of North Alabama.

**CONGO, HEATHER.** English. B.A., The University of North Carolina at Wilmington; M.A., The University of Kentucky.

**COOK, MARIAN.** Assistant to the Director, IT.

**COOPER, TINA.** Administrative Assistant, Student Services. B.S., Athens State University., B.S., University of North Alabama.

**COPELAND, JESSICA.** Freshman Seminar Advisor. B.S. Alabama A & M University.

**CORN, CHRISTI A.** Transcript Evaluator, Admissions & Records. B.S.B.A., The University of Alabama in Huntsville.

**COUCH, NATALIE.** Administrative Secretary, Nursing. B.S., Samford University; M.P.A., Troy University.

**COX, VALERIE.** Director of Student Success Center. Department Chair. B.S., Murray State University; M.S., Nova Southeastern University.

**CRAIG, AUDREY.** Human Resources Assistant. B.S. University of North Alabama.

**CRAWFORD, JENNIFER.** Adult Education Teacher. A.S., Calhoun Community College; B.S., Athens State University.

**CRAWFORD, LISA.** Chemistry Instructor. M.S.E., B.S.E., University of Alabama in Huntsville.

**CRAYTON, CARLA.** Surgical Technology Instructor. CERT, Calhoun Community College.

**CROSS, RANDY K.** English. B.S., M.A., University of North Alabama; Ph.D., The University of Mississippi.

**CUNNINGHAM, BEATRICE.** Science Lab Assistant. A.S., Calhoun Community College, B.A., Athens State University.

**DANIEL, BRETT.** PC Technician. A.A.S., Shoals Community College.

**DAVENPORT, KEVIN.** Director of Security. A.S., A.A.S., Calhoun Community College; B.S., Athens State University.

**DAVIS, DARYL.** Campus Police Officer.

**DAVIS, DENISE.** Cashier. A.S., Calhoun Community College.

**DAVIS, DENVER.** Advanced Manufacturing Lab Assistant. A.A.S., Calhoun Community College.

**DAVIS, JOHNETTE.** Foundation Director. B.S., University of Southern Mississippi.

**DAVIS, GAMBRYN.** Administrative Secretary, Natural Science. A.A.S., Snead State Community College; B.A. Columbia College.

**DAWS, HEATH.** Dual Enrollment/Advisor Recruiter. B.S., Athens State University.

**DUNKERLEY, RACHEL.** Biology/Anatomy Instructor. B.S., Auburn University; M.Ed., Auburn University; M.S., Jacksonville State University.

**DUNN, HOLLY.** Academic Advisor. A.S., Calhoun Community College; B.S., Athens State University.

**DUTTON, SANDIE.** Workforce Solutions Assistant. A.A.S., Northwest Shoals Community College.

**DYE, BRIANNA.** Administrative Secretary, Language & Literature. A.A., Calhoun Community College. B.A., Athens State University.

**EDDY, ARIN.** Women's Golf Coach. B.S., University of Montevallo.

**EDWARDS, STEPHEN.** Classroom Technology & Integration Specialist. A.A.S., Calhoun Community College; CERT, Tennessee College of Applied Technology

**EISNER, JIM.** Student Records Analyst. B.A., University of Charleston; M.S., Trident University International.

**ELLETT, MARLA.** Math Instructor. A.S., Wallace State Community College; B.S., Samford University; M.Ed., Alabama Agricultural and Mechanical University.

**ELLIOTT, IVAN KEITH.** Campus Police Officer.

**ELLIS, TAMMY.** Senior Institutional Research Analyst. B.S., University of North Alabama.

**ELMORE, BRANDON.** Grounds/Maintenance

**EMANUEL, LETARIEL.** Outreach Advisor. B.A., Alabama A&M University.

**ENFINGER, DEBORAH.** Economics Instructor. B.S., University of Mobile; M.A., Clemson University.

**ESTES, MELISSA.** Accountant/Cashier Supervisor. B.S., Athens State University.

**ESTILL, DONNA.** Dean of Humanities and Social Sciences. B.A., The University of Alabama; M.A., The University of Alabama in Huntsville; Ed.D., The University of Alabama.

**EVANS, ANGELA.** Financial Aid Asset Management Accountant. B.S., Athens State University.

**EWING, FELECIA L.** Biology. B.S., M.S., The University of Alabama in Huntsville.

**FELLOWS-GAINES, KIMBERLY.** GED Chief Examiner. B.S., Louisiana Tech University; M.S.A., University of Louisiana - Monroe.

**FERGUSON, ZEBULON.** Welding Instructor. Department Chair. Welding Certificate, Wallace State Community College; B.E. Athens State University, M.E., Athens State University.

**FINLEY, CHEALSIE.** Accounts Student Receivables Clerk. A.A.S., Calhoun Community College.

**FLETCHER, AYRIAN.** Administrative Secretary. M.B.A., Strayer University.

**FLETCHER, LISA.** STAR Academic Success Coordinator. A.S. Calhoun Community College; B.S. Athens State University.

**FLOYD, GAIL.** Administrative Secretary, Career Services/Title III.

**FOUNTAIN, LEAH.** English Instructor. B.A., Athens State University; M.A., University of Montevallo

**FOURNIER, CHRYSAL.** Nursing Instructor. M.S.N., George Mason University; B.S.N., James Madison University.

**FRANKS, DALY.** Accounts Payable Specialist. B.S., The University of Alabama in Huntsville; J.D., Faulkner University.

**GAINES, JOHN.** History Instructor. A.S., Motlow State Community College; B.S., Austin Peay State University; B.S., Middle Tennessee State University; M.A., Middle Tennessee State University; Ph.D., Texas Tech University

**GAINES, KIM.** PHR. SHRM-CP Director of Human Resources & Payroll. B.S.B.A., The University of Alabama in Huntsville.

**GALBREATH, JIMMY.** Nursing. A.A.S., Calhoun Community College; B.S.N., M.S.N., The University of Alabama in Huntsville. D.N.P., The University of Alabama in Huntsville.

**GASKILL, CODY.** Head Baseball Coach. B.S., Athens State University; M.P.S., Middle Tennessee State University.

**GERRIE, LANCE.** General Maintenance.

**GEIGER, JENNIFER.** Workforce Solutions Project Manager. B.S., University of Maine at Augusta.

**GIBSON, CARRIE.** Nursing Instructor. B.S., University of North Alabama; M.S., University of North Alabama.

**GIBSON, JAMES.** Printing Coordinator. B.A., Fine Art/English, University of Mobile.

**GILL, FELICIA.** Career Advisor. M.P.A., South University.

**GINDHART, BRANDI.** English. B.S., The University of Alabama In Huntsville; M.A., The University of Alabama in Huntsville.

**GIST, CAROL.** Nursing. A.A.S., Calhoun Community College; B.S.N., M.S.N., D.N.P., The University of Alabama in Huntsville.

**GLASSCOCK, KURT.** Security Officer/Decatur Campus.

**GODSEY, WILLIAM A., JR.** Fine Arts. Speech/Theatre. Department Chair. B.S., University of North Alabama; M.A., Memphis State University.

**GOHANNA, SYMMETRIS.** English Instructor. B.S., University of Alabama in Huntsville; M.A., University of Alabama in Huntsville; Ph.D., Alabama Agricultural and Mechanical University.

**GOLBEN, JOHN P.** Physics. B.S., University of Minnesota; M.S., Ph.D., Ohio State University.

**GONZALEZ, ANTHONY.** Enterprise Mobility Management Virtual Computing Administrator A.A.S., Calhoun Community College.

**GOOCH, EDDIE.** Virtual Services Specialist/Title III, Information Technologies.

**GREENE, JACOB.** Webmaster/Digital Designer. B.S., Athens State University.

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## Addendum

The next Dental Assisting Class Will Begin Summer 2022!

### Dental Assisting, AAS

Changed *Fall*, *Spring*, and *Summer* section titles to *First Term*, *Second Term*, and *Third Term* respectively.

Added EMS 100 (Optional) to First Term

Moved DAT 104 from First Term to Second Term

Moved DAT 113 from Second Term to Third Term

Overall credit hours changed from 64 to 64-65.

10/29/21

### Dental Assisting, Long Certificate

Changed *Fall*, *Spring*, and *Summer* section titles to *First Term*, *Second Term*, and *Third Term* respectively.

Added EMS 100 (Optional) to First Term

Moved DAT 104 from First Term to Second Term

Moved DAT 113 from Second Term to Third Term

Overall credit hours changed from 64 to 64-65.

10/29/21