# Traditional Credit

**Catalog Page Reference:** Pages 87-88; Medical Assisting Technology Program – Page 161;
**Summary of Changes:** Changes were made to clarify principles for awarding transfer credit by the College.

*Traditional Credit*

The following general principles for transfer of credit will be applied in determining the award of transfer credit:

I.   Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of the students enrolled in Central Alabama Community College undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, and the American Association of Collegiate Registrars and Admissions Officers.

II.  A course completed at duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of "D" will only be accepted when the transfer student's cumulative grade point average is 2.0 or higher at the time of admission. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for first-time students.

III. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

IV.  Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

# Accredited Postsecondary Institutions

Catalog Page Reference: Admission Requirements and Procedures (Page 79); Admission of Transfer Students (Page 83); Minimum Admission Requirements – Nursing (Page 169); Admission Requirements for Practical Nursing Program (Page 183);

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

## ADMISSION REQUIREMENTS
## AND
## PROCEDURES
### (Page 79)

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

conclusion of the term in which the student has attempted a total of 12 or more credit hours at the College, the cumulative GPA is below 1.5, the student is suspended for one semester. If, at the conclusion of the semester in which the transfer student was admitted on Academic Probation has attempted a total of 12 or more credit hours at the College, the cumulative GPA is 1.5 or above, the student's status is Clear.

Grades accrued at *duly* accredited postsecondary institutions including other Alabama Community Colleges are not included in GPA calculation. Nursing students should refer to the Nursing Transfer Policy.

III. An applicant who has been placed on academic suspension from another *dul* accredited postsecondary institution may be admitted as a transfer student only after making a successful appeal to the College Admissions and Academic Appeals Committee. The decision of the committee is final. If the transfer student is admitted upon appeal, the student will enter Central Alabama Community College on academic probation and the transcript will read "Admitted Upon Appeal-Academic Probation."

## *Readmission of Students*

Former students who have not been in attendance during the previous semester (summer term excluded), and students applying for readmission after suspension must complete an application for readmission. A former student who has attended a *duly* U

    **VI.**    Meet the essential functions for nursing

    **VII.**    Eligible for ENG 101, BIO 201, and MTH 100

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

**Admission Requirements – Practical Nursing Program (Page 18)**

VI Meet

**VII.**    **Elgiblep**    **Elgible for**

# Student Assessment

## *Student Assessment*

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

State approved placement testing may be exempt with acceptable high school GPA of 2.5 or higher and coursework with a grade of C or higher in English and math courses. If requirements are not met, then ACT or SAT scores as designated in the Placement Score Chart would follow. Students with an associate degree or higher, students who transfer creditable, college-level English or mathematics courses with a grade of "C" or better from an accredited institution, students who have successfully completed required developmental coursework at an Alabama Community College System college or an accredited college within the last three years, students enrolling to audit a course, students who scores 165 or higher o2 (n E)1 (n)-10tud ( b)-10 (e)-6.1 (t)-2 (t)-1.9 (e)s

| MTH 110, MTH112, MTH231, MTH232, MTH265 | QAS 266-300 or AAF 236-255 |
|---|---|
| MTH 113 OR MTH120 | AAF 256-270 |
| MTH125 | AAF 271-300 |

**Act and SAT Exemptiq9 (o)-8f52.6 (t)T99.08 625.56**

# Financial Information — Other Charges, Fines and Fees

Catalog Page Reference: Pages 90-92
Effective Date: Fall 2023 & Summer 2024
Summary of Changes: *Effective Fall 2023, central Alabama Community College's Bookstore, operated by Barnes & Noble, offers a First Day Complete textbook rental program. All eligible students will be automatically charged the rental fee unless the student opts out of the program. Additional information about this program is included in the table below and is available on the Bookstore website at* [https://www.cacc.edu/books](https://www.cacc.edu/books)

*Effective Summer 2024, the Healthcare Program Fee for NUR 221 will decrease to $360.0 and the Healthcare Association (Certification Exam) for MAT 239 will increase to $129.00.*

## OTHER CHARGES, FINES AND FEES

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

| | |
|---|---|
| Associate Degree Nursing (ADN)<br>Healthcare Program Fee Per Course<br>*Note: Insurance premiums are subject to change.* | NUR 112- $ 200.00<br>*NUR 221 -$ 100.00<br><br>*\*(Effective Summer 2024 – NUR 221 Healthcare Program Fee will decrease to $36.00)* |
| Associate Degree Nursing (ADN)<br>Mercer Malpractice Insurance Per Course *(NUR 112)*<br>*Note: Insurance premiums are subject to change.* | $ 30.00 |

LPN to RN Mobility Program

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

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

# Instructional Division

Catalog Page Reference: Page 131

Effective Date: Spring 2025 (January 2025)

# Technical Division–Associate in Occupational Technology (AOT)

Catalog Page Reference: Page 189
Effective Date: Fall 2023 (August 10, 2023)
Summary of Changes:  A revision was made by the Alabama Community College System (ACCS) to change the required hours for Area III Natural Science and Mathematics from "6" hours to "6" hours.

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

**Catalog Page Reference:** Page 189
**Effective Date:** Spring 2024 (January 8, 2024)
**Summary of Changes:** Introducing a new Associate in Applied Science (AAS) degree in Marine Technology effective Spring 2024.

## Marine Technology
### Associate in Applied Science Degree (AAS)

**At a Glance**

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

**General Education & Electives**                                                      **CREDITS**

CIS 146     Computer Applications.........................................................................................3
ENG 101     English Composition I.........................................................................................3
MTH 100     Intermediate College Algebra OR Higher Level.......................................................3
SPH 106     Fundamentals of Oral Communication..................................................................3

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

**Total Credit Hours**................................................................................ **66-67**

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

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

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

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

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

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

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

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

| | | **CREDITS** |
|---|---|---|
| WKO 131 | MSSC Safety Course | 3 |

**Technical Major Courses**                                                                          **CREDITS**

CIS 101         Computer Applications Lab (or CIS 108 COOP, corequisite CIS 120)..............1

CIS 165         Network Lab (or CIS 108 COOP, corequisite CIS 121.)...................................1

CIS 120         Google IT Professional Support I: Technical Support Fundamentals............2

CIS 121         Google IT Professional Support II: Computer Networking...............................2

CIS 122         Google IT Professional Support III: Operating Systems...................................2

CIS 123         Google IT Professional Support IV: System Administration and IT

                        Infrastructure Services.....................................................................................2

CIS 124         Google IT Professional Support V: Security.....................................................2

CIS 161         Intro to Networking.............................................................................................3

CIS 162         Advanced Networking.........................................................................................3

CIS 268         Software Support.................................................................................................3

CIS 269         Hardware Support...............................................................................................3

CIS or BUS electives.......................................................................................................12

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

**TOTAL CREDIT HOURS** ....................................................................... **60-61**

## Google IT Support Professional
## Short-Term Certificate (STC)

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

                                                                                 **CREDITS**

CIS 101         Computer Applications Lab (or CIS 108 COOP, corequisite CIS 120)..............1

CIS 165         Network Lab (or CIS 108 COOP, corequisite CIS 121.)...................................1

CIS 120         Google IT Professional Support I: Technical Support Fundamentals............2

CIS 121         Google IT Professional Support II: Computer Networking...............................2

CIS 122         Google IT Professional Support III: Operating Systems...................................2

CIS 123         Google IT Professional Support IV: System Administration and IT

                        Infrastructure Services.....................................................................................2

CIS 124         Google IT Professional Support V: Security.....................................................2

**Total Credit Hours** .............................................................................................**12**

## PC Support Specialist
## Short-Term Certificate (STC)

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

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

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

## Network Support Specialist
## Short-Term Certificate (STC)

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

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

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

## Cyber Security
## Short-Term Certificate (STC)

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

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

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

**Catalog Page Reference:** Page 196 – 198
**Effective Date:** Spring 2024
**Summary of Changes:** A restructure of the awarding process for certificates stacked or embedded within the Associate in Occupational Technology (AOT) degree in Cosmetology will be implemented effective Spring Semester (January 2024). Certificates stacked or embedded within this degree program will *only* be awarded at the completion of the Associate in Occupational Technology (AOT) degree

## Cosmetology
### Associate in Occupational Technology Degree (AOT)

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

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

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

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

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

**Technical Major Courses**                                    **CREDITS**
COS 111      Introduction to Cosmetology.....................................................................3
COS 112      Introduction to Cosmetology Lab...............................................................3
COS 113      Theory of Chemical Services.....................................................................3
COS 114      Chemical Services Lab.............................................................................3
COS 115      Hair Coloring Theory.................................................................................3
COS 116      Hair Coloring Lab.....................................................................................3
COS 117      Basic Spa Techniques...............................................................................3
COS 118      Basic Spa Techniques Lab........................................................................3
COS 119      Business of Cosmetology..........................................................................3
COS 123      Cosmetology Salon Practice OR CO-OP (COS 191).................................3
COS 167      State Board Review...................................................................................3
            15................................................................................. T

# Course Directory

Catalog Page Reference: Pages 217-282
Effective Date: Spring 2024 (January 8, 2024)
Summary of Changes: Added Marine Technology (MRT) to the Course Abbreviations table and courses descriptions for the MRT courses as a result of introducing a new Associate in Applied Science (AAS) degree in Marine Technology

## COURSE DESCRIPTIONS

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

| | |
|---|---|
| *ANT - Anthropology* | *INT - Industrial Maintenance Technology* |
| *ART - Art* | *MAT - Medical Assisting Technology* |
| *ASL - American Sign Language* | *MSP - Machine Shop Technology* |
| *AST - Astronomy* | *MTH - Mathematics* |
| *AUT - Automotive Manufacturing Technology* | *MRT –* |

# Course Directory

**ENG 251 American Literature I**
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of American literature from its beginnings to the mid-nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
**Code A          Lecture: 3 hours     Lab: 0 hours     Credit Hours: 3**

**ENG 252 American Literature II**
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of American literature from the mid-nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
**Code A          Lecture: 3 hours     Lab: 0 hours     Credit Hours: 3**

**ENG 261 English Literature I**
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of English/British literature from its inception to the end of the eighteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
**Code A          Lecture: 3 hours     Lab: 0 hours     Credit Hours: 3**

**ENG 262 English Literature II:  3 credits**
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of English/British literature from the late eighteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shapes these works and that are reflected in them.
**Code A          Lecture: 3 hours     Lab: 0 hours     Credit Hours: 3**

**ENG 271 World Literature I**
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of world literature from its inception to the seventeenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
**Code A          Lecture: 3 hours     Lab: 0 hours     Credit Hours: 3**

**ENG 272 World Literature II**
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a survey of world literature from the seventeenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them.
**Code A        Lecture: 3 hours      Lab: 0 hours     Credit Hours: 3**

**ENG 276 Classical Literature**
Prerequisite: A grade of "C" or higher in ENG 102 or equivalent
This course is a study of significant works of Greek and Roman literature. Emphasis is placed on the influence on Western heritage of ancient thought expressed in these works. Students will demonstrate an understanding of the works studied and of the impact of these works on Western civilization and culture.
**Code C        Lecture: 3 hours      Lab: 0 hours     Credit Hours: 3  D1.**

**crs: 0r8 Prerequisite: A grade of C"or**
**This course is a (nt)-24 (d)-3 (om)-2 (a**