

APPLIED DEGREES/CERTIFICATES

ADVANCED ELECTRONICS MANUFACTURING

Associate of Applied Science Degree

The Associate Degree in Advanced Electronics Manufacturing is designed to provide skilled technicians for work in the advanced manufacturing industry. Various industry operator and worker certification requirements that are established and controlled by IPC, the US based electronic interconnect trade association, are integrated into the course material and students will have the opportunity to take the certification exam.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101	English Composition I	3
ENG 130	Technical Writing.....	3
MTH 117	College Mathematics with Applications	3
MTH 118	Technical Mathematics	3
SPH 107	Fundamentals of Public Speaking.....	3
CIS 146	Microcomputer Applications	3
PHS 121	Applied Physical Science I	4
PHY 115	Technical Physics	4
PSY 200	General Psychology.....	3
	Fine Arts/Humanities Elective	3
BUS 190H	Time/Project Management.....	1
BUS 190B	Problem Solving.....	1
	Subtotal General Education	34

MAJOR COURSE REQUIREMENTS (Decatur Campus only):

AEM 100	Introduction to Electronics Manufacturing	3
AEM 105	Fundamentals of Electronics Manufacturing.....	3
AEM 150	Fundamentals of Cable/Harness Assembly	3
AEM 160	Principles of Electronics Manufacturing I	4
AEM 170	Principles of Electronics Manufacturing II	4
AEM 190	Optoelectronics	3
AEM 191	Optoelectronics Lab.....	1
AEM 200	Projects in Electronics Manufacturing	4
ARS 104	Safety in a Manufacturing Environment.....	3
ARS 202	Process Control and Quality Management.....	3
EET 281	Special Topics in Electronic Engineering Technology.....	3
PMC 180	Basic Electricity and Electronics	2
Total	36
TOTAL CREDITS	70



AEROSPACE TECHNOLOGY

Associate of Applied Science Degree

The Associate Degree in Aerospace Technology will prepare graduates for employment in aerospace and related industries through classroom and laboratory instruction in propulsion structures and assembly. Graduates will be prepared to work in a team-centered environment with demanding quality and safety standards. This program also provides enhancement training for individuals seeking skill advancement in their current positions. Graduates may also choose to pursue a baccalaureate degree in appropriate academic areas.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101	English Composition I	3
ENG 130	Technical Writing.....	3
MTH 103	Introduction to Technical Math (non-electronics only).....	3
MTH 112	Precalculus Algebra (electronics only)	3
MTH 113	Precalculus Trigonometry (electronics only).....	3
SPH 107	Fundamentals of Public Speaking	3
CIS 146	Microcomputer Applications.....	3
PHS 121	Applied Physical Science I (non-electronics only)	4
	Social Science Elective	3
	Humanities Elective	3
Total (non-electronics specialty)	25
Total (electronics specialty)	24

AEROSPACE COMMON CORE (Decatur Campus only):

ARS 100	Print Reading, GD&T, and Precision Measurement	3
ARS 101	Fundamentals of Aerospace Manufacturing.....	3
ARS 102	Introduction to Aerospace Technology	1 *
ARS 104	Safety in a Manufacturing Environment.....	3 *
ARS 126	Machining Fundamentals.....	3
ARS 127	Advanced Machining	3
ARS 151	Welding Principles, Theory & Symbols	3
ARS 152	Orbital Tube Welding	3
ARS 176	Electrical/Electronic Assembly.....	3
ARS 178	Aerospace Mechanical Assembly.....	3
ARS 202	Process Control and Quality Management.....	3 *
ARS 229	Inspection and Test	3
ARS 280	Surface Preparation & Coatings.....	3
PMC 180	Basic Electricity & Electronics.....	3

*** Common Core Courses that Electronics Specialty Students must take.**

Total (non-electronic specialty)	40
Total (electronics specialty)	7

SPECIALTIES (Decatur Campus only):

Aerospace Machining and Fabrication		
ARS 128	CNC Programming	3
ARS 227	Skin Forming and Hemi Milling.....	3
ARS 228	Vertical Turret Lathes	3
Subtotal Machining and Fabrication	9

APPLIED DEGREES / CERTIFICATES

TOTAL CREDITS MACHINING/FABRICATION.....74

Aerospace Welding and Coatings

ARS 153 Gas Tungsten & Plasma Arc Welding3
 ARS 251 Specialized Welding Processes.....3
 ARS 253 Welding Certification Preparation3
 Subtotal Aerospace Welding & Coatings9

TOTAL CREDITS WELDING/COATINGS SPECIALTY.....74

Aerospace Structures and Assembly

ARS 276 Instrumentation Attachments and Adhesive Bonding Procedures3
 ARS 278 Composite Materials Fabrication & Assembly.....3
 ARS 284 Specialized Coating Processes3
 Subtotal Aerospace Structures and Assembly9

TOTAL CREDITS STRUCTURES/ASSEMBLY.....74

Aerospace Electronics

EET 101/102 DC Theory and Lab5
 EET 151/152 AC Theory and Lab5
 EET 161/162 Solid State Theory and Lab.....4
 EET 201/202 Electronic Circuits Theory and Lab4
 EET 210/211 Digital Basics Theory and Lab4
 EET 227 Microwave Communication Systems.....3
 EET 230/231 Communications Basics Theory and Lab.....4
 AEM 100 Introduction to Electronics Manufacturing3
 AEM 105 Fundamentals of Electronics Manufacturing3
 AEM 150 Fundamentals of Cable Harness Assembly.....3
 AEM 190 Optoelectronics3
 AEM 191 Optoelectronics Lab1
 Subtotal Aerospace Electronics42

TOTAL CREDITS ELECTRONICS SPECIALTY.....73

AIR CONDITIONING AND REFRIGERATION

Associate of Applied Science Degree

The purpose of this course of study is to train the student to become an air conditioning and refrigeration technician. The courses will cover the theory of refrigeration, heat transfer, air conditioning, equipment sizing, selection, installation, duct design, and troubleshooting.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I3
 MTH 103 Introduction to Technical Math I3
 SPH 107 Fundamentals of Public Speaking OR
 SPH 228 Group Communication.....3
 CIS elective.....3
 Humanities elective3
 Natural Science Elective3
 Social Science elective3
 Total21

MAJOR COURSE REQUIREMENTS (Decatur Campus only):

ACR 111 Refrigeration Principles3
 ACR 112 HVACR Service Procedures3
 ACR 113 Refrigeration Piping Practices3
 ACR 115 Heating Systems I6
 ACR 121 Principles of Electricity for HVACR3
 ACR 122 HVACR Electrical Circuits3
 ACR 123 HVACR Electrical Components3
 ACR 125 Advanced Heat Pump Systems6
 ACR 126 Commercial Heating Systems.....3
 ACR 132 Residential Air Conditioning3
 ACR 139 Automotive Air Conditioning.....3
 ACR 202 Special Refrigeration Systems.....3
 ACR 203 Commercial Refrigeration.....3
 ACR 204 Commercial Air Conditioning.....3
 ACR 205 System Sizing and Air Distribution3
 ELT 212 Motor Controls II3
 Total54

TOTAL CREDITS.....75

AIR CONDITIONING AND REFRIGERATION

Certificate

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, many courses within the certificate will apply toward the degree.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I3
 SPH 107 Fundamentals of Public Speaking OR
 SPH 228 Group Communications3
 MTH 103 Introduction to Technical Math I3
 CIS 130 Introduction to Information Systems3
 Total12



Programs of Study

MAJOR COURSE REQUIREMENTS (Decatur Campus only):

ACR 111 Refrigeration Principles	3
ACR 112 HVACR Service Procedures	3
ACR 113 Refrigeration Piping Practices	3
ACR 115 Heating Systems I	6
ACR 121 Principles of Electricity for HVACR	3
ACR 122 HVACR Electrical Circuits	3
ACR 125 Advanced Heat Pump Systems	6
ACR 130 Computer Assisted HVAC Troubleshooting	2
ACR 132 Residential Air Conditioning	3
ACR 139 Automotive Air Conditioning	3
ACR 202 Special Refrigeration Systems	3
ACR 203 Commercial Refrigeration	3
ACR 205 System Sizing and Air Distribution	3
ELT 212 Motor Controls II	3
Total	47
TOTAL CREDITS	59

BARBERING

Certificate

This is a certificate program which prepares students for employment in the profession of barbering.

GENERAL EDUCATION CORE REQUIREMENTS:

COM 100 Introductory Technical English OR	
ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
MTH 100 Intermediate College Algebra OR	
MTH 116 Mathematical Applications	3
CIS Computer Information Systems Elective	3
Total	12

PROFESSIONAL CORE REQUIREMENTS

BAR 110 Orientation to Barbering	3
BAR 111 Science of Barbering	3
BAR 112 Bacteriology and Sanitation	3
BAR 113 Barber-Styling Lab	3
BAR 114 Advanced Barber-Styling Lab	3
BAR 120 Properties of Chemistry	3
BAR 121 Chemical Hair Processing	3
BAR 122 Hair Coloring Chemistry	3
BAR 124 Hair Coloring Methodology Lab	3
BAR 130 Marketing and Business Management	3
BAR 131 Structure and Disorders of Nails	3
BAR 132 Hair Styling and Design	3
BAR 133 Hair Styling and Management Lab	3
BAR 140 Practicum	2
BAR 141 Practicum	2
Total	43
TOTAL CREDITS	55

BUSINESS ADMINISTRATION

Option I

Accounting Technology

Associate of Applied Science Degree

This program is designed primarily for students who plan to seek employment in financial or managerial accounting. This program is also appropriate for students who are employed and who wish to upgrade their understanding of accounting principles and practices. Although the program is not designed primarily for transfer, many of the courses are transferable to some senior institutions.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
BUS 215 Business Communications	3
MTH Elective (to be selected from MTH 110-115 OR	
MTH 120 through MTH 126)	3
ECO 231 Principles of Macroeconomics	3
SPH 107 Fundamentals of Public Speaking	3
CIS 146 Microcomputer Applications	3
CIS Computer Information Systems Elective	3
Humanities/Fine Arts Elective	3
Total	24

PROFESSIONAL CORE REQUIREMENTS

BUS 150 Business Math	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 246 Accounting on the Microcomputer	3
BUS 248 Managerial Accounting	3
BUS 253 Individual Income Tax	3
BUS 263 The Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
CIS 147 Advanced Microcomputer Applications	3
ECO 232 Principles of Microeconomics	3
CIS 197U Microsoft Word Core	3
BUS Electives	6
Total	39

TOTAL CREDITS	63
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BUSINESS ADMINISTRATION

Option II

Business Administration

Associate of Applied Science Degree

This program is designed primarily for students who plan to seek employment in a business-related field. This program is also appropriate for students who are employed and wish to upgrade their business skills and knowledge. Although this program is not designed for transfer, many of the courses are transferable to some senior institutions.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
BUS 215 Business Communications	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126)	3
ECO 231 Principles of Macroeconomics.....	3
SPH 107 Fundamentals of Public Speaking	3
CIS 146 Microcomputer Applications	3
CIS Computer Information Systems Elective	3
Humanities/Fine Arts Elective	3
Total	24

PROFESSIONAL CORE REQUIREMENTS

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 275 Principles of Management	3
BUS 285 Principles of Marketing.....	3
BUS Business Electives	6
BUS 190 Workshops	6
ECO 232 Principles of Microeconomics.....	3
Electives (To be selected from the following BUS, CIS, OAD, QCT, RLS, TRT).....	6
Total	39
TOTAL.....	63

**BUSINESS ADMINISTRATION
Option III
Entrepreneurship**

Associate of Applied Science Degree

This program provides training for persons who are ready to become self-employed. It is particularly recommended for people who are currently operating or are employed in the small business sector. The program is not designed for transfer, although some of the courses may transfer to some senior institutions. NOTE: Required courses may not be at all sites 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 at various campus sites.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
BUS 215 Business Communications	3
MTH elective (to be selected from MTH 110-115 OR MTH 120-126)	3
ECO 231 Principles of Macroeconomics.....	3
SPH 107 Fundamentals of Public Speaking	3
CIS 146 Microcomputer Applications	3
CIS Computer Information Systems Elective	3
Humanities/Fine Arts Elective	3
Total	24

PROFESSIONAL CORE REQUIREMENTS

ECO 232 Principles of Microeconomics.....	3
BUS 150 Business Math	3
BUS 177 Salesmanship	3
BUS 190L Developing a Business Plan.....	1
BUS 190M Evaluating the Entrepreneurial Personality	1
BUS 193 Business Co-Op I.....	1
BUS 194 Business Co-Op II.....	1
BUS 241 Principles of Accounting I.....	3
BUS 242 Principles of Accounting II.....	3
BUS 246 Accounting on the Microcomputer	3
BUS 248 Managerial Accounting	3
BUS 263 The Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 279 Small Business Management.....	3
BUS 285 Principles of Marketing.....	3
*BUS 190 Management Workshop Electives.....	3
Total	40
TOTAL CREDITS.....	64

BUSINESS ADMINISTRATION

Certificate

Entrepreneurship

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

BUS 190F Organizational Communications	1
BUS 190G Interpersonal Relationships	1
BUS 190L Developing a Business Plan.....	1
BUS 190N Financing an Entrepreneurial Enterprise.....	1
BUS 190M Evaluating the Entrepreneurial Personality	1
BUS 190W Customer Service.....	1
BUS 190Y Leadership Skills	1
BUS 241 Principles of Accounting I.....	3
BUS 263 Legal and Social Environment of Business	3
BUS 279 Small Business Management.....	3
TOTAL CREDITS.....	16

Programs of Study

**BUSINESS ADMINISTRATION
Option IV
Management**

Associate of Applied Science Degree

This program provides training and experience for persons who are currently operating a small business or who wish to become employed in the small business sector with management responsibilities. It also provides training for those who are employed or who are seeking employment in management positions. The program is not designed for transfer, although some of the courses may transfer to some senior institutions. NOTE: Required courses may not be at all sites 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 at various campus sites.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
BUS 215 Business Communications	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126)	3
ECO 231 Principles of Macroeconomics	3
SPH 107 Fundamentals of Public Speaking	3
CIS 146 Microcomputer Applications	3
CIS Computer Information Systems Elective	3
Humanities/Fine Arts Elective	3
Total	24

PROFESSIONAL CORE REQUIREMENTS

BUS 150 Business Math	3
BUS 276 Human Resource Management	3
BUS 190 Management Workshop Electives	5
ECO 232 Principles of Microeconomics	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 248 Managerial Accounting	3
BUS 263 The Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
BUS 279 Small Business Management	3
BUS 285 Principles of Marketing	3
CIS or BUS Elective	3
Total	39
TOTAL CREDITS	62

**BUSINESS ADMINISTRATION
Option V
Quality Control Technology**

Associate of Applied Science Degree

This program is designed for individuals seeking employment in the quality control field or for those already employed in the field who wish to upgrade their skills.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
BUS 215 Business Communications	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126)	3
ECO 231 Principles of Macroeconomics	3
SPH 107 Fundamentals of Public Speaking	3
CIS 146 Microcomputer Applications	3
CIS Computer Information Systems Elective	3
Humanities/Fine Arts Elective	3
Total	24

PROFESSIONAL CORE REQUIREMENTS

QCT 101 Introduction to Quality	3
QCT 102 Statistics I for Quality Control OR BUS 271 Business Statistics I	3
QCT 103 Statistical Process Control	3
QCT 104 Inspection Planning and Metrology	3
QCT 202 Statistics II for Quality Control OR BUS 272 Business Statistics II	3
QCT 204 Auditing	3
QCT Electives	6
Total	24

Select at least fifteen (15) additional hours from the following:

BUS 190 Management Workshops (1-3 hours each)	1-9
BUS 263 Legal/Social Environment of Business	3
ECO 232 Principles of Microeconomics	3
*ENG 102 English Composition II	3
DDT 103 Introduction to Computer Aided Drafting	4
DDT 115 OR MTT 121 Blueprint Reading for Machinists	3
DDT 116 Blueprint Reading for Construction	3
*ENG 130 Technical Report Writing	3
**MTT 131 Introduction to Metrology	3
**MTT 143 Geometric Dimensioning and Tolerancing	2
**MTT 200 OR PMC 125 Industrial Processes	2-3
*Humanities Elective	3
MTH 112 Precalculus Algebra	3
MTH 113 Precalculus Trigonometry	3
MTH 115 Precalculus Algebra and Trigonometry	4
MTH 120 Calculus and Its Applications	3
MTH 125 Calculus I	4
QCT courses selected as electives under "Professional Core Requirements" are excluded here)	
QCT 105 Facilitator Training	3
QCT 205 Continuous Improvement Techniques	3
QCT 206 Quality Practices and Application	3
QCT 207 Seminar in Quality Technology	3

QCT 208 Reliability for the Technologies.....	3
QCT 209 Design of Quality Programs.....	3
Total.....	15
TOTAL CREDITS.....	63

*Recommended for those transferring to Athens State University
**With permission of MTT instructor

QUALITY CONTROL TECHNOLOGY

Certificate

ENG 101 English Composition I.....	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....	3
QCT 101 Introduction to Quality.....	3
QCT 102 Statistics I for Quality Control OR BUS 271 Business Statistics I.....	3
QCT Elective OR BUS 190 Management Workshops.....	6
QCT Electives.....	6
TOTAL CREDITS.....	24

**BUSINESS ADMINISTRATION
Option VI
Real Estate Sales and Management**

Associate of Applied Science Degree

This program offers persons employed in the real estate field opportunities to pursue related course work. It provides basic information for those interested in entering the real estate professions as well. RLS 101 Real Estate Principles (as approved by the Alabama Real Estate Commission) is a pre-licensure course for those interested in selling.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I.....	3
BUS 215 Business Communications.....	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....	3
ECO 231 Principles of Macroeconomics.....	3
SPH 107 Fundamentals of Public Speaking.....	3
CIS 146 Microcomputer Applications.....	3
CIS Computer Information Systems Elective.....	3
Humanities/Fine Arts Elective.....	3
Total.....	24

PROFESSIONAL CORE REQUIREMENTS

BUS 150 Business Math.....	3
BUS 177 Salesmanship.....	3
BUS 241 Principles of Accounting I.....	3
BUS 263 The Legal and Social Environment of Business.....	3
BUS 275 Principles of Management.....	3
BUS 279 Small Business Management.....	3
BUS 285 Principles of Marketing.....	3

ECO 232 Principles of Microeconomics.....	3
RLS 101 Real Estate Principles.....	4
RLS 110 Real Estate Finance.....	3
RLS 125 Real Estate Law.....	3
RLS or BUS Electives.....	3
Total.....	37
TOTAL CREDITS.....	61

BUSINESS ADMINISTRATION

Option VII

Traffic and Transportation Technology

Associate of Applied Science Degree

This program provides training for those planning to seek employment, or for those currently employed, in the traffic and transportation industry. Included are industrial traffic management, carrier operations, physical distribution and logistics management.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I.....	3
*BUS 215 Business Communications OR ENG 102 English Composition II.....	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....	3
ECO 231 Principles of Macroeconomics.....	3
SPH 107 Fundamentals of Public Speaking.....	3
CIS 146 Microcomputer Applications.....	3
CIS Computer Information Systems Elective.....	3
Humanities/Fine Arts Elective.....	3
Total.....	24

PROFESSIONAL CORE REQUIREMENTS

BUS 150 Business Math.....	3
BUS 241 Principles of Accounting I.....	3
BUS 263 The Legal and Social Environment of Business.....	3
BUS 275 Principles of Management.....	3
BUS 285 Principles of Marketing.....	3
ECO 232 Principles of Microeconomics.....	3

Choose seven (7) of the following TRT courses:

TRT 101 History of Transportation.....	3
TRT 102 Regulation of Transportation.....	3
TRT 103 Industrial Traffic Management.....	3
TRT 104 Transportation and Distribution Logistics.....	3
TRT 190 Traffic and Transportation Workshop(s).....	3
TRT 210 Tracking Systems.....	3
TRT 213 Freight Loss and Damage Claims.....	3
TRT 214 Import/Export Transportation Management.....	3
TRT 218 Transportation of Hazardous Materials.....	3
TRT 220 Directed Studies in Traffic and Transportation.....	3
Total.....	39

TOTAL CREDITS.....	63
*ENG 102 recommended for those transferring to Athens State University.	

Programs of Study

**TRAFFIC AND TRANSPORTATION
TECHNOLOGY**

Certificate

This program provides training for those planning to seek employment, or for those currently employed in the traffic and transportation industry. Included are industrial traffic management, carrier operations, physical distribution and logistics management.

PROFESSIONAL CORE REQUIREMENTS

CIS Elective3

Choose seven (7) of the following TRT courses:

TRT 101 History of Transportation3
 TRT 102 Regulation of Transportation3
 TRT 103 Industrial Traffic Management3
 TRT 104 Transportation and Distribution Logistics3
 TRT 190 Traffic and Transportation Workshop(s)3
 TRT 210 Tracking Systems3
 TRT 213 Freight Loss and Damage Claims3
 TRT 214 Import/Export Transportation Management3
 TRT 218 Transportation of Hazardous Materials3
 TRT 220 Directed Studies in Traffic & Transportation3

TOTAL CREDITS24

CHILD DEVELOPMENT

Associate of Applied Science Degree

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. Students should then choose a specialty area from early childhood, administration, or school-age, depending on their career plans.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I3
 ENG 102 English Composition II3
 Fine Arts Elective3
 MTH 116 Mathematical Applications OR
 MTH 112 Precalculus Algebra3
 BIO 103 Principles of Biology I4
 CIS 146 Microcomputer Applications3
 History Elective3
 PSY 200 General Psychology3

Total General Credit Hours25

CHILD DEVELOPMENT COMMON CORE:

CHD 100 Introduction to Early Care and Education
 of Children3
 CHD 201 OR PSY 211 Child Growth and
 Development Principles3
 CHD 202 Children’s Creative Experiences3

CHD 203 Children’s Language and Literature3
 CHD 204 Methods and Materials for Teaching Children3
 CHD 206 Children’s Health and Safety3
 CHD 214 Families and Communities3
 CHD 215 Supervised Practical Experiences in Early
 Childhood Education3
 SPH 107 Fundamentals of Public Speaking3

Total Child Development Common Core Credit Hours27

SPECIALTIES:

Early Childhood

CHD 205 Program Planning for Educating Young Children3
 CHD 209 Infant and Toddler Education Programs3
 CHD 210 Educating Exceptional Young Children3
 CHD 220 Parenting Skills3

Total Early Childhood Credit Hours12

Administration

CHD 208 Administration of Child Development Programs3
 BUS 263 The Legal and Social Environment of Business3
 BUS 275 Principles of Management3
 BUS 279 Small Business Management3

Total Administration Credit Hours12

School-Age

CHD 205 Program Planning for Educating Young Children3
 CHD 210 Educating Exceptional Young Children3
 CHD 230 Introduction to School-Age Programs3
 CHD 231 School-Age Programming3

Total School-Age Credit Hours12

TOTAL CREDITS64

**CHILD DEVELOPMENT
CDA Credential**

This program meets the needs of those students interested in the 120 clock hours of formal training necessary for the nationally recognized CDA credential.

MAJOR COURSE REQUIREMENTS:

CHD 100 Introduction to Early Care and
 Education of Children3
 CHD 202 Children’s Creative Experiences3
 CHD 204 Methods and Materials for
 Teaching Preschool Children3

Information on the additional requirements necessary for this credential as outlined by the Council is also available.

Courses to renew your CDA credential are available upon request.

*CDA Credential is awarded by the Council for Early Childhood Professional Recognition in Washington, D.C.

CHILD DEVELOPMENT

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.

GENERAL EDUCATION CORE REQUIREMENTS:

*COM 100 Introductory Technical English OR	
ENG 101 English Composition I	3
MTH 116 Mathematical Applications OR	
MTH 112 Precalculus Algebra	3
*OAD 101 Beginning Keyboarding OR	
CIS 146 Microcomputer Applications	3

MAJOR COURSE REQUIREMENTS:

CHD 100 Introduction to Early Care and Education of Children	3
CHD 201/PSY 211 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
 Total Credits	 24

*Students who may want to pursue the Child Development Associate of Applied Science degree should take ENG 101 and CIS 146 course options.

COMPUTER GRAPHICS

**Option I
Graphic Design**

Associate of Applied Science Degree

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 and technical illustration are emphasized in this program. Some courses are offered only once a year in the day program on 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.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126)	3
SPH 107 Fundamentals of Public Speaking	3
ART 221 Computer Graphics I	3
Humanities elective	3
Natural Science/Math/CIS elective	3
Social Science elective	3
 Total	 21

MAJOR COURSE REQUIREMENTS:

ART 113 Drawing I	3
ART 114 Drawing II	3
ART 121 Two Dimensional Composition I	3
ART 173 Photography I	3
ART 203 Art History I	3
ART 204 Art History II	3
ART 216 Printmaking I	3
ART 253 Graphic Design I	3
ART 254 Graphic Design II	3
ART 291 Supervised Study in Studio Art I and ART 292 Supervised Study in Studio Art II*	3
ART, PFC or VCM elective	3
ART 299 Portfolio	1
VCM 150 Typography	3
VCM 180 Introduction to Graphic Design	3
VCM 232 Advanced Computer Graphics	3
VCM 250 Introduction to Technical Illustration	3
VCM 251 Technical Illustration	3
*Work completed in these courses must pertain to major area of study.	
 Total	 49
 TOTAL CREDITS	 70

COMPUTER GRAPHICS

Option II

Computer Graphics/Electronic Imaging

Associate of Applied Science Degree

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, and multimedia production are emphasized in this program. Some courses are offered only once a year in the day program on 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. Option II offers a greater emphasis on Computer Graphics/Electronic Imaging.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
ART 221 Computer Graphics I	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126)	3
SPH 107 Fundamentals of Public Speaking	3
Humanities elective	3
Math, Natural Science or CIS elective	3
Social Science elective	3
 Total	 21

MAJOR COURSE REQUIREMENTS:

ART 113 Drawing I	3
ART 121 Two Dimensional Composition I	3
ART 173 Photography I	3
ART 203 Art History I	3
ART 204 Art History II	3

Programs of Study

ART 253 Graphic Design I	3
ART 291 Supervised Study in Studio Art I and ART 292 Supervised Study in Studio Art II*	3
ART 299 Portfolio	1
VCM 150 Typography	3
VCM 145 Introduction to Digital Photography	2
VCM 180 Introduction to Graphic Design	3
VCM 232 Advanced Computer Graphics	3
VCM 250 Introduction to Technical Illustration	3
VCM 281 Digital Design	2
VCM 285 Multimedia Production	2
VCM 251 Technical Illustration	3
VCM 286 Advanced Multimedia Production	2
VCM 282 Advanced Digital Design	2
 Total	 47
 TOTAL CREDITS	 68

*Work completed in these courses must pertain to major area of study.

**COMPUTER INFORMATION SYSTEMS
Option I
Microcomputers**

Associate of Applied Science Degree

This program is designed for students seeking employment in the field of the technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. NOTE: Required courses may not be available 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.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
BUS 215 Business Communications	3
SPH 107 Fundamentals of Public Speaking	3
MTH Elective (to be selected from MTH 110 through 115 OR MTH 120 through 126)	3
CIS 146 Microcomputer Applications	3
CIS Elective	3
ECO 231 Principles of Macroeconomics	3
Humanities/Fine Arts Elective	3
 Total	 24

PROFESSIONAL CORE REQUIREMENTS

BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
CIS Electives (Must be CIS 197 or Higher)	6
CIS 147 Advanced Microcomputer Applications	3
CIS 197U Microsoft Word Core OR OAD 125 Word Processing I	3
CIS 197V Microsoft Word Expert OR OAD 126 Advanced Word Processing	3
CIS 197Z Microsoft PowerPoint OR OAD 232 The Electronic Office	3

CIS 197T Introduction to Web Pages OR OAD 233 Trends of Office Technology	3
CIS 288 Networking	3
CIS Programming Electives (can include CIS 198, CIS 212, CIS 213, CIS 282, CIS 244, CIS 251, CIS 252, CIS 255, CIS 261, CIS 262, CIS 293, CIS 299)	9
 Total	 39
 TOTAL CREDITS	 63

**COMPUTER INFORMATION SYSTEMS
Option II
Programming**

Associate of Applied Science Degree

This program is designed for students seeking employment in the field of the technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. NOTE: Required courses may not be available 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.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
BUS 215 Business Communications	3
SPH 107 Fundamentals of Public Speaking	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126)	3
CIS 146 Microcomputer Applications	3
CIS Elective	3
ECO 231 Principles of Macroeconomics	3
Humanities/Fine Arts Elective	3
 Total	 24

PROFESSIONAL CORE REQUIREMENTS

BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
CIS 147 Advanced Microcomputer Applications	3
CIS 222 Database Management Systems	3
CIS 278 Operating Systems	3
CIS 251 C++ Programming	3
CIS Programming Electives (can include CIS 198, CIS 244, CIS 255, CIS 261 CIS 282)	9
CIS 281 Systems Analysis	3
CIS 288 Networking	3
CIS Advanced Programming Electives (can include CIS 213, CIS 252, CIS 262, CIS 293, CIS 299)	9
CIS 212 Visual BASIC	3
 Total	 45
 TOTAL CREDITS	 69

COMPUTER INFORMATION SYSTEMS
Option III
Office Administrative Professional

Associate of Applied Science Degree

This program is designed for students seeking employment in the field of the technical concentration. The program is not designed for transfer, although many of the courses are transferable to some senior institutions. NOTE: Required courses may not be available 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.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
BUS 215 Business Communications	3
SPA 101 Introductory Spanish I	4
SPH 107 Fundamentals of Public Speaking	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126)	3
CIS 146 Microcomputer Applications	3
Science/Math/CIS Elective	3-4
ECO 231 Principles of Macroeconomics	3
Total	25-26

MAJOR COURSE REQUIREMENTS:

BUS 241 Principles of Accounting I	3
BUS 263 Legal/Social Environment of Business	3
CIS 147 Advanced Microcomputer Applications	3
OAD 103 Intermediate Keyboarding	3
OAD 104 Advanced Keyboarding	3
OAD 125 Word Processing I OR CIS 197U Microsoft Word Core	3
OAD 126 Advanced Word Processing OR CIS 197V Microsoft Word Expert	3
OAD 138 Records/Information Management	3
OAD 200 Machine Transcription	3
OAD 217 Office Management	3
OAD 230 Electronic Publishing	3
OAD 232 The Electronic Office OR CIS 197Z Microsoft PowerPoint	3
OAD 233 Trends in Office Technology OR CIS 197T Introduction to Web Pages	3
Total	39
TOTAL CREDITS	64-65

COMPUTER INFORMATION SYSTEMS
Option IV
Networking Technology

Associate of Applied Science Degree

This program is designed for students seeking employment in the field of the technical concentration. The program is not designed for trans-

fer, although many of the courses are transferable to some senior institutions. Courses included are designed to prepare students to successfully complete CompTIA A+ Certification requirements. NOTE: Required courses may not be available 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.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
BUS 215 Business Communications	3
SPH 107 Fundamentals of Public Speaking	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126)	3
CIS Electives	6
ECO 231 Principles of Macroeconomics	3
Humanities/Fine Arts Elective	3
Total	24

PROFESSIONAL CORE REQUIREMENTS:

CIS 146 Introduction to Information Systems	3
CIS 147 Advanced Microcomputer Applications	3
CIS 150 Computer Program Logic	3
CIS 222 Database Management Systems	3
CIS 251 C++ Programming	3
CIS 266 Computer Software Installation and Problem Determination	3
CIS 267 Computer Hardware Problem Determination	3
CIS 278 Computer Operating Systems	3
CIS 281 Systems Analysis and Design	3
CIS 288 Microcomputer Networking	3
CIS Programming Electives (can include CIS 198, CIS 212, CIS 213, CIS 244, CIS 251, CIS 252, CIS 255, CIS 261, CIS 262, CIS 282, CIS 293, CIS 299)	9
Total	39
TOTAL CREDITS	63

COMPUTER INFORMATION SYSTEMS

General Office Assistant Certificate

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, many courses within the certificate will apply toward the degree. NOTE: Students should consult with a department advisor during their first semester in planning their academic schedule so that degree requirements can be completed in an expedient manner. Required courses may not be available every semester. Degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
MTH Elective (MTH 100 or above)	3
CIS 146 Microcomputer Applications	3
SPA 101 Introductory Spanish I	4
Total	16

Programs of Study

PROFESSIONAL CORE REQUIREMENTS

BUS 215 Business Communications	3
BUS 241 Principles of Accounting I.....	3
OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing I OR CIS 197U Microsoft Word Core	3
OAD 138 Records/Information Management.....	3
OAD 200 Machine Transcription.....	3
OAD 217 Office Management	3
OAD 230 Electronic Publishing.....	3
OAD 232 The Electronic Office OR CIS 197Z Microsoft PowerPoint	3
OAD 233 Trends in Office Technology OR CIS 197T Introduction to Web Pages.....	3
Total	30
TOTAL CREDITS.....	46

PROFESSIONAL CORE REQUIREMENTS

BUS 215 Business Communications	3
OAD 103 Intermediate Keyboarding	3
OAD 104 Advanced Keyboarding.....	3
OAD 125 Word Processing I OR CIS 197U Microsoft Word Core	3
OAD 126 Advanced Word Processing OR CIS 197V Microsoft Word Expert.....	3
OAD 138 Records/Information Management.....	3
OAD 200 Machine Transcription.....	3
OAD 230 Electronic Publishing.....	3
OAD 232 The Electronic Office OR CIS 197Z PowerPoint	3
Total	27
TOTAL CREDITS.....	39

APPLIED DEGREES / CERTIFICATES

COMPUTER INFORMATION SYSTEMS

Software Applications Certificate

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 objectives, vendor-sponsored testing is *not* a requirement for certificate completion.

CIS 197U Microsoft Word Core	3
CIS 197V Microsoft Word Expert	3
CIS 197X Microsoft Excel Core.....	3
CIS 197Y Microsoft Excel Expert.....	3
CIS 197W Microsoft Access	3
CIS 197Z Microsoft PowerPoint	3
CIS 197AA Microsoft Outlook	3
Total	21

COMPUTER INFORMATION SYSTEMS

Word Processing Specialist Certificate

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, many courses within the certificate will apply toward the degree. NOTE: Students should consult with a department advisor during their first semester in planning their academic schedule so that degree requirements can be completed in an expedient manner. Required courses may not be available every semester. Degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking	3
MTH Elective (MTH 100 or above).....	3
CIS 146 Microcomputer Applications.....	3
Total	12

COMPUTER INFORMATION SYSTEMS

Medical Office Assistant Certificate

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, many courses within the certificate will apply toward the degree. NOTE: Students should consult with a department advisor during their first semester in planning their academic schedule so that degree requirements can be completed in an expedient manner. Required courses may not be available every semester. Degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

PROFESSIONAL CORE REQUIREMENTS

OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing I OR CIS 197U Microsoft Word Core	3
OAD 200 Machine Transcription.....	3
OAD 211 Medical Terminology.....	3
OAD 212 Medical Transcription.....	3
OAD 214 Medical Office Procedures.....	3
OAD 215 Health Information Management	3
OAD 247 Special Projects (Patient Billing)	3
TOTAL CREDITS.....	24

COMPUTER INFORMATION SYSTEMS

Legal Office Assistant Certificate

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, many courses within the certificate will apply toward the degree. NOTE: Students should consult with a department advisor during their first semester in planning their academic schedule so that degree requirements can be completed in an expedient manner. Required courses may not be available every semester. Degree seeking students may find it necessary to extend completion timelines and attend both day and evening classes.

PROFESSIONAL CORE REQUIREMENTS

OAD 103 Intermediate Keyboarding	3
OAD 125 Word Processing I OR CIS 197U Microsoft Word Core	3
OAD 138 Records/Information Management.....	3
OAD 200 Machine Transcription.....	3
OAD 202 Legal Transcription.....	3
OAD 203 Legal Office Procedures	3
OAD 247 Special Projects (Legal Keyboarding).....	3
BUS 263 Legal and Social Environment of Business	3
TOTAL CREDITS.....	24

COSMETOLOGY

Certificate

This program has been constructed to give the student knowledge and skills that are required to become a licensed cosmetologist. The length of the program is 1200 credit unit hours. Students entering cosmetology must have a high school diploma or hold an equivalency certificate, and have the approved health card. A Skin Test is required to meet State Cosmetology Board regulations.

GENERAL EDUCATION CORE REQUIREMENTS:

COM 100 Introductory Technical English I OR ENG 101 English Composition I.....	3
SPH 107 Fundamentals of Public Speaking	3
MTH 100 Intermediate College Algebra OR MTH 116 Mathematical Applications	3
CIS Computer Information Systems Elective	3
Total	12

PROFESSIONAL CORE REQUIREMENTS

BAR 114 Advanced Barber-Styling Lab OR BAR 132 Hairstyling and Design	3
COS 111 Cosmetology Science and Art.....	3
COS 112 Cosmetology Science and Art Lab	3
COS 113 Chemical Methodology	3
COS 114 Chemical Methodology Lab	3
COS 121 Colorimetry.....	3
COS 122 Colorimetry Applications	3
COS 123 Cosmetology Salon Practices	3
COS 124 Salon Management.....	3
COS 131 Esthetics.....	3
COS 132 Esthetics Applications.....	3
COS 143 Hair Designs	3
COS 151 Nail Care	3
COS 152 Nail Care Applications.....	3
COS 190 Internship in Cosmetology.....	3
COS 191 Co-op	3
Total	48
TOTAL CREDITS.....	60

**COSMETOLOGY/ESTHETICS
(Skin Care)**

Certificate

This program is designed for the student who is preparing for a career in Estheology (Skin Care). The length of this program is 1200 credit units. Upon completion of this program, the graduate is eligible for the Alabama State Board Examination (consisting of a written and practical exam) to obtain an Esthetician's License. Coursework includes lecture and lab instruction.

GENERAL EDUCATION CORE REQUIREMENTS:

COM 100 Introductory Technical English I OR ENG 101 English Composition I.....	3
SPH 107 Fundamentals of Public Speaking	3
MTH Elective (MTH 100 OR MTH 116).....	3
CIS Computer Information Systems Elective	3
Total	12

PROFESSIONAL CORE REQUIREMENTS

COS 124 Salon Management.....	2
COS 131 Esthetics.....	3
COS 132 Esthetics Applications.....	3
COS 160 Image Projection	3
COS 163 Facial Treatments	3
COS 164 Facial Machine	3
COS 165 Related Subjects-Estheticians.....	3
COS 166 Color Psychology – Coordination	3
COS 168 Bacteriology and Sanitation	3
COS 169 Skin Functions.....	3
COS 190 Internship in Cosmetology.....	3
COS 191 Co-Op	3
Total	35

TOTAL CREDITS.....	47
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COSMETOLOGY/INSTRUCTOR TRAINING

Certificate

A teacher-training program for licensed cosmetologists. Upon completion of this program, the graduate is eligible to take the Alabama Instructor Examination.

CIT 211 Teaching and Curriculum Development.....	3
CIT 212 Teacher Mentorship	3
CIT 213 Lesson Plan Development.....	3
CIT 221 Lesson Plan Implementation.....	3
CIT 222 Instructional Materials and Methods	3
CIT 223 Instructional Materials and Methods Applications.....	3
TOTAL CREDITS.....	18

Programs of Study

COSMETOLOGY/NAIL TECHNOLOGY

Certificate

This program of training is designed for the student who is preparing for a career in manicuring, pedicuring, and artificial nail application.

GENERAL EDUCATION CORE REQUIREMENTS:

COM 100 Introductory Technical English OR	
ENG 101 English Composition I.....	3
SPH 107 Fundamentals of Public Speaking.....	3
MTH Elective (numbered 100 or higher).....	3
CIS Computer Information Systems Elective.....	3
Total	12

MAJOR COURSE REQUIREMENTS:

COS 124 Salon Management.....	3
COS 151 Nail Care.....	3
COS 152 Nail Care Applications.....	3
COS 153 Nail Art.....	3
COS 154 Nail Art Applications.....	3
COS 190 Internship in Cosmetology.....	3
COS 191 Co-Op.....	3
Total	21
TOTAL CREDITS.....	33

DENTAL ASSISTING

Associate of Applied Science Degree

Dental Assisting is a dental auxiliary field. As auxiliary team members, students in the Dental Assisting program are taught to be generalists. They perform a variety of functions in the dental office requiring communication skills, critical thinking and sound judgment. Dental Assistants may provide chairside assistance to the dentist, perform work in the dental laboratory, provide oral hygiene instruction, assist with radiological procedures and/or perform office managerial duties. Through evaluation techniques, Dental Assistants enhance the quality of care the patient receives.

The Associate of Applied Science degree is awarded to the student who completes the general education core requirements and major course requirements for dental assisting. This can be accomplished in four semesters. A three-semester certificate program is also available. Graduates of either program are eligible to apply to take the certification examination administered by the Dental Assisting National Board.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Dental Assisting program is operated with the approval of the Board of Dental Examiners of Alabama.

PROGRAM OBJECTIVES

Program objectives, as defined by the Dental Assisting program, are utilized to prepare individuals in the program to become competent

dental assistant practitioners. Upon successful completion of the Dental Assisting program, graduates will be able to:

1. Utilize effective communicative skills.
2. Participate as a member of the dental health team in the coordination and delivery of patient care.
3. Teach the patient adequate nutrition as it relates to health and the teeth.
4. Perform four-handed assisting skills to assist the dentist in general dentistry.
5. Perform common laboratory procedures.
6. Implement beginning skills for assisting in the dental specialties.
7. Expose, process and mount dental radiographs.
8. Demonstrate skills in organizing and maintaining the secretarial assistant position.
9. Assist the dentist during office emergencies.
10. Demonstrate acceptable behavior by practicing within the ethical and legal guidelines of the Dental Assistant.
11. Participate in continuing education by:
 - a. reading current literature.
 - b. attending continuing education programs through formal and/or informal educational experiences.
 - c. networking with members of the dental health team to impart knowledge.

Admission to the program: Applicants must meet the admission requirements of Calhoun Community College. Applicants must have a 2.5 grade point average and should be eligible to take English 101 and Math 100 OR Math 112 OR Math 116 or have permission of the Dental Assisting instructor. Dental Assisting classes are admitted once a year, fall semester. For more information/appointment, contact Ms. Pat Stueck, Dental Assisting Director, 306-2812 or the Allied Health Department, 306-2786.

Students enrolled in the Dental Assisting program fall semester will be required to:

1. Provide evidence of current cardiopulmonary resuscitation (CPR) course completion. CPR course completion must be maintained throughout the program.
2. Submit a current student Health Examination form completed appropriately by a licensed physician. Form furnished by Allied Health Department.
3. Provide medical verification of two-step Mantoux skin test (chest x-ray if positive) indicating he/she is free of tuberculosis.
4. Provide documentation of immunity for Rubeola, Mumps, and Rubella (measles)
5. Provide verification of immunization for hepatitis B and/or show positive antibodies, or sign a waiver.
6. Purchase radiation badge.
7. Purchase professional liability insurance through the college by the first week of classes. (Forms available in the Allied Health Department)
8. Arrange reliable transportation to and from clinical facilities as required by the program.
9. Abide by the policies of the College and Dental Assisting Policy Manual.

When there is probable cause, the Allied Health Department reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, a drug screening, and/or a physical examination by a licensed physician at the student's expense and to submit a report of the

outcome to the Allied Health Department. The Allied Health Department will provide a specific form for this purpose when applicable. All reports will be reviewed by the Dental Assisting Instructor/Allied Health Department to determine if a student may be admitted, readmitted, or retained in the dental program.

Progression in the Program: Students are expected to meet pre-requisite/co-requisite requirements to progress in the program. Students must attain a minimum grade of “C” in theory for each Dental Assisting course and earn a grade of “Satisfactory” for Dental Assisting courses with that component.

Readmission to the Program: A student may be readmitted to a Dental Assisting Program one time following a failure of or withdrawal from a Dental Assisting course. Students who are currently returning following a failure are considered to be using their second and final opportunity to complete the Dental Assisting Program. Students may apply for readmittance within two years of original entry by submitting a letter of intent to the Program Director.

The readmission of a student is based on availability of space and the student-teacher ratio, provided the student is eligible to return. Any student requesting readmission must have a minimum Grade Point Average of 2.5 on all course work attempted. All requirements for students enrolling in the program will apply to students returning to the Dental Assisting Program. Students who re-enter the program may be subject to following the current curriculum.

To be readmitted to the Dental Assisting program, the student must contact Ms. Pat Stueck (256/306-2812) to schedule an appointment to discuss readmission.

Policy/Curriculum Changes: Policies/Curriculum changes in the Dental Assisting program are subject to change at any given time. Written documentation will be provided to students currently enrolled in the program prior to change in policy/curriculum.

Fall	Cr. Hrs.
DNT 100 Introduction to Dental Assisting	2
DNT 101 Preclinical Procedures I	3
DNT 102 Dental Materials.....	3
DNT 103 Anatomy and Physiology for Dental Assistants.....	3
DNT 104 Basic Sciences for Dental Assisting	2
*PSY 200 General Psychology	3
Spring	Cr. Hrs.
DNT 111 Clinical Practice I	5
DNT 112 Dental Radiology	3
DNT 113 Dental Health Education.....	2
DNT 116 Preclinical Procedures II.....	2
DNT 124 Clinically Applied Infection Control and OSHA Standards	1
*MTH Elective (May choose from the following)	3
MTH 100 Intermediate College Algebra	
MTH 112 Precalculus Algebra	
MTH 116 Mathematical Applications	
*SPH 107 Fundamentals of Public Speaking	3
Summer	Cr. Hrs.
DNT 121 Dental Office Procedures	4
DNT 122 Clinical Practice II	4

DNT 123 Dental Assisting Seminar.....	4
*ENG 101 English Composition I	3

General Education Core Requirements in addition to courses listed above (required for AAS Degree):

*Natural Science elective.....	4
*CIS elective.....	3
*Humanities/Fine Arts elective	3
*History or Social Science or Behavioral Science elective	3

TOTAL CREDITS.....63

*General Education Core Courses may be completed prior to entering the program.

DENTAL ASSISTING

Certificate

Dental Assisting is a dental auxiliary field. As auxiliary team members, students in the Dental Assisting program are taught to be generalists. They perform a variety of functions in the dental office requiring communication skills, critical thinking and sound judgment. Dental Assistants may provide chairside assistance to the dentist, perform work in the dental laboratory, provide oral hygiene instruction, assist with radiological procedures and/or perform office managerial duties. Through evaluation techniques, Dental Assistants enhance the quality of care the patient receives.

Certificates are programs of study designed to give students specific skills in a technology. Should students later wish to pursue a degree program, all courses within the certificate will apply toward the degree.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Dental Assisting program is operated with the approval of the Board of Dental Examiners of Alabama.

PROGRAM OBJECTIVES

Program objectives, as defined by the Dental Assisting program, are utilized to prepare individuals in the program to become competent dental assistant practitioners. Upon successful completion of the Dental Assisting program graduates will be able to:

1. Utilize effective communicative skills.
2. Participate as a member of the dental health team in the coordination and delivery of patient care.
3. Teach the patient adequate nutrition as it relates to health and the teeth.
4. Perform four-handed assisting skills to assist the dentist in general dentistry.
5. Perform common laboratory procedures.
6. Implement beginning skills for assisting in the dental specialties.
7. Expose, process and mount dental radiographs.
8. Demonstrate skills in organizing and maintaining the secretarial assistant position.
9. Assist the dentist during office emergencies.

Programs of Study

10. Demonstrate acceptable behavior by practicing within the ethical and legal guidelines of the Dental Assistant.
11. Participate in continuing education by:
 - a. reading current literature.
 - b. attending continuing education programs through formal and/or informal educational experiences.
 - c. networking with members of the dental health team to impart knowledge.

Admission to the program: Applicants must meet the admission requirements of Calhoun Community College. Applicants must have a 2.5 grade point average and should be eligible to take English 101 and Math 100, OR Math 112 OR Math 116 or have permission of the Dental Assisting instructor. Dental Assisting classes are admitted once a year, fall semester. For more information/appointment, contact Ms. Pat Stueck, Dental Assisting Director, 256/306-2812 or the Allied Health Department, 306-2786.

Programs of Study

Students enrolled in the Dental Assisting program fall semester will be required to:

1. Provide evidence of current cardiopulmonary resuscitation (CPR) course completion. CPR course completion must be maintained throughout the program.
2. Submit a current student Health Examination form completed appropriately by licensed physician. Form furnished by Allied Health Department.
3. Provide medical verification of two-step Mantoux skin test (chest x-ray if positive) indicating he/she is free of tuberculosis.
4. Provide documentation of immunity for Rubeola, Mumps, and Rubella (Measles).
5. Provide verification of immunization for hepatitis B and/or show positive antibodies, or sign a waiver.
6. Purchase radiation badge.
7. Purchase professional liability insurance through the college by the first week of class. (Forms available in the Allied Health Department)
8. Arrange reliable transportation to and from clinical facilities as required by the program.
9. Abide by the policies of the College and Dental Assisting Policy Manual.

When there is probable cause, the Allied Health Department reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, a drug screening, and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcome to the Allied Health Department. The Allied Health Department will provide a specific form for this purpose when applicable. All reports will be reviewed by the Dental Assisting instructor/Allied Health Department to determine if a student may be admitted, readmitted, or retained in the dental program.

Progression in the Program: Students are expected to meet pre-requisite/co-requisite requirements to progress in the program. Students must attain a minimum grade of "C" in theory for each Dental Assisting course and earn a grade of "Satisfactory" for Dental Assisting courses with that component.

Readmission to the Program: A student may be readmitted to a Dental Assisting Program one time following a failure of or withdrawal from a Dental Assisting course. Students who are currently returning following

a failure are considered to be using their and final opportunity to complete the Dental Assisting Program. Students may apply for readmittance within two years of original entry by submitting a letter of intent to the Program Director.

The readmission of a student is based on availability of space and the student-teacher ratio, provided the student is eligible to return. Any student requesting readmission must have a minimum Grade Point Average of 2.5 on all course work attempted. All requirements for students enrolling in the program will apply to student returning to the Dental Assisting Program. Students who re-enter the program may be subject to follow the current curriculum.

To be readmitted to the Dental Assisting program, the student must contact Ms. Pat Stueck (256/306-2812) to schedule an appointment to discuss readmission.

Policy/Curriculum Changes: Policies/Curriculum changes in the Dental Assisting program are subject to change at any given time. Written documentation will be provided to students currently enrolled in the program prior to change in policy/curriculum.

Fall	Cr. Hrs.
DNT 100 Introduction to Dental Assisting	2
DNT 101 Preclinical Procedures I	3
DNT 102 Dental Materials.....	3
DNT 103 Anatomy and Physiology for Dental Assistants.....	3
DNT 104 Basic Sciences for Dental Assisting	2
*PSY 200 General Psychology	3

Spring	Cr. Hrs.
DNT 111 Clinical Practice I	5
DNT 112 Dental Radiology	3
DNT 113 Dental Health Education.....	2
DNT 116 Preclinical Procedures II.....	2
DNT 124 Clinically Applied Infection Control and OSHA Standards	1
*MTH Elective (May choose from the following)	3
MTH 100 Intermediate College Algebra	
MTH 112 Precalculus Algebra	
MTH 116 Mathematical Applications	
*SPH 107 Fundamentals of Public Speaking	3

Summer	Cr. Hrs.
DNT 121 Dental Office Procedures	4
DNT 122 Clinical Practice II	4
DNT 123 Dental Assisting Seminar.....	4
*ENG 101 English Composition I	3
TOTAL CREDITS.....	50

* General Education Core Courses may be completed prior to entering the program.

DESIGN DRAFTING TECHNOLOGY

Associate of Applied Science

This program prepares students for immediate employment in the field of drafting. Computer assisted drafting is a vital part of the Design Drafting Program.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I3
MTH 103 Introduction to Technical Math I OR
MTH 112 Precalculus Algebra3
SPH 107 Fundamentals of Public Speaking3
Natural Science/Computer Science or
Math Electives (MTH 113-115 OR MTH 120-126)6
Humanities Elective3
Social Science Elective3

Total21

MAJOR COURSE REQUIREMENTS (Decatur Campus only):

DDT 111 Fundamentals of Design Drafting Technology3
DDT 112 Introductory Technical Drawing.....3
DDT 103 Introduction to Computer Aided Drafting.....3
DDT 114 Industrial Blueprint Reading3
DDT 116 Blueprint Reading for Construction3
DDT 119 Advanced Electronic Drafting.....3
DDT 121 Intermediate Technical Drawing3
DDT 122 Advanced Technical Drawing.....3
DDT 123 Intermediate CAD4
DDT 131 Machine Drafting Basics.....3
DDT 150 Theory of Residential Drawing and Design3
DDT 155 Drawing for Residential Construction4
DDT 213 Civil Drafting Plat Maps3
DDT 225 Structural Steel Drafting3
DDT 233 Solids Modeling.....3

Total47

TOTAL CREDITS.....68

DESIGN DRAFTING/COMPUTER AIDED DRAFTING

Certificate

This certificate offers basic computer aided drafting skills.

COURSE REQUIREMENTS (Decatur Campus only):

DDT 103 Introduction to Computer Aided Drafting.....3
DDT 111 Fundamentals of Design Drafting Technology3
DDT 112 Introductory Technical Drawing.....3
DDT 121 Intermediate Technical Drawing3
DDT 123 Intermediate CAD4

Total16

**DESIGN DRAFTING/
RESIDENTIAL DEVELOPMENT PLANNING**

Certificate

(Decatur Campus only)

DDT 103 Introduction to Computer Aided Drafting.....3
DDT 111 Fundamentals of Drafting and Design Technology3
DDT 116 Blueprint Reading for Construction3

DDT 123 Intermediate CAD4
DDT 150 Theory of Residential Drawing and Design3
DDT 155 Drawing for Residential Construction.....4

TOTAL CREDITS20

ELECTRICAL TECHNOLOGY

Associate of Applied Science Degree

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I3
MTH 103 Introduction to Technical Math OR Higher than
MTH 1053
SPH 107 Fundamentals of Public Speaking OR
SPH 228 Group Communications.....3
CIS 130 Introduction to Computer Information3
Humanities Elective3
Social Science Elective3
Natural Science or Math Elective *3
Total21
* MTH 104 Plane Trigonometry is required for Instrumentation Option

COMMON ELECTRICAL CORE REQUIREMENTS:

(Decatur Campus only)
ELT 105 DC and AC Electricity.....6
ELT 120 Motors6
ELT 210 Motor Controls.....6
ELT 218 Hydraulics and Pneumatics6
Total24

ELECTRICAL OPTION SPECIALIZATION REQUIREMENTS:

(Decatur Campus only)
ELT 113 Residential Wiring6
ELT 133 Commercial/Industrial Wiring.....6
ELT 217 Transformers3
ELT 221 Electronics for Electricians I3
ELT 230 Programmable Controls6
ELT 241 National Electric Code3
Total27

TOTAL CREDITS ELECTRICAL OPTION75

HVAC OPTION SPECIALIZATION REQUIREMENTS:

(Decatur Campus only)
ELT 113 Residential Wiring6
ELT 133 Commercial/Industrial Wiring.....6
ELT 231 Programmable Controls I3
ACR 111 Refrigeration Principles3
ACR 112 HVACR Service Procedures.....3
ACR 115 Heating Systems I6
ACR 205 Systems Sizing and Air Distribution3
Total30

TOTAL CREDITS HVAC OPTION75

INDUSTRIAL MAINTENANCE SPECIALIZATION REQUIREMENTS:

(Decatur Campus only)
ELT 217 Transformers3
DDT 114 Industrial Blueprint Reading * OR
DDT 116 Blueprint Reading for Construction3

Programs of Study

INT 112 Industrial Maintenance Safety Procedures3
 INT 233 Industrial Maintenance Metal Welding and
 Cutting Techniques.....3
 MTT 101 Basic Machining Technology.....3
 MTT 102 Intermediate Machining Technology3
 PMC 114 Mechanical Drives and Bearings3
 PMC 117 Pumps and Piping Systems3
 PMC 125 Industrial Processes2
 ACR 111 Refrigeration Principles.....3
 Total.....29
 TOTAL CREDITS INDUSTRIAL MAINTENANCE OPTION74

* DDT 114 Industrial Blueprint Reading is the preferred course for this option.

ELECTRONIC INSTRUMENTATION SPECIALIZATION REQUIREMENTS:

(Decatur Campus only)

ELT 230 Programmable Controls6
 ELT 221 Electronics for Electricians3
 ELT 222 Advanced Electronics for Electricians.....3
 ILT 103 Introduction to Instrumentation Technology3
 ILT 104 Industrial Instrumentation.....3
 ILT 105 Industrial Instrumentation Lab2
 ILT 108 Introduction to Instruments and Process Control3
 ILT 109 Instrumentation Operation and Calibration.....3
 Total.....26
 TOTAL CREDITS ELECTRONIC INSTRUMENTATION OPTION:.....71

EMERGENCY MEDICAL SERVICES (EMS)

**Certificate
Associate in Applied Science**

The Emergency Medical Services (EMS) program, approved by the Alabama Department of Public Health, utilizes nationally recognized standards to provide students not only knowledge about the critical differences between the physiology, the pathophysiology, and the clinical symptoms of infants, children, adolescents, adults, and the elderly as they relate to pre-hospital emergency patient care situations, but also skills in the emergency medical care of these patients. EMS education includes legal/ethical considerations, and treatment modalities/protocols within the scope of practice of the Emergency Medical Technician (EMT).

Students enrolled in the Emergency Medical Services Program may choose to earn a certificate or to earn the Associate in Applied Science degree in Emergency Medical Services. The first certificate of completion is the EMT-Basic (EMT-B) and the second is Paramedic. Upon successful completion of each certificate, the student is eligible to apply to take the National Registry Examination at his/her respective level of training. Upon successful completion of the examination, the student will be eligible to apply for licensure to practice in the State of Alabama as an EMT-B or Paramedic.

To be granted an Associate in Applied Science degree, a student must successfully complete both levels of Emergency Medical Technician training and complete the general education course requirements as outlined for the program. The Emergency Medical Services Programs are fully approved by the Alabama State Department of Public Health, Emergency Medical Services Division.

As vital members of the Emergency Medical Services (EMS) team, EMTs provide prehospital emergency care to the ill and injured patient, continuing that care until the patient is under the care of a higher level of care.

Basic EMTs have the knowledge and skills to provide basic life support to all patients whether the problem is trauma, cardiac, or medical. EMTs can splint fractures, bandage wounds, and stabilize a patient for transport to a medical facility.

Paramedics are the highest level of prehospital care in the EMS system. Paramedics record and interpret EKG findings, treat cardiac arrests with defibrillation and cardioversion, reduce shock by intravenous fluid administration, provide ventilations and airway protection by endotracheal intubation and administer pharmacological therapy. Paramedics serve as team leaders on EMS units.

The EMS curriculum for EMT-Basic and Paramedic follows the National Standard Curriculum as developed by the U.S. Department of Transportation and meets the approval of the Alabama Department of Public Health, Emergency Medical Services Division. EMS courses are open to qualified students who meet the general admission and entry-level requirements. All students must complete the COMPASS or ASSET prior to admission into the EMS Program. All EMS students must be certified in CPR at the Health Care Provider level (or equivalent) and have completed EMS 113 OR HPS 100 before entering the clinical areas. Passing score for all EMS courses is 75%. Graduates are eligible to apply for the National Registry Examination, passing of which is required for state licensure in Alabama.

Graduates of the EMS program find employment with ambulance services, hospitals, fire departments, rescue squads and industrial safety. Other opportunities for employment include emergency clinics, insurance companies, fire service agencies and law enforcement agencies.

In order to be eligible to attend clinicals, each student must attend a clinical orientation session. Date, time and location for clinical orientation sessions will be published each semester.

It is recommended that all students enrolling in EMS courses and REQUIRED that students registering for EMP courses make an appointment with a member of the EMS faculty prior to enrollment for counseling.

For more information, visit www.calhoun.edu/ems or contact Ann Wagon, EMS secretary at 256-306-2786, e-mail www@calhoun.edu; Jarrod Taylor, EMS Program Director at 256-306-2781, e-mail jwt@calhoun.edu; or Jeff Mitchell at (256) 306-2791, e-mail jpm@calhoun.edu.

EMT-BASIC CERTIFICATE

The EMT-Basic portion of the program is one semester in length and consists of the following courses, which are taught concurrently three days/evenings per week and must be successfully completed for eligibility for NREMT exam.

EMS 140 EMT Preparatory and
 Prehospital EMS Operations2
 EMS 141 EMT Assessment and Trauma Related Injuries3
 EMS 142 EMT Medical Emergencies and Pediatric Care3
 *EMS 143 EMT Basic Clinical Competencies1
 Total hours for EMT-Basic Certificate 9

Optional course for EMT-Basic students including 45 additional hours of clinical education:

*EMS 145 Emergency Department Preceptorship2

*Includes 45 hours of clinical education (Insurance, Completion of EMS 113, and CPR Verification Required).

EMERGENCY MEDICAL PARAMEDIC CERTIFICATE

The Emergency Medical Paramedic (EMP) certificate level consists of 15 courses. Each semester builds on the preceding semester. Students must successfully pass all courses to be eligible for the National Registry Examination for Paramedics. Prior to admission to the Paramedic level, students must have received a grade of "C" or higher for a math and an English course - 100 level or above. To meet these course prerequisites, students are encouraged to complete ENG 101 to satisfy the English requirement and either MTH 100 OR MTH 112 OR MTH 116 to satisfy the mathematics requirement. Completion of these courses will also satisfy the English and mathematics requirements in the Paramedic Associate of Applied Science degree. The courses for the EMP certificate include the following:

Paramedic Semester One

EMP 189 Applied Anatomy and Physiology for the Paramedic4

EMP 191 Paramedic Preparatory2

EMP 192 Paramedic Operations3

EMP 199 Cardiovascular Electrophysiology3

Paramedic Semester Two

EMP 193 Patient Assessment and Management 3

EMP 194 Paramedic General Pharmacology2

EMP 196 Advanced Trauma Management B3

EMP 203 Cardiovascular Patient Management.....3

Paramedic Semester Three

*EMP 197 Paramedic Clinical Competencies I3

*EMP 200 Medical Patient Management IIA6

EMP 198 Medical Patient Management I3

Paramedic Semester Four

EMP 204 Transition to Paramedic Practice3

EMP 205 Paramedic Terminal Competencies2

*EMP 206 Paramedic Field Preceptorship6

*EMP 207 Paramedic Team Leadership Preceptorship1

Total hours for Paramedic Certificate (excluding EMT-Basic certificate)47

*Includes clinical education (Insurance, Completion of EMS 113, and CPR Verification Required)



EMERGENCY MEDICAL SERVICES

**Paramedic
Associate in Applied Science**

EMS Course Requirements:

EMT Basic (One Semester)

EMS 140 EMT Preparatory and Prehospital EMS Operations2

EMS 141 EMT Assessment and Trauma Related Injuries3

EMS 142 EMT Medical Emergencies and Pediatric Care3

EMS 143 EMT Basic Clinical Competencies1

ENG 101 English Composition I3

Math Elective (May choose from the following)3

 MTH 100 Intermediate College Algebra

 MTH 112 Precalculus Algebra

 MTH 116 Mathematical Applications

Semester Total15

** Prior to admission to the Paramedic level, students must have received a grade of "C" or higher for a math and an English course - 100 level or above.

EMT Paramedic

Paramedic Semester One:

EMP 191 Paramedic Preparatory2

EMP 192 Paramedic Operations 3

EMP 199 Cardiovascular Electrophysiology3

*BIO 201 Anatomy and Physiology I4

SPH 107 Fundamentals of Public Speaking3

Semester Total15

Paramedic Semester Two:

EMP 193 Patient Assessment and Management3

EMP 194 Paramedic General Pharmacology 2

EMP 196 Advanced Trauma Management B 3

EMP 203 Cardiovascular Patient Management3

*BIO 202 Anatomy and Physiology II4

CIS Elective1

Semester Total16

* Prerequisite for BIO 201 and 202 is BIO 103 or successful completion of placement exam.

Paramedic Semester Three

*EMP 197 Paramedic Clinical Competencies I 3

*EMP 200 Medical Patient Management IIA6

EMP 198 Medical Patient Management I3

PSY 200 General Psychology3

Semester Total15

Paramedic Semester Four

EMP 204 Transition to Paramedic Practice3

EMP 205 Paramedic Terminal Competencies2

*EMP 206 Paramedic Field Preceptorship6

*EMP 207 Paramedic Team Leadership Preceptorship1

Humanities Elective3

Semester Total15

Total Hours76

*Includes clinical education (Insurance Required).

Programs of Study

EMT-Basic/EMT-Paramedic GENERAL ADMISSION REQUIREMENTS

There are Essential Functions required for students entering and participating in the EMT-Basic and EMT-Paramedic curricula. As a student, you must:

PHYSICAL DEMANDS

- (1) have the physical ability to walk, climb, crawl, bend, push, pull, or lift and balance over less than ideal terrain;
- (2) have good physical stamina and endurance, which would not be adversely affected by having to lift, carry, and balance at times, in excess of 125 pounds (250 pounds with assistance);
- (3) see different color spectrums;
- (4) have good eye-hand coordination and manual dexterity to manipulate equipment, instrumentation, and medications;

PROBLEM SOLVING ABILITIES (Data Collection, Judgment, Reasoning)

- (5) be able to send and receive verbal messages as well as operate appropriate communication equipment of current technology;
- (6) be able to collect facts and to organize data accurately, communicate clearly both orally and in writing in the English language at the ninth-grade reading level or higher;
- (7) be able to differentiate between normal and abnormal findings in human physical conditions by using visual, auditory, olfactory, and tactile observations;
- (8) be able to make good judgment decisions and exhibit problem-solving skills under stressful situations;
- (9) be attentive to detail and be aware of standards and rules that govern practice;
- (10) implement therapies based on mathematical calculations;
- (11) demonstrate competency in the use of computers;

WORKER CHARACTERISTICS

- (12) possess emotional stability to be able to perform duties in life-or-death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates;
- (13) be able to handle stress and work well as part of a team;
- (14) be oriented to reality and not be mentally impaired by mind-altering substances;
- (15) not be addicted to drugs or alcohol;
- (16) be able to work shifts of 12 hours in length;
- (17) be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise;
- (18) possess eyesight of a minimum of one eye correctable to 20/20 vision and be able to determine directions according to a map; students who desire to drive an ambulance must possess approximately 180 degrees peripheral vision capacity, and
- (19) possess a valid driver's license, and be able to safely and competently operate a motor vehicle in accordance with State Law.

ENTRY LEVEL REQUIREMENTS

EMT-BASIC

Entry level requirements for students entering and participating in EMS education are as follows:

1. Possess a GED or high school diploma;
2. Complete the COMPASS or ASSET exam;

3. Meet all institutional admission requirements;
4. Successfully complete within the last 12 months Basic Cardiac Life Support for the Health Care Provider or equivalent;
5. Comply with "Essential Functions" of the program or attach documentation to the program application form of those essential functions of which the student is not in compliance (for review by Calhoun's American Disabilities Coordinator);
6. Provide an acceptable physical examination by a licensed medical doctor or doctor of osteopathy to include:
 - a. Written documentation (on a form provided by the program) of the physician's opinion regarding the prospective student as follows:
 - have emotional and physical ability to carry out the normal activities of prehospital emergency care;
 - compliance with the "Essential Functions" for the program; and
 - health history.
 - b. Up-to-date immunizations to include:
 - Tetanus/D within the past 10 years;
 - MMR Vaccine prior to 1969 or Rubella Titer of 1:8 or above is sufficient in lieu of MMR;
 - RPR;
 - Two-step TB Skin test (Chest x-ray, if positive); and
 - Begin or have had the series of Hepatitis B vaccinations, or sign a waiver regarding the series of Hepatitis B vaccinations;

Health care workers who have direct patient contact or handle potentially infective materials have an increased risk for contracting Hepatitis B. A series of vaccinations for Hepatitis B is recommended by the Centers for Disease Control (CDC) and the Alabama Department of Public Health for persons who are at increased risk of infection from Hepatitis B. Cost of vaccinations is the student's responsibility.
 - c. Visual/auditory/verbal ability to include:
 - vision corrected in one eye to 20/20 (students who desire to drive an ambulance must also possess approximately 180 degrees peripheral vision capacity);
 - Color Perception; and
 - being able to send and receive verbal messages.
7. Each student enrolled in EMS education must have verification of the following:
 - a. current professional liability insurance offered through the college (due 1st day of class); and
 - b. current health/hospitalization/accident insurance and/or waiver of liability.

EMERGENCY MEDICAL PARAMEDIC

Requirements for students entering the courses at the Emergency Medical Paramedic level are:

1. Complete all EMT-Basic entry requirements.
2. Minimum cumulative GPA of 2.5 on a 4.0 scale.
3. Complete ENG 101 and MTH 100 or equivalent and with a grade of "C" or higher.
4. Have a current Alabama license as an EMT-Basic or Intermediate or have completed an EMT-Basic course approved by the Alabama Department of Public Health within the past twelve months. Alabama licensure as an EMT-Basic or Intermediate is mandatory prior to beginning the second term of Paramedic courses.
5. Acceptance is granted to the most qualified applicants, with preference given to students progressing through Calhoun's EMS Program.

- Complete a proficiency examination with a minimum score of 75% unless progressing from Calhoun's EMT Basic courses within the last 24 months.

The number of students admitted to each level of EMS education is limited according to the faculty and clinical facilities available. Priority is given to students progressing through Calhoun's program.

Licensure

Upon successful completion of the EMT-Basic/Paramedic courses, the student is eligible to apply for the respective National Registry examination administered by the State of Alabama, Department of Public Health. Licensure applicants must be at least 18 years of age.

All students entering EMS education courses may be required to comply with specific licensure requirements as set forth by the National Registry of EMTs and the Alabama Department of Public Health to become licensed as an EMT. Situations which may affect their licensure compliance include, but are not limited to:

- Not being 18 years of age or older;
- Convicted of any criminal act, including any DUI convictions;
- Addicted to the use of intoxicating liquors or controlled substances at the present or in the past; and
- Not possessing 180 degrees peripheral vision capacity or a valid driver's license (for licensure as an EMT Driver).

PROGRESSION BETWEEN LEVELS

To complete individual certificates in the EMS curriculum, students must:

- Progress through the required courses of the EMS curriculum in the prescribed sequence;
- Attain an average of 75% in all coursework to include didactic, laboratory, clinical, and/or field internship training;
- Submit acceptable physical examinations at intervals not to exceed 12 months;
- Maintain current professional liability, health, and hospitalization insurance while enrolled in the EMS courses;
- Maintain annual Basic Cardiac Life Support Certification at the Health Care Provider level or equivalent;
- Comply with the "Essential Functions" required for EMT-Basic and Paramedic courses;
- Comply with all institutional and any cooperating health agency policies, procedures, and rules of behavior as published for the students.

Readmission:

To be readmitted to the EMS program, the student must meet the criteria for readmission to the EMS program and college as stated in the catalog and must contact the Allied Health Department to schedule an appointment with EMS faculty to discuss options for successful academic achievement.

The readmission of a student is based on availability of space and student-teacher ratio provided the student is eligible to return. The student will be readmitted one time only when he/she fails to progress for academic reasons.

Any student requesting readmission must have a minimum Grade Point Average of 2.50 on all course work attempted.

An EMS Program Application Form will be required if the time and need indicated is evident as well as liability insurance renewal, tuberculin skin testing (PPD) and CPR course completion.

When there is probable cause, the Allied Health Department reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, a drug screening and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcomes to the Allied Health Department. The Allied Health Department will provide a specific form for this purpose, when applicable. All reports will be reviewed by the Allied Health Department to determine if a student may be admitted, readmitted, or retained in the EMS/EMP courses.

**EMERGENCY MEDICAL SERVICES
(Special Course Offerings)**

Calhoun's special EMS course offerings allow students in other programs to take advantage of the pre-EMS related courses to enhance their knowledge of emergency care. EMS graduates, as well as graduates of other health-care programs, may take courses for professional development, utilizing the program's "state of the art," high technology equipment. Listed below are the special courses offered through the EMS Program.

EMS 100 Cardiopulmonary Resuscitation I	1
EMS 101 Cardiopulmonary Resuscitation II	1
EMS 102 Medico-Legal Aspects of Emergency Care	1
EMS 103 First Aid	1
EMS 104 First Aid for Students of Health Related Professions	1
EMS 105 First Responder	3
EMS 106 Medical Terminology for Health Professions	2
EMS 107 Emergency Vehicle Operator Ambulance	1
EMS 108 Directed Studies in EMS I	1
EMS 109 Directed Studies in EMS II	1
EMS 110 Directed Studies in EMS III	1
EMS 111 Directed Studies in EMS IV	1
EMS 112 Directed Studies in EMS V	1
EMS 113 Infection Control for Health Professions	1
EMS 114 Infection Control Refresher	1
EMS 115 Special Skills for Health Related Professions	1
EMS 120 Vehicle Extrication	2
EMS 121 Vehicle Rescue	3
EMS 122 Structural Extrication	2
EMS 123 Structural Rescue	3
EMS 124 Search & Wilderness Rescue.....	3
EMS 125 High Angle Rescue I	2
EMS 126 High Angle Rescue II	3
EMS 127 High Angle Rescue III	3
EMS 128 Cave Rescue I	2
EMS 129 Cave Rescue II	3
EMS 130 Industrial Extrication	2
EMS 131 Industrial Rescue	3
EMS 132 Agricultural Extrication	2
EMS 133 Agricultural Rescue	3
EMS 134 Water Extrication	2
EMS 135 Surface Water Rescue	3
EMS 144 EMT Basic Specialized Experiences	1
EMS 145 Emergency Department Preceptorship	2
EMS 150 EMT Basic Refresher	2
EMS 151 Basic Trauma Management	1
EMS 152 Defibrillation	1

Programs of Study

EMS 153 EMS Dispatcher	3
EMS 154 Basic Pediatric EMS Provider	1
EMS 170 Radiation Biology & Safety	1
EMS 171 Hazardous Materials Awareness and Operations	2
EMS 172 Hazardous Materials Technician I	2
EMS 173 Hazardous Materials Technician II	2
EMS 174 Incident Command and Emergency Response	2
EMS 175 Radiological Response	2
EMS 190 EMT-Intermediate Refresher	2
EMS 208 Dive Rescue Basic Scuba	2
EMS 209 Dive Rescue – Advanced Scuba	2
EMS 210 Dive Rescue	2
EMS 211 Dive Rescue Master Scuba	3
EMS 212 Dive Rescue Divemaster	3
EMS 213 Diver Rescue Assistant Instructor	3
EMS 214 Underwater Investigator	1
EMS 215 Enriched Air Diver	2
EMS 216 Hazardous Environment Diving	1
EMS 217 Dive Rescue Instructor	3
EMS 218 Supervised Studies in EMS I	1
EMS 219 Supervised Studies in EMS II	1
EMS 220 Diver Medical Technician I	2
EMS 230 Management in Emergency Medical Services	3
EMS 231 EMS Leadership Techniques	3
EMS 232 Computers in EMS	3
EMS 233 Media and EMS Marketing	3
EMS 234 Decision Making and Problem Solving in EMS	3
EMS 235 EMS Finance and Cost Accounting	3
EMS 236 Human Resource Management in EMS	3
EMS 237 Legal Requirements in EMS	3
EMS 238 Quality Assurance in EMS	3
EMS 239 Preceptorship in EMS Management	3
EMS 264 Paramedic Registry Review	3
EMS 265 Paramedic Refresher	3
EMS 266 Advanced CV Life Support Provider	1
EMS 267 Basic Trauma Life Support Provider	1
EMS 269 Pediatric Medical Life Support Provider	1
EMS 270 Advanced Neonatal Life Support Provider	1
EMS 274 Pre-Hospital 12 Lead EKG	1
EMS 277 Pediatric Trauma Management Provider	1
EMS 280 Basic Life Support Provider	1
EMS 281 Advanced CV Life Support Instructor	1
EMS 282 Basic Trauma Life Support Instructor	1
EMS 284 Pediatric Medical Life Support Instructor	1
EMS 285 Advanced Neonatal Life Support Provider	1
HPS 105 Medical Terminology	3
HPS 113 Spanish for Health Care Professionals	3

Continuing education courses may be offered by individual request. Those interested should contact the EMS office.

Policies for the EMS program are subject to change at any time. Written notice will be given to students enrolled in EMS courses prior to implementation of policy change.

FIRE SCIENCE

Certificate

The Certificate in Fire Science prepares students to enter the fields of fire protection and services, or may be used to improve the competencies of professionals already in the field.

COM 100 Introductory Technical English I OR	
ENG 101 English Composition I	3
CIS 146 Microcomputer Applications	3
SPH 107 Fundamentals of Public Speaking	3
FSC 101 Introduction to the Fire Service	3
FSC 200 Fire Combat Tactics and Strategy	3
FSC 210 Building Construction for the Fire Service	3
FSC 240 Fire Cause Determination	3
FSC 292 Elements of Supervision/FS Supervision	3
General Electives	2
TOTAL	26

**MACHINE TOOL TECHNOLOGY
Machinist Option**

Associate of Applied Science Degree

The machinist option of the machine tool technology degree program prepares students to be employed as precision machinists, general machinists and machine operators. Students choosing an AAS degree should meet with a machine tool technology program advisor prior to enrollment.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
CIS 146 Microcomputer Applications	3
MTH 103 Introduction to Technical Mathematics I	3
SPH 107 Fundamentals of Public Speaking OR	
SPH 228 Group Communications	3
Humanities elective	3
Science or Math Elective (MTH 104 OR Higher than MTH 105)	3
Social Science elective	3
Total	21

MAJOR COURSE REQUIREMENTS: (Decatur Campus only)

MTT 101 Basic Machining Technology	3
MTT 102 Intermediate Machining Technology	3
MTT 104 Basic Machining Calculations	3
MTT 105 Lathe Setup and Operations	6
MTT 106 Milling Machine Operations	6
MTT 121 Basic Blueprint Reading for Machinists	3
MTT 131 Introduction to Metrology	3
MTT 143 Geometric Dimensioning and Tolerancing	2
MTT 181 Special Topics in Machine Tool Technology	2
MTT 201 Advanced Machining Technology	6
MTT 202 Machine Maintenance and Repair	3
MTT 281 Special Topics in Machine Tool Technology	2

Advanced Technical Specialization Courses:

MTT 110 Handbook Functions.....	3
MTT 217 Orientation to CNC.....	3
Total	48
TOTAL CREDITS.....	69

**MACHINE TOOL TECHNOLOGY
Machinist Option**

Certificate

A certificate is a program of study designed to give students specific skills in a technology. Should students later wish to pursue a degree, all courses in the certificate will apply toward the degree. Students choosing a certificate program should meet with a program advisor prior to enrollment.

ENG 101 English Composition I	3
MTH 103 Introduction to Technical Mathematics I	3
CIS 146 Microcomputer Applications	3
SPH 107 Fundamentals of Public Speaking OR SPH 228 Group Communications	3
Total	12

MAJOR COURSE REQUIREMENTS (Decatur Campus only)

MTT 101 Basic Machining Technology	3
MTT 102 Intermediate Machining Technology.....	3
MTT 104 Basic Machining Calculations	2
MTT 105 Lathe Setup and Operations	6
MTT 106 Milling Machine Operations.....	6
MTT 121 Basic Blueprint Reading for Machinists	3
MTT 131 Introduction to Metrology	3
MTT 143 Geometric Dimensioning and Tolerancing.....	2
MTT 181 Special Topics in Machine Tool Technology	2
MTT 201 Advanced Machining Technology	6
MTT 202 Machine Maintenance and Repair.....	3
MTT 281 Special Topics in Machine Tool Technology	3
Total	42
TOTAL CREDITS.....	54

**MACHINE TOOL TECHNOLOGY
Computer Numerical Control (CNC) Option**

Associate of Applied Science Degree

The Computer Numerical Control (CNC) option of the Machine Tool Technology program prepares students to be employed as NC/CNC (Numerical Control/Computer Numerical Control) programmers and operators. Students choosing the AAS degree program should meet with a program advisor prior to enrollment.

ENG 101 English Composition I	3
MTH 103 Introduction to Technical Mathematics I	3
CIS 146 Microcomputer Applications.....	3
SPH 107 Fundamentals of Public Speaking OR SPH 228 Group Communications	3
Humanities Elective	3
Science or Math Elective	3
Social Science Elective	3
Total	21

MAJOR COURSE REQUIREMENTS (Decatur Campus only)

MTT 142 Advanced Machining Calculations	2
MTT 200 Industrial Processes.....	3
MTT 214 Computer Numerical Control Graphics Programming Turning	3
MTT 215 Computer Numerical Control Graphics Programming Milling	3
MTT 242 CNC Programming	3
CNC 111 Introduction to Computer Numerical Control.....	3
CNC 112 Computer Numeric Control Turning.....	3
CNC 113 Computer Control Milling	3
CNC 115 Basic Math for Computerized Numerical Control	2
CNC 181 Special Topics in Computerized Numerical Control	3
CNC 211 Computer Numerical Control	2
CNC 212 Advanced Computer Numerical Control Turning.....	2
CNC 213 Advanced Computer Numerical Control Milling	2
CNC 222 Computer Numerical Control Graphics Turning	3
CNC 223 Computer Numerical Control Graphics Milling	3
CNC 230 Computer Numerical Control Special Projects.....	3

Advanced Technical Specialization Courses:

MTT 110 Handbook Functions.....	3
MTT 217 Orientation to CNC.....	3
TOTAL CREDITS.....	70

**MACHINE TOOL TECHNOLOGY
Computer Numerical Control (CNC) Option**

Certificate

The Computer Numerical Control (CNC) option of the Machine Tool Technology program prepares students to be employed as NC/CNC (Numerical Control/Computer Numerical Control) programmers and operators. Students choosing a certificate program should meet with a program advisor prior to enrollment.

ENG 101 English Composition I	3
MTH 103 Introduction to Technical Mathematics I	3
CIS 146 Microcomputer Applications	3
SPH 107 Fundamentals of Public Speaking OR SPH 228 Group Communications	3
Total	12

Programs of Study

MAJOR COURSE REQUIREMENTS (Decatur Campus only)

MTT 142 Advanced Machining Calculations2
 MTT 200 Industrial Processes3
 MTT 214 Computer Numerical Control Graphics
 Programming Turning3
 MTT 215 Computer Numerical Control
 Graphics Programming Milling3
 MTT 242 CNC Programming3
 CNC 111 Introduction to Computer Numerical Control2
 CNC 112 Computer Numeric Control Turning3
 CNC 113 Computer Control Milling3
 CNC 115 Basic Math for Computerized Numerical Control2
 CNC 181 Special Topics in Computerized Numerical Control3
 CNC 211 Computer Numerical Control2
 CNC 212 Advanced Computer Numerical Control Turning2
 CNC 213 Advanced Computer Numerical Control Milling2
 CNC 222 Computer Numerical Control Graphics Turning3
 CNC 223 Computer Numerical Control Graphics Milling3
 CNC 230 Computer Numerical Control Special Projects3

TOTAL CREDITS54

CNC 112 Computer Numerical Control Turning3
 CNC 212 Adv. Computer Numerical Control Turning2
 **MTT Elective3

****Manufacturing Electives:**

ENG 130 Technical Report Writing3
 PMC 123 Materials and Processes OR
 PMC 124 Industrial Materials3
 QCT 103 Statistical Process Control3
 QCT 205 Continuous Improvement Techniques3
 MTT 215 CNC Graphics Programming Milling3

TOTAL CREDITS70

**MACHINE TOOL TECHNOLOGY
Manufacturing Option**

Associate of Applied Science Degree

This Machine Tool Technology program is designed to prepare students for successful employment in the manufacturing industries by providing them with basic skills in machine tool technology and the required computational, communication and workplace readiness skills. Students choosing this AAS program should meet with a program advisor prior to enrollment.

ENG 101 English Composition I3
 MTH 103 Introduction to Technical Mathematics I3
 CIS 146 Microcomputer Applications3
 SPH 107 Fundamentals of Public Speaking
 OR SPH 228 Group Communications3
 Humanities Elective3
 Natural Science, CIS or Math Elective3
 Social Science Elective3
 QCT 102 Statistics I for Quality Control3

Total24

MAJOR COURSE REQUIREMENTS (Decatur Campus only)

MTT 101 Basic Machining Technology3
 MTT 102 Intermediate Machining Technology3
 MTT 105 Lathe Set-Up and Operations6
 MTT 106 Milling Machine Operations6
 MTT 121 Basic Blueprint Reading3
 MTT 131 Introduction to Metrology3
 MTT 143 Geometric Dimensioning and Tolerancing2
 MTT 201 Advanced Machining Technology6
 MTT 202 Machine Maintenance & Repair3
 MTT 217 Orientation to CNC3

**MACHINE TOOL TECHNOLOGY
Manufacturing Option**

Certificate

This Machine Tool Technology program is designed to prepare students for successful employment in the manufacturing industries by providing them with basic skills in machine tool technology and the required computational, communication and workplace readiness skills. Should students later wish to pursue a degree program, many courses within this certificate program will apply toward the degree. Students choosing this certificate program should meet with a program advisor prior to enrollment. Courses may be taken in any sequence as long as prerequisites are met.

ENG 101 English Composition I3
 MTH 103 Introduction to Technical Mathematics I3
 CIS 146 Microcomputer Applications3
 SPH 107 Fundamentals of Public Speaking OR
 SPH 228 Group Communications3
 QCT 102 Statistics I for Quality Control3

Total15

MAJOR COURSE REQUIREMENTS (Decatur Campus only)

MTT 101 Basic Machining Technology3
 MTT 102 Intermediate Machining Technology3
 MTT 105 Lathe Set-Up and Operations6
 MTT 106 Milling Machine Operations6
 MTT 121 Basic Blueprint Reading3
 MTT 131 Introduction to Metrology3
 MTT 143 Geometric Dimensioning and Tolerancing2
 MTT 201 Advanced Machining Technology6
 MTT 202 Machine Maintenance & Repair3
 MTT 217 Orientation to CNC3
 CNC 112 Computer Numerical Control Turning3
 CNC 212 Adv. Computer Numerical Control Turning2

Total43

TOTAL CREDITS58

**MISSILE AND MUNITIONS TECHNOLOGY
Basic**

Associate of Applied Science Degree

(U.S. Army Ordnance Missile and Munitions Center and School Only)

This is a joint program between the U.S. Army Ordnance Missile and Munitions Center and School and Calhoun Community College to afford career military personnel the opportunity to earn college credits through a combination of civilian and military education. Students may apply from 27 to 42 semester hours of USAOMMCS course credits toward the applied science degree. A minimum of 27 semester hours of OMMCS credits is required to qualify for this program.

College residence may be established through distance learning classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking OR SPH 228 Group Communications	3
*MTH 100, 103 or Higher	3
Humanities/Fine Arts Elective	3
Natural Science Elective	4
Social Science Elective	3
CIS Elective (CIS 146 or higher)	3
Total	22

MAJOR COURSE REQUIREMENTS27-42**

*MTH 116 Mathematical Applications is not acceptable
**If military credits are less than 42 hours, the deficiency must be made up with General Electives (100 level or above)

TOTAL CREDITS64

Note: Admission to the MMT degree program is limited to Active, Reserve, or National Guard Military personnel or those who have separated or retired from the military within seven years of the academic year of this catalog.

**MISSILE AND MUNITIONS TECHNOLOGY
Option I
Calibration Specialist**

Associate of Applied Science Degree

(U.S. Army Ordnance Missile and Munitions Center and School Only)

This is a joint program between the U.S. Army Ordnance Missile and Munitions Center and School and Calhoun Community College to afford career military personnel the opportunity to earn college credits through a combination of civilian and military education. Students may apply from 27 to 42 semester hours of USAOMMCS course credits toward the applied science degree. A minimum of 27 semester hours of OMMCS credits is required to qualify for this program.

College residence may be established through distance learning classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking OR SPH 228 Group Communications	3
*MTH 100, 103 or Higher	3
Humanities/Fine Arts Elective	3
Natural Science Elective	4
Social Science Elective	3
CIS 146 Microcomputer Applications or higher	3
Total	22

MAJOR COURSE REQUIREMENTS:

Total27-42**

*MTH 116 Mathematical Applications is not acceptable
**Credits must be from calibration MOS, (i.e., 35H, 35Y, etc). If military credits are less than 42 hours, the deficiency must be made up with General Electives (100 level or above)

TOTAL CREDITS64

Note: Admission to the MMT degree program is limited to Active, Reserve, or National Guard Military personnel or those who have separated or retired from the military within seven years of the academic year of this catalog.

**MISSILE AND MUNITIONS TECHNOLOGY
Option II
Technical Management**

Associate of Applied Science Degree

(U.S. Army Ordnance Missile and Munitions Center and School Only)

This is a joint program between the U.S. Army Ordnance Missile and Munitions Center and School and Calhoun Community College to afford career military personnel the opportunity to earn college credits through a combination of civilian and military education. Students may apply from 27 to 42 semester hours of USAOMMCS course credits toward the applied science degree. A minimum of 27 semester hours of OMMCS credits is required to qualify for this program.

College residence may be established through distance learning classes.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking OR SPH 228 Group Communications	3
*MTH 100, 103 or Higher	3
Humanities/Fine Arts Elective	3
Natural Science Elective	4
Social Science Elective	3
CIS 146 Microcomputer Applications or higher	3
Total	22

MAJOR COURSE REQUIREMENTS:

Total27-42**

Programs of Study

*MTH 116 Mathematical Applications is not acceptable
 **For soldiers with skill levels 40 and above. If military credits are less than 42 hours, the deficiency must be made up with General Electives (100 level or above)

TOTAL CREDITS.....	64
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Note: Admission to the MMT degree program is limited to Active, Reserve, or National Guard Military personnel or those who have separated or retired from the military within seven years of the academic year of this catalog.

MUS or MUP electives.....	6
MUE or other Performance electives	6
MUS 110 Basic Musicianship	3
MUS 291 Musical Acoustics.....	3
MUS 292 Song Writing	3
Total	45
TOTAL CREDITS.....	66

**MUSIC – CHURCH MUSIC
Certificate**

MUS 110 Basic Musicianship.....	3
MUS 111 Music Theory I.....	3
MUS 113 Music Theory Lab I	1
MUS 112 Music Theory II.....	3
MUS 114 Music Theory Lab II	1
MUL 111 Class Voice I	1
MUL 112 Class Voice II	1
MUL 101 Class Piano I	1
MUL 102 Class Piano II	1
MUS 251 Introduction to Conducting.....	3
MUS 270 Organization of the Church Music Program	3
MUS 271 Church Music Literature	3
TOTAL	24

MUSIC INDUSTRY COMMUNICATIONS

Associate of Applied Science Degree

This program is for those interested in specializing in coursework which has application to the recording and publishing industries as well as to contemporary performance. Students are required to complete six credits of music performance electives and should consult a faculty advisor about this requirement.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
Math elective	3
SPH 107 Fundamentals of Public Speaking	3
MIC 253 Computer Lit. for Musician I	3
Humanities elective	3
Natural Science/Math elective.....	3
Social Science elective	3
Total	21

MAJOR COURSE REQUIREMENTS:

MIC 100 Introduction to Mass Communications	3
MIC 153 Introduction to Recording Technology	3
MIC 201 Publishing for the Recording Industry	3
MIC 250 Mass Communications Practicum	3
MIC 251 Recording Studio Production.....	3
MIC 254 Computer Literacy for the Musician II	3
MIC 255 Digital Recording	3
MIC 293 Music Notation.....	3

**NURSING/ADN:
BASIC**

Associate of Applied Science Degree

This program is designed to educate individuals in providing nursing care to patients of all ages in a variety of health care settings. The program can be completed in five (5) semesters for a total of 72 semester hours. Nursing courses must be taken in sequence as offered. General education courses may be completed early; or otherwise must be taken as sequenced in the curriculum.

The Calhoun Nursing program has the full approval of the Alabama Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC). Accreditation information regarding the nursing program may be obtained from the National League for Nursing Accrediting Commission, 61 Broadway 33rd Floor, New York, NY 10006. Telephone 1-800-669-1656, ext. 153.

The Associate of Applied Science Degree is awarded by Calhoun Community College to the student who completes all requirements of the nursing program. The graduate will be eligible to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Completion of the academic program in nursing in no way assures the student of licensure. Legal requirements for licensure may be found in the **Alabama Board of Nursing Administrative Code**. Applicants who have been found guilty of any offenses listed in the **Code** may be denied licensure by the Alabama Board of Nursing and any other state board of nursing. The Alabama Board of Nursing, as well as other state boards of nursing, has the power to deny eligibility for licensure to any candidate who is guilty of fraud or deceit in attempting to procure a licensure; has been convicted of a felony; is guilty of a crime involving moral turpitude or gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations.

Upon application for licensure, the individual will be required to answer the following questions found on the application:

Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation? YES_____ NO_____

Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? YES_____ NO_____

Have you ever been arrested or convicted for driving under the influence of drugs/alcohol? YES___ NO___

Have you within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? YES___ NO___

Have you ever had disciplinary action or is action pending against you by any state board of nursing? YES___ NO___

Have you ever been placed on a state **AND/OR** federal abuse registry? YES___ NO___

Have you ever been court-martialed/disciplined **OR** administratively discharged by the military? YES___ NO___

Any applicant who answers “**YES**” to the questions regarding criminal conviction, alcohol/drug abuse/treatment or mental illness **must** provide the Alabama Board of Nursing with a full explanation and the appropriate court/treatment records must accompany the application for examination and licensure. If the documents are not received along with the application, the applicant can expect to be delayed in taking the examination. By a full explanation, the Board expects more than a statement naming the crime for which the applicant was convicted. The explanation should contain a full recitation of who and why the crime occurred and the applicant’s history since the crime. If the applicant has indicated a history of mental illness or chemical dependency, a full explanation including treatment records, urine screens, doctor’s statements, etc., must be received with the application.

Applicants also should be aware that they must disclose arrests that did not result in convictions and attach those court records. Misdemeanors also must be disclosed. These include checks written on accounts with insufficient funds and DUI. Minor traffic violations are excluded. If the Board of Nursing later learns of arrests or convictions not originally disclosed, such will be considered to be fraud and deceit in procuring a license and disciplinary action will be forthcoming.

The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a registered nurse. Any questions regarding this matter should be directed to the Chairperson of the Nursing Department.

Be advised that a criminal and/or drug history could result in denial of permission to take the licensure examination. These same legal requirements or others may apply to taking the NCLEX-RN in other states.

DRUG TESTING

As stipulated by the health agencies with which the Department of Nursing contracts for clinical experience, each student accepted in any nursing program at Calhoun Community College will undergo drug and alcohol testing as a precondition to beginning a clinical rotation. The fee for testing is the responsibility of the student. Written guidelines for the screening process will be provided to the student upon their acceptance into the program.

POLICIES AND CURRICULUM

Policies/Curriculum for the Associate Degree Nursing Program are subject to change at any time. Written notice will be given to all students enrolled in nursing courses prior to implementation of change.

COURSE REQUIREMENTS

BASIC CURRICULUM

PREREQUISITE COURSES

*ENG 101, English Composition I.....	3
SPH 107, Fundamentals of Public Speaking	3
PSY 200, General Psychology	3
*MTH Elective (may choose from the following)	3
MTH 100, Intermediate College Algebra	
MTH 112, Precalculus Algebra	
MTH 116, Mathematical Applications	
Total	12

*Prerequisite: Satisfactory score on the Math/English placement test or ACT/SAT tests or appropriate developmental course work.

SEMESTER I (Fall)

HPS 100, Safety Issues for Clinical Practice.....	1
NUR 241, Basic Pharmacology.....	1
NUR 110, Fundamentals of Nursing	6
NUR 131, Health Assessment.....	1
BIO 201, Human Anatomy and Physiology I*	4
PSY 210, Human Growth and Development	3
Total	16

* Prerequisite: BIO 103 or successful completion of BIO 103 challenge exam

SEMESTER II (Spring)

BIO 202, Human Anatomy and Physiology II.....	4
NUR 251, Adult Nursing I	5
NUR 269, Family Centered Nursing	6
Total	15

SEMESTER III (Fall)

BIO 220, General Microbiology.....	4
NUR 265, Advanced Nursing I.....	6
NUR 266, Advanced Nursing II.....	6
Total	16

SEMESTER IV (Spring)

NUR 267, Advanced Nursing III.....	6
NUR 291, Transition into Nursing Practice.....	3
NUR 204, Computer Applications in Nursing.....	1
Humanities Elective	3
Total	13

TOTAL CREDITS.....72

Nursing courses are offered only on the Decatur campus.

Programs of Study

PRE-ADMISSION PROCESS

Students interested in pursuing the Associate of Applied Science Degree in Nursing at Calhoun Community College must complete the following requirements prior to submitting an application:

- Submit a completed application form to the Admissions and Registrar's Office at Calhoun Community College and be accepted for enrollment by the College.
- Request and have processed a transcript evaluation by Calhoun Community College of all transcripts from accredited colleges or universities previously attended by the student.
- Complete prerequisite general academic courses (ENG 101, SPH 107, PSY 200 and MTH 100 OR MTH 112 OR MTH 116) with a minimum grade of "C" in each course.*

*Higher level mathematics may be approved in advance.

Nursing Application Process

Students who have met the pre-requisite course requirements are eligible to apply for admission to the Associate Degree Nursing program. Application forms may be obtained from the Nursing Department (256/306-2804 or 306-2794) or by writing to the Nursing Department, Calhoun Community College, P. O. Box 2216, Decatur, Alabama 35609-2216.

- Application must be submitted by May 30th for consideration for fall class.
- Applicants may apply at any time during the year, provided admission criteria is met.
- Applications received after May 30th will be considered for fall enrollment **only as space is available**.
- Applications must be resubmitted annually. A waiting list is no longer maintained.

Selection Process

Students are selected for admission into the Associate Degree Nursing program based on academic performance and space availability. Meeting minimum requirements does not guarantee admission to the program. Admission to the nursing program will be a competitive process based on:

- Grade Point Average for each of the four (4) pre-requisite courses (ENG 101, SPH 107, PSY 200, MTH 100 OR MTH 112 OR MTH 116).
- Completion of additional required general education courses with a minimum grade of "C" in each course (BIO 201, BIO 202, PSY 210, BIO 220, Humanities Elective). For each course successfully passed, 0.1 point will be added to the student's GPA. **(Example: Student with a 2.5 GPA has taken three other required general education courses, each adding .1 to GPA to equate to $2.5 + .3 = 2.80$). NOTE: Overall GPA must be at least 2.0 to be considered.**

Since class size is limited, the Admission Committee will evaluate each applicant's academic performance and select applicants with the strongest academic record.

NOTE: BIO 103 (General Biology) may be required or successful completion of placement exam for the student to be eligible to take BIO 201 on enrollment in the program.

General education core courses are open to any student who meets Calhoun's admission requirements. A grade of "C" or above will be required for passing each course required for the AD Nursing Program that is taken after August 31, 1993. The applicant must maintain at least

a "C" average (2.0 grade point average on a 4.0 scale) on all courses taken and/or transferred to Calhoun.

The semester nursing curriculum became effective fall semester, 1998. Once enrolled in the program, students must take courses sequentially as outlined. Students must successfully pass each nursing course (NUR Prefix) to progress in the program.

Transfer Students

Applicants desiring to transfer into Calhoun's Associate Degree Nursing Program who have taken nursing courses will be considered on an individual basis and will be required to meet requirements of the nursing program. The applicant must

1. Make application to the College; be unconditionally accepted.
2. Have at least a "C" average (2.0 grade point average on a 4.0 scale) on all coursework transferred in and/or taken at Calhoun.
3. Provide verification from the institution at which nursing courses were taken that the student is eligible to return to that nursing program.
4. Have passing credit (a grade of "C" or above) on all prerequisite general education and NUR courses required in the Associate Degree Nursing curriculum.

Upon submission of documented proof of the above, an evaluation of nursing courses taken will be made. Additional materials may be required in order for nursing courses to be evaluated. Applicants having had nursing courses other than those in Calhoun's Associate Degree Nursing Curriculum may be required to demonstrate nursing knowledge and skills. Applicants will then be notified as to where in the Associate Degree Nursing curriculum they will be accepted. Applicants will be admitted into the program based on class space availability.

ENROLLMENT REQUIREMENTS

It is recommended that all nursing students be immunized against Hepatitis B prior to entering the first nursing course. At the time of registration for the first nursing course, students will be required to present proof that they have received the three (3) Hepatitis B vaccinations or proof of immunity to the hepatitis virus. (The three immunizations take at least six months to complete). Students who choose not to have these immunizations must sign a form indicating their refusal of the vaccinations prior to being allowed to register for nursing. Additionally, the student must have the following documentation at registration for Semester I to complete the enrollment process in the Associate Degree Nursing Program:

1. Documentation of current cardiopulmonary resuscitation (CPR) course completion.
2. A current Student Health Form that has been completed by a licensed physician or nurse practitioner. (Form will be furnished when student is notified of admission into the Nursing Program.)
3. Documentation of two-step Mantoux skin test (PPD), or chest x-ray, if PPD is positive, indicating he/she is free of tuberculosis.
4. Verification of immunization for Hepatitis B and/or show positive antibodies, or sign a waiver.
5. Documentation of immunity to rubella (German measles), immunization record or titer level.
6. Proof of purchase of professional liability insurance through the College as outlined by the Nursing Department at Calhoun Community College.
7. As stipulated by the health agencies with which the Department of Nursing contracts for clinical experience, each student accepted in any nursing program at Calhoun Community College will undergo drug and alcohol testing as a precondition to beginning a

clinical rotation. The fee for testing is the responsibility of the student. Written guidelines for the screening process will be provided to the student upon his/her acceptance into the program.

Transfer students must meet the same requirements for immunizations, student health examination, evidence of current CPR course completion, drug testing and professional liability insurance as other Calhoun Associate Degree Nursing students.

PROGRAM REQUIREMENTS

The following requirements apply to continued progression in the program.

Standards of Conduct

The nursing student shall comply with legal, moral, and legislative standards which determine acceptable behavior of the nurse and shall avoid those behaviors which may be cause for denial of license to practice as a registered nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing and the Alabama Board of Nursing Administrative Code.

When there is probable cause, the Nursing Department faculty reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, drug screening, and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcome to the nursing faculty. The Nursing Department will provide a specific form for this purpose, when applicable. All reports may be reviewed by the Nursing Department faculty to determine if a student may be admitted, readmitted, or retained in the nursing program.

In addition, all students admitted to the program are expected to abide by the policies of the COLLEGE CATALOG and the POLICY MANUAL for Associate Degree Nursing students.

Academic Progression

The following standards must be maintained by each student in order for her/him to progress in the nursing program:

1. Each nursing student must have a grade of "C" or above to pass each required course.
2. Each student who has completed the first year of the nursing program must have a 2.00 grade point average overall on coursework to enter the second year of the program.
3. Each nursing student must demonstrate satisfactory performance in the clinical laboratory portion of each nursing course according to established criteria in order to pass the course successfully.
4. Students receiving an "I" in a NUR and/or HPS course must complete all course requirements before the time to start clinical experience in the next semester. Any exceptions made must have the approval of the Department Chairperson.

A current Student Health Examination form on all students must be maintained on file throughout the program.

Evidence of current cardiopulmonary resuscitation (CPR) course completion must be maintained by all students throughout the program.

Nursing students must have professional liability insurance coverage as outlined by the Nursing Department of Calhoun Community College.

Completion of the ADN Program must be within five (5) years of admission to the first NUR nursing course. If the program is not completed within the five (5) year time frame, the student must follow the procedure for admission policy. All previously taken NUR courses must be repeated. After August 31, 1994, no NUR course will be valid for more than five (5) years toward an AAS degree in nursing. (This policy applies to transfer students, also. The date of the first NUR course will be considered to be the date the course that it is equivalent to was taken.) If a student has had a failure of a NUR course, a second failure of any NUR course will result in permanent suspension from the nursing program regardless of when the first failure occurred.

Grading

The grading scale for NUR courses is as follows:

<u>Passing for nursing students</u>	<u>Failing for nursing students</u>
A = 90-100%	D = 60-74%
B = 80-89%	F = 59% and below
C = 75-79%	

A minimum letter grade of "C" is required in all nursing (NUR) courses for passing and progressing to the next nursing course. In order to receive a letter grade of "C," a grade of 75 or above will be required for any nursing (NUR, HPS) course taken.

Readmission Requirements

A student may be readmitted to the nursing program only ONE TIME following failure of a nursing course with a clinical lab component. After readmission following the failure, the student will be permanently suspended from the nursing program should any nursing course be failed. Students who are currently returning following a failure are considered to be using their second opportunity to complete the nursing program. (The effective date of this policy is September 1980).

A 2.00 Grade Point Average (GPA) ON ALL COLLEGE COURSES is required for readmission to a nursing course. Eligible students desiring to be readmitted to the nursing program must contact the secretary of the Nursing Department (256) 306-2794 to make an appointment with a nursing faculty advisor to discuss readmission plans. The student should obtain a current, unofficial copy of his/her transcript from the records office to bring with him/her to the meeting with the nursing faculty advisor. For readmission into the fall semester, the Request for Readmission form must be received in the Nursing Department office by April 15th prior to the fall semester to be readmitted. For readmission into the spring semester, the Request for Readmission form must be received in the Nursing Department office by October 15th prior to the spring semester to be readmitted. All readmitted students are accepted in the nursing program based on

1. Fulfillment of admissions criteria.
2. Availability of class space.
3. Placement on a waiting list.

Effective fall semester 2003, students who have withdrawn from NUR 110, Fundamentals of Nursing, may re-enter the nursing program **ONE TIME** only following re-admission advising. If the student withdraws from NUR 110 a second time or does not enter after one (1) readmission advising conference, the student will be required to go through the application process to the nursing program as a beginning student.

A student who has been terminated from the nursing program due to disciplinary action and who wishes to be readmitted to the program must request in writing a hearing before a nursing faculty review com-

Programs of Study

mittee. The outcome of this hearing will determine eligibility for readmission.

Program Costs

After entry into the program, the student will be required to

1. purchase Nurse Pacs (equipment/supplies) through the Calhoun College Bookstore.
2. pay for National League for Nursing Achievement Test or other commercial test as administered periodically throughout this program.
3. provide his/her own transportation to area clinical facilities.

Additional expenses include:

Textbooks (Nursing)	\$700.00
Uniforms & Supplies	175.00
Malpractice Insurance (per year)	25.00
Drug Testing	45.00
Nurse Pacs	75.00
NCLEX-RN Review	280.00
Commercial Achievement Tests	100.00
Graduation Pictures	30.00
National Council Licensure Examination	200.00
Licensing Fee	85.00
Alabama Temporary Licensing Fee (Optional).....	50.00
Graduation Fees	35.00
Tuition (See General Information Section in this Catalog)	

Graduation

To graduate, a student must successfully complete the prescribed program of study with a 2.00 overall Grade Point Average (GPA).

PHILOSOPHY AND OBJECTIVES

The philosophy of the nursing program was developed by the entire nursing faculty. Below are statements of the faculty's beliefs.

INDIVIDUAL

We believe that the individual is a unique, unified bio-psycho-social being who has needs. An individual's development progresses through the different life stages. An individual seeks to meet his/her needs and achieve physical, psychological, and social well-being. The individual's needs are organized in a hierarchy, and as lower needs are satisfied, the individual is motivated to strive to meet higher level needs. The individual's needs are satisfied by using dynamic, adaptive mechanisms which can be biological, psychological, and sociological.

We believe that individuals exist in a technologically changing society with the family as the basic unit. Society provides values, beliefs, and cultural diversity that give direction and meaning to an individual's experiences. Individuals are entitled to be treated with dignity and respect. The environment which surrounds individuals is constantly changing and subjects the individual to external stimuli which influences adaptive behaviors.

HEALTH

We believe that health is a dynamic state that exists when the individual's needs are satisfied and well-being is achieved. A state of health implies that individuals are effectively adapting to stimuli which influence the satisfaction of needs.

ILLNESS

We believe that illness is a state which results when an individual is not effectively adapting to stimuli and cannot satisfy needs or achieve homeostasis. An individual's behavioral responses are simple problems when they are common, singular in nature, easily identifiable, and resolved with predictable outcomes. An individual's behavioral responses are complex problems when they are multiple and require analysis of the variety of contributing patho/physiological and psychodynamic factors. An individual's behavioral response, which indicates illness, can be organized by identification of the need which cannot be satisfied.

NURSING

We believe that nursing is a collaborative and/or independent process in which the nurse interacts with individuals where potential or actual health problems exist. Nursing applies documented scientific knowledge through the use of the systematic nursing process of problem solving for clinical decision making. The purpose of nursing activity is to promote the individual's adaptive behaviors in any setting.

NURSING EDUCATION

We believe that nursing education consists of cost effective general education and nursing courses with flexible scheduling at convenient locations. General education courses are necessary to promote the student's critical thinking, understanding of self, and the individual as a member of society. Nursing courses provide sequential nursing knowledge and experience which enable the student to develop skills, acquire knowledge and gain insights necessary for the safe practice of nursing. The educational process is a shared responsibility between faculty and student where faculty serve as facilitators of learning. Education is a life long process that promotes professionalism and has a beneficial effect on the learner and society.

TEACHING LEARNING PROCESS

We believe that all individuals have the right to achieve self-actualization and that society has the obligation to provide opportunities for this achievement. We believe that learning is continuous throughout the life cycle and is an active process that results in a change in behavior. We further believe that learning takes place within the learner; therefore, self-understanding and self-evaluation are emphasized. With this belief in mind, we base our teaching on the following statements as a rationale for the teaching-learning process.

1. Learning is meaningful when there are goals.
2. Learning is enhanced when the climate is non-judgmental.
3. Learning is meaningful and lasting when there is opportunity for application.
4. Learning proceeds from the familiar to the new and from the concrete to the abstract.
5. Learning takes place when the learner is motivated by an awareness of his own needs.

ASSOCIATE DEGREE NURSE

We believe that the associate degree nurse functions in a variety of settings using critical thinking, skill and judgment to manage care. The associate degree nurse provides caring intervention to individuals of all ages from a variety of sociocultural backgrounds that are experiencing acute or chronic illnesses, a need for diagnostic evaluation, a need for information or support to maintain or promote health and/or a need for rehabilitation. The associate degree nurse is prepared to seek

assistance from other health care team members when the situation encountered is beyond the nurse's knowledge and experience. The associate degree nurse in this state functions within the legal scope of practice as outlined in the Nurse Practice Act of the State of Alabama and within the ethical guidelines of the professional as specified by the American Nurses' Association.

PROGRAM OBJECTIVES

The graduate of this nursing program should be able to:

1. provide nursing care to patients of all ages from a variety of socio-cultural backgrounds who are experiencing:
 - a. acute or chronic illness
 - b. a need for diagnostic evaluation
 - c. a need for information or support to maintain health
 - d. a need for rehabilitation.

2. provide nursing care/patient advocacy to individuals or groups utilizing a holistic approach and current technology in a cost effective manner.

3. utilize the nursing process with evidence based information from nursing, the sciences and the humanities to assist individuals to meet their needs and achieve/maintain health by:
 - a. assessing a patient's total health needs
 - (1) Assembles data from available resources
 - (2) Collaborates with other health care team members with regard to data base
 - (3) Detects changes that result in a maladaptive state that affects ability to meet individual needs
 - b. analyzing data to formulate nursing diagnoses
 - c. developing a nursing plan aimed at promoting maintaining and/or restoring health.
 - (1) Participates with the patient, significant others, and other health care team members to establish patient-centered goals
 - (2) Prioritizes plan of care
 - d. implementing a plan according to priority needs
 - (1) Safely performs nursing interventions using cognitive, psychomotor and affective capabilities
 - (2) Utilizes therapeutic communication with the patients, significant others, and health care team members
 - (3) Implements teaching plans to meet the patient's specific needs
 - e. evaluating goal/outcome achievement, modifying when necessary, with the patient, significant others, and health care team members.

4. value professionalism, accountability and nursing research by:
 - a. participating in professional development
 - b. recognizing individual parameters of knowledge and experience
 - c. supporting professional nursing organizations and community health promotion
 - d. adhering to the ANA Code of Ethics and the legal scope of nursing practice.

5. delegate appropriately to other nursing care providers.

6. seek assistance from other health care team members when the situation encountered is beyond the nurse's knowledge and experience.

CAREER OPPORTUNITIES

Graduates of the Calhoun Associate Degree Nursing Program have been employed by hospitals, physicians' offices, industry, nursing homes, long-term health care facilities, and other community health care agencies. Over the past three years, 100% of the students graduating from the program who sought employment have secured employment as graduate nurses at the time of graduation. The starting base salary range for a new graduate Associate Degree nurse is approximately \$15.00-\$18.00 an hour. The starting base salary range for a new Practical Nurse is approximately \$11.00 - \$14.50 an hour. Additional information related to occupational outlook may be obtained from the Calhoun Career Planning and Job Placement Center, located in the Chasteen Student Center on the Decatur campus. References available include the following:

- OCCUPATIONAL OUTLOOK HANDBOOK, updated annually
- FINNEY COMPANY OCCUPATIONAL BRIEFS, updated as updates are available
- DICTIONARY OF OCCUPATIONAL TITLES, updated as updates are available
- CAREERS PLACEMENT COUNCIL SALARY SURVEYS, quarterly updates received
- CAREER CLUSTER FILE, Careers, Inc., updated as updates are made available
- COLLEGE PLACEMENT ANNUALS, provided yearly through College Placement Council membership

**NURSING/ADN:
CAREER MOBILITY**

Associate of Applied Science Degree

This nursing curriculum is designed for those persons who are graduates of a practical nursing program and who desire to pursue further study toward an associate in applied science degree in nursing. The program is accredited by the National League for Nursing and has the full approval of the Alabama Board of Nursing.

Upon satisfactory completion of the requirements of the Nursing program, the graduate will be eligible to apply to write the National Council Licensure Examination and apply to a state Board of Nursing for licensure as a registered nurse. Legal requirements for licensure may be found in the Alabama Board of Nursing Administrative Code. Applicants who have been found guilty of any offenses listed in the Code may be denied licensure by the Alabama Board of Nursing. Any applicant who has had a criminal conviction, alcohol and/or drug abuse/treatment or mental illness must provide the Alabama Board of Nursing with a full explanation and the appropriate court/treatment records at the time of application for examination and licensure. The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a registered nurse.

General education and nursing courses must be taken in the sequence listed unless general education courses are taken prior to the semester in which they are required. All students must take the nursing courses as listed in this Catalog regardless of when they begin course work at this college.

Nursing courses are offered only on the Decatur campus.

Programs of Study

POLICIES/CURRICULUM

Policies/curriculum for the Nursing Department are subject to change at any time. Written notice will be given to all students enrolled in NUR courses prior to implementation of policy/curriculum changes.

Program objectives for the Career Mobility Program are the same as those listed under the Basic Program.

PREREQUISITE COURSES

*ENG 101, English Composition.....	3
SPH 107, Fundamentals of Public Speaking.....	3
PSY 200, General Psychology.....	3
*MTH Elective (may choose from the following).....	3
MTH 100, Intermediate College Algebra	
MTH 112, Precalculus Algebra	
MTH 116, Mathematical Applications	
**BIO 201 OR 202, Human Anatomy and Physiology I OR II.....	4
Total	16

* Prerequisite: Satisfactory score on the math/English placement test or ACT/SAT tests or appropriate developmental coursework.

**Prerequisite: BIO 103 or successful completion of BIO challenge exam.

SEMESTER I (Summer)

*NUR 211 – Concepts of Mobility Students.....	5
BIO 201 OR 202, Human Anatomy and Physiology I OR II.....	4
PSY 210, Human Growth and Development.....	3
Total	12

* Prerequisite: Satisfactory score on Challenge Exam.

SEMESTER II (Fall)

BIO 220, General Microbiology.....	4
NUR 265, Advanced Nursing I.....	6
NUR 266, Advanced Nursing II.....	6
Total	16

SEMESTER III (Spring)

NUR 267, Advanced Nursing III.....	6
NUR 291, Transition into Nursing Practice.....	3
NUR 204, Computer Applications in Nursing.....	1
Humanities Elective.....	3
Total	13

TOTAL.....57

Challenge Exam Credits.....15

TOTAL CREDITS.....72

ADMISSION POLICY

In order to be admitted into the Career Mobility program, students must meet the following criteria:

1. Be a graduate of a practical nursing program and currently licensed by the State of Alabama.
2. Make a passing score on each of the challenge exams administered by the nursing faculty. Challenge exam scores are valid toward admission to the Career Mobility Associate Degree Nursing Program for three (3) years after the date of successful completion of all exams. The objective exams are designed to test the student's knowledge of nursing fundamentals and maternal-infant nursing. Fifteen (15) credit hours may be earned by the examination procedure. The credit will be awarded upon satisfactory completion of NUR 211, NUR 265, NUR 266, NUR 267, NUR 291, and NUR 204.
3. Be unconditionally accepted by the college.
4. Have earned credit for ENG 101, SPH 107, PSY 200, BIO 201 OR 202*, MTH 100 OR MTH 112 OR MTH 116.
5. Maintain at least a "C" average (2.0 grade point average on a 4.0 scale) on all courses transferred in and/or taken at Calhoun.

*BIO 103 (Principles of Biology) may be required based on placement score.

Applicants must submit documented proof of criteria completion to the Nursing Department. After evaluation of criteria, applicants will be notified that their names have been placed on the waiting list for the Career Mobility program or of any deficiencies in meeting criteria. **Applicants must follow the curriculum listed in the current catalog regardless of when coursework at Calhoun was begun.**

Students are accepted into the Career Mobility Program on a first come, first served basis according to the date that their names are placed on the career mobility list and based on class space availability.

A grade of "C" or above will be required for passing each course required for the Career Mobility Nursing Program that is taken after August 31, 1993. This requirement includes required electives and prerequisites.

It is recommended that all nursing students be immunized against Rubella (German measles) and Hepatitis B prior to entering the first nursing course. At the time of registration for the first nursing course, students will be required to present proof that they have received the three (3) Hepatitis B vaccinations or proof of immunity to the hepatitis virus. (The three immunizations take at least six months to complete). Students who choose not to have these immunizations must sign a form indicating their refusal of the vaccinations prior to being allowed to register for nursing.

Prior to the first day of nursing classes, students must submit to the Nursing Department a current Student Health Examination form that has been completed by a licensed physician or a certified nurse practitioner. The appropriate form is furnished by the Nursing Department.

When there is probable cause, the Nursing Department Faculty reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, drug screening, and/or a physical examination by a licensed physician at the student's expense and to submit a report of the outcome to the nursing faculty. The nursing office will provide a specific form for this purpose, when applicable. All reports may be reviewed by the Nursing Department faculty to determine if a student may be admitted, readmitted, or retained in the nursing program.

Completion of the Career Mobility ADN Program must be within three (3) years of admission to the first NUR course (NUR 211). If the program is not completed within the three (3) year timeframe, the student will be required to retake and successfully pass the Challenge Exam in order to be eligible for program entry. Approval for program entry will be based on the student's meeting the program entry criteria that are current at the time of application for program entry and class space availability. All previously taken NUR courses must be repeated. If a student has had a failure of a NUR course, a second failure of any NUR course will result in permanent suspension from the nursing program regardless of when the first failure occurred.

PARALEGAL STUDIES

Certificate

The Certificate in Paralegal Studies prepares students for entry level paralegal positions, or may be used to supplement the skills of persons employed in law related areas.

ENG 101 English Composition I	3
CIS Elective (CIS 146 or higher)	3
*PRL 101 Introduction to Paralegal	3
*PRL 102 Basic Legal Writing & Research	3
PRL 262 Civil Injuries & Litigation	3
PRL 150 Commercial Law	3
PRL 230 Domestic Law	3
PRL 240 Wills, Trusts & Estates	3
PRL Elective	2
(Choose one course from the following: PRL 210 Introduction to Real Property Law, RLS 125 Real Estate Law, PRL 160 Criminal Law and Procedure, CRJ 120 Criminal Law and Procedure, PRL 103 Advanced Legal Research & Writing, PRL 282 Law Office Management, PRL 220 Corporate Law, PRL 250 Bankruptcy & Collections; PRL 170 Administrative Law, PRL 270 Workers' Compensation, PRL 192 Selected Topics in Paralegalism, **PRL 291 Paralegal Internship)	
TOTAL CREDITS	26

* PRL 101 and PRL102 must be taken before any other courses with the PRL prefix, except that PRL 101 and PRL 102 may be taken concurrently.

** Prerequisites are PRL 101, PRL102, PRL 262, and permission of the program director.

PHOTOGRAPHY AND FILM COMMUNICATIONS

Associate of Applied Science Degree

This program is for those desiring skills in still photography, filmmaking, and photo-electronic media techniques. A formal review of a professional quality portfolio of the student's work is required upon completion of the program of study. Some courses are offered once a year in the day program on the Decatur campus. Students should plan schedules with the advice of the Art faculty.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition I	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126)	3
SPH 107 Fundamentals of Public Speaking	3
ART 221 Computer Graphics I	3
Humanities elective	3
Natural Science/Math elective/CIS Elective	3
Social Science elective	3
Total	21

Some of the courses below are only offered once each year. See the course description section.

MAJOR COURSE REQUIREMENTS:

ART 113 Drawing I	3
ART 121 Two Dimensional Composition I	3
ART 173 Photography I	3
PFC 174 Photography II	3
PFC 177 Color Photography	3
PFC 178 Audio-Visual Techniques	2
PFC 187, 188 Photography, Film, and Media I, II OR	4
ART 176 Filmmaking and	3
PFC 276 Filmmaking II	3
ART 203 Art History I	3
ART 204 Art History II	3
PFC 258 Photographic and Media Problems	2
PFC 273, 274 Studio Photography I, II	6
ART 291 Supervised Study in Art	4-7
ART 299 Portfolio	1
VCM 145 Introduction to Digital Photography	2
VCM 146 Digital Photography OR	2
PFC Filmmaking III	3
VCM 232 Advanced Computer Graphics	3
TOTAL CREDITS	79-80

PRACTICAL NURSING

Certificate

Licensed Practical Nurses (LPNs) represent the second largest health care providing group in America, after RNs. LPNs provide direct patient care under the supervision of an RN, physician or dentist. They perform a variety of nursing functions requiring communication skills, critical thinking, decision making, and sound judgment. LPNs work in hospitals, long term care facilities, home health care, physician/dentist offices and other settings. Practical nurses have a vital role in affecting the quality and effectiveness of health care.

The Practical Nursing program at Calhoun is a Certificate program of study. It was established in 1953 to provide a program for the educational preparation of the Licensed Practical Nurse. The program has the full approval of the Alabama Board of Nursing. It is accredited by the National League for Nursing. Accreditation information regarding the nursing program may be obtained from the National League for Nursing Accrediting Commission, 61 Broadway 33rd Floor, New York, New York, 10006, 1-800-669-1656, ext. 153.

Graduates of this curriculum will be eligible to apply to take the licensing examination, NCLEX-PN, through which they achieve the designation of licensed practical nurse.

Completion of the practical nursing curriculum requires three (3) semesters of study for a total of 43 credit hours. Courses must be taken in sequential order as designated. Classes are admitted twice a year. Enrollment is limited.

The practical nursing curriculum revolves around technical excellence utilizing the nursing process as a means by which students relate theory to practice. It incorporates the knowledge, values, and skills required for safe, effective patient care in practical nursing practice. Ethical and legal accountability are stressed.

The practical nursing program at Calhoun is for those individuals who are service oriented, intellectually mature with a strong sense of self direction and motivation and who are able to work and interact with people of all ages and from various backgrounds.

Programs of Study

PHILOSOPHY

The faculty of the Practical Nursing program believe that the purpose of the educational program is to prepare the individual student to function as a team member in the workplace at the entry level for practical nursing. The program gives consideration to the development of the student's aptitude and interests as persons, learners, practitioners, and citizens. The program is designed to provide each individual with equal opportunity through a quality program of study to achieve his/her potential in the field of practical nursing. Therefore, the faculty of Calhoun's Practical Nursing program sets forth the following basic beliefs.

INDIVIDUAL

Individuals are complex biological, psychological, social, and cultural beings who grow and develop throughout their lifespan. They possess inherent dignity and worth and have the right to make decisions about their health. They possess a freedom of choice in obtaining health care. Each individual is entitled to be treated with dignity, respect, and without discrimination.

SOCIETY

A society is comprised of individuals who share a system of values and beliefs; thus setting norms for individual behavior with a common goal in mind which will be for the benefit of all persons in the environment. An individual's needs can be met within the sociocultural framework. A society's survival depends upon being dynamic.

NURSING

Nursing is a dynamic profession dedicated to the promotion of health. It is the art and science of a practiced discipline providing care for the physical, psychosocial, and spiritual aspects of the individual throughout the lifespan. Nursing strives to meet the individual's needs and functions as client advocate while encouraging the individual to accept responsibility for his/her own health. The profession utilizes the nursing process to diagnose and plan treatment of human responses to actual or potential health alterations. It provides a means of documenting data collection. The practice of nursing requires legal accountability, caring, competence, critical thinking, insight, ethical reasoning, scholarship, and political activism.

PRACTICAL NURSING

Practical Nursing is a discipline in which the licensed practical nurse provides direct care to clients in various settings under the direction of a licensed professional nurse, physician, or dentist. The practice of practical nursing contributes to planning and meeting client needs throughout the lifespan. Practical nursing utilizes the nursing process to meet the needs of diverse clients with common, well defined health problems. Practical nurses perform a variety of nursing functions requiring skills, critical thinking, technical skills with decision making, and sound judgment. Practical nurses practice within the scope of practice as outlined by the Nurse Practice Act of the state in which they are licensed.

Practical nursing requires knowledge of the nursing process, a safe and effective care environment, physiological integrity, psychosocial integrity, and health promotion. As members of the discipline, practical nurses must collaborate with other members of the health care team in meeting the needs of the client with common, well defined health problems. These needs include the client's basic physical, emotional, spiritual, and socio-cultural needs.

NURSING EDUCATION

Nursing education is a systematic program of study supported by a conceptual framework that includes Maslow, body systems, Erikson, and the nursing process as major concepts. It fosters the pursuit of truth by encouraging critical thinking and sound judgment. It provides qualified individuals with the necessary theory and selected clinical experiences which enable them to become competent practitioners. The faculty believe that the program of nursing education will allow for and promote continued professional growth and involvement in societal activities that affect nursing and health.

EDUCATION AS A LIFELONG PROCESS

Education as a lifelong process is an organizational program of personal self-advancement. Continuing education provides an opportunity for the nurse to be updated in the knowledge and skills necessary for the enhancement of the individual's professional growth. The changing health care needs of society require nurses to commit themselves to lifelong learning.

TEACHING/LEARNING PROCESS

Education provides an opportunity for intellectual growth. The educational process is a shared responsibility; learning occurs in an environment of mutual respect between teacher and learner. The teacher's role is to facilitate and motivate learning using various teaching methods for differing learning styles with movement from simple to complex. The teacher is also responsible for creating a caring and nurturing environment. The learner's role is to bring an awareness of learning needs and a commitment to the learning experience.

PROGRAM OBJECTIVES

The nursing faculty accepts and utilizes the National League for Nursing Entry Level Competencies of graduates in compiling the program objectives for Calhoun's graduates. The graduates of the Calhoun Practical Nursing Program should demonstrate the following entry-level competencies:

1. Assess basic physical, emotional, spiritual, and socio-cultural needs of the health care client.
2. Collect data within established protocols and guidelines from various sources:
 - a. client interviews
 - b. observations/measurements
 - c. health care team members, family, and significant others health records
3. Utilize knowledge of normal values to identify deviations in health status.
4. Develop individualized nursing care plans utilizing established nursing diagnoses for clients with common, well defined health problems throughout the lifespan.
5. Review and revise nursing care plans to meet the changing needs of clients.
6. Provide quality nursing care according to accepted standards of practice, priority of client's needs, and individual and family rights.
7. Utilize effective communication in:
 - a. documentation
 - b. therapeutic relationships with client, families, significant others
 - c. collaboration with health care team.

8. Teach clients regarding basic care and comfort needs.
9. Seek guidance as needed in the delivery of nursing care.
10. Function as a member of the discipline by:
 - a. complying with the scope of practice as outlined in the Nurse Practice Act of Alabama and any other state in which they may be licensed.
 - b. identifying need for life long education to accomplish personal and professional growth.
 - c. adhering to a nursing code of ethics.
11. Assume accountability for managing actions when providing and/or delegating nursing care for individuals and groups of clients while considering costs.
12. Describe the role of the LPN as:
 - a. an advocate for the health care client.
 - b. participant in societal activities that affect nursing and health.

Assesses basic physical, emotional, spiritual, and socio-cultural needs of the health care client.

Collects data within established protocols and guidelines from various sources:

- a. client interviews
- b. observations/measurements
- c. health care team members, family, and significant others
- d. health records

**PRACTICAL NURSING
Certificate**

FALL ADMISSION

Fall - Semester I

	Credit Hrs.
COM 100 Vocational Technical English	3
MAH 105 Math for Nurses.....	3
LPN 105 Fundamentals of Nursing.....	6
LPN 113 Body Structure & Function/	4
Medical Terminology	
LPN 118 Mental Health Concepts.....	2
Total Credits.....	18

Spring - Semester II

LPN 104 Pharmacology	2
LPN 124 Family Centered Nursing.....	6
LPN 152 Adult Nursing IV	8
Total Credits.....	16

Summer – Semester III

LPN 145 Role Transition	2
LPN 142 Adult Nursing III	7
Total Credits.....	9
Total Credits for the PN Certificate	43

SPRING ADMISSION

Spring – Semester I

COM 100 Vocational Technical English	3
MAH 105 Math for Nurses.....	3
LPN 105 Fundamentals of Nursing.....	6
LPN 113 Body Structure & Function/	4
Medical Terminology	
LPN 118 Mental Health Concepts.....	2
Total Credits.....	18

Summer – Semester II

LPN 104 Pharmacology	2
LPN 142 Adult Nursing III	7
Total Credits.....	9

Fall – Semester III

LPN 145 Role Transition	2
LPN 124 Family Centered Nursing.....	6
LPN 152 Adult Nursing IV	8
Total Credits.....	16
Total Credits for PN Certificate	43

ADMISSION POLICY

General Admission Requirements

Students interested in pursuing a Practical Nursing Certificate at Calhoun Community College must:

- Submit a completed application to the Admission and Registrar's Office at Calhoun Community College and be accepted for enrollment by the College.
- Take the placement test through the Advising Center and have appropriate scores for COM 100 (Introductory Technical English) and MAH 105 (Math for Nurses). Appointment for placement test must be made through the Advising Center.
- Request transcripts from all previously attended accredited colleges/technical schools. A **Transfer Equivalency Report** will be sent to the student when the evaluation of coursework is completed through the Calhoun Community College Admissions Office.
- Meet minimum cumulative Grade Point Average (GPA) of 2.0.
- Submit the Practical Nursing Notification form and a copy of a transcript or placement scores to the Nursing Department at Calhoun Community College, Shelton Health Building, Room 204.

Practical Nursing Admission Process

Students who have met the general admission criteria and are accepted for enrollment with appropriate placement scores for COM 100 and MAH 105 will be notified by correspondence regarding a designated day and time for advising/registration. Students must be prepared to provide the following documentation at the time of registration or the time specified on the correspondence:

Programs of Study

1. Verification of placement scores and/or a student copy of Calhoun grade transcript or Transfer Equivalency Report.
2. Verification of Malpractice Insurance payment (included in correspondence).
3. Verification of current Cardiopulmonary Resuscitation (CPR) course completion.
4. Verification of Two-Step Mantoux TB skin Test (PPD) or chest x-ray indicating the student is free of tuberculosis.
5. Verification of vaccination for Hepatitis B and/or positive antibodies or sign a waiver.

Class size is limited. Students providing complete verification of the above mentioned documentation at the scheduled time for advising/registration will fill the class slots.

Students accepted for enrollment in the Practical Nursing Program must:

1. Submit to the Nursing Department a specific, current, satisfactory Student Health Form completed by a licensed physician or certified nurse practitioner (form will be furnished when student is accepted for admission). Health form is due by **first day of class**. Form is valid for two years.
2. Provide documentation of immunity for Rubeola (Measles), Mumps, Rubella (German Measles) through one of the following:
 - a. History of having the disease
 - b. Titer that shows immunity
 - c. Immunization record
3. Purchase course syllabi and Nurse Pacs (equipment/supplies) through the Calhoun Community College Bookstore.
4. Pay for National League for Nursing Achievement Test (NLN) or other commercial test as administered periodically throughout the program.
5. As stipulated by the health agencies with which the Department of Nursing contracts for clinical experience, each student accepted into any nursing program at Calhoun Community College will undergo drug and alcohol testing as a precondition to beginning a clinical rotation. The fee for testing is the responsibility of the student. Written guidelines for the screening process will be provided to the student upon their acceptance into the program.

Students in the Practical Nursing Program are expected to abide by the policies of the COLLEGE CATALOG and the PRACTICAL NURSING POLICY MANUAL.

When there is probable cause, the Practical Nursing faculty reserves the right to require a prospective student, a student currently enrolled in the program, or a returning student to submit to psychological testing/counseling, drug screening, and/or a physical examination by a licensed physician or a certified nurse practitioner at the student's expense and to submit a report of the outcome to the nursing faculty. The Nursing Department will provide a specific form for this purpose, when applicable. All reports may be reviewed by the Practical Nursing faculty in the Nursing Department to determine if a student may be admitted, readmitted, or retained in the nursing program.

POLICIES/CURRICULUM

Policies/curriculum for Practical Nursing is subject to change at any time. Written notice will be given to all students enrolled in LPN courses prior to implementation of change.

Standard of Conduct

The nursing student shall comply with legal, moral, and legislative standards which determine acceptable behavior of the nurse and shall avoid those behaviors which may be cause for denial of license to practice as a practical nurse, in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing and the Alabama Board of Nursing Administrative Code.

Academic Progression in the Program:

In order to progress in the practical nursing program, the student must:

1. Fulfill course requirements as stated in each practical nursing course syllabus.
2. Achieve a minimum grade of "C" (75%) in each practical nursing course.
3. Earn a grade of "C" or better in MAH 105 and COM 100 (OR ENG 101) according to the course syllabus.
4. See readmission policy for failure to progress for academic reasons.

Readmission:

The readmission of a student is based on availability of space and student-teacher ratio, provided the student is eligible to return. The student will be readmitted one time only following failure of a nursing course with a clinical lab component. The student must complete the program within three (3) years of initial admission date.

After two years have lapsed since a student has attended the Practical Nursing Program, the student has an option of reentering the program as a new student. The student will take all required LPN courses listed in the curriculum at the time of admission. The student will be required to meet all program requirements.

Any student requesting readmission must have a minimum Grade Point Average of 2.00 on all course work attempted.

If the time and need indicated are evident, a Student Health Examination Form will be required as well as liability insurance renewal, tuberculin skin testing (PPD) and CPR course completion.

TRANSFER STUDENTS

Applicants desiring to transfer into Calhoun's Practical Nursing Program who have taken nursing courses will be considered on an individual basis and will be required to meet requirements of the nursing program. The applicant must

1. Make application to the College; be unconditionally accepted.
2. Have at least a "C" average (2.0 grade point average on a 4.0 scale) on all course work transferred in and/or taken at Calhoun.
3. Provide verification from the institution at which nursing courses were taken that the student is eligible to return to that nursing program.
4. Have passing credit (a grade of "C" or above) on all prerequisite and LPN courses required in the Practical Nursing curriculum.

Upon submission of documented proof of the above, an evaluation of nursing courses taken will be made. Additional materials may be required in order for nursing courses to be evaluated. Applicants may be required to demonstrate nursing knowledge and skills. Applicants will then be notified as to where in the Associate Degree Nursing curriculum they will be accepted. Applicants will be admitted into the program based on class space availability.

AUDIT

Students auditing a Practical Nursing course will not be allowed to attend any clinical labs nor to take or review any course exams. They will not be required to have the mandatory Student Health Examination nor the PPD skin testing and hepatitis vaccinations. They will not be required to complete a cardiopulmonary resuscitation (BCLS) course or pay liability insurance.

GRADING STANDARD

The grading scale for practical nursing courses (LPN prefixes) is as follows (Note: 75% or above is passing.):

Passing for PN students

- A = 90 - 100%
- B = 80 - 89%
- C = 75 - 79%

Failing for PN students

- D = 60 - 74%
- F = 59% and below

PRACTICAL NURSING PROGRAM ESTIMATED COSTS

Tuition: See College Catalog under Financial Information

Malpractice Insurance (per year)	\$ 21.75
Standardized Tests	50.00
Graduation Fees	35.00
NCLEX Fee.....	200.00
Licensure Fee	75.00
Temporary License (optional).....	50.00
Textbooks (approximate)	\$540.00
Nurse Packs	60.00
Uniforms (approximate)	124.00
Health Exams, PPD, Immunizations.....	Cost Varies
CPR Course	30.00
Drug Testing.....	45.00
Graduation Pictures.....	35.00

GRADUATION

To graduate, a student must successfully complete the prescribed program of study with a 2.0 overall Grade Point Average (GPA).

CAREER MOBILITY

Graduates of the Practical Nursing program who pass the NCLEX-PN examination and want to continue nursing education are referred to in the section on Career Mobility, Associate Degree Nursing program.

LICENSURE

Upon satisfactory completion of the requirements of the Nursing program, the graduate will be eligible to apply to take the National Council Licensure Examination and apply to a state Board of Nursing for licensure as a practical nurse. Legal requirements for licensure may be found in the Alabama Board of Nursing Administrative Code 1982 (Reprinted 1992).

Grounds for denial of an RN or LPN license by examination include but are not limited to:

1. conviction of a felony.
2. conviction of a misdemeanor or felony involving moral turpitude or

gross immorality.

3. conviction of a state or federal law related to controlled substances (may be either a misdemeanor or a felony).
4. failure to show good moral character as pertaining to nursing.
5. abuse of, or addiction to, alcohol or other drugs.
6. being mentally incompetent.
7. unprofessional conduct.
8. false representation of facts on application for licensure.

(Code of Alabama, 1975, Section 34-21-25; Alabama Board of Nursing Administrative Code 610-X-8-.01 and 610 -X-8-.05)

Upon application for licensure, the individual will be required to answer the following questions found on the application:

Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation? YES___ NO___

Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? YES___ NO___

Have you ever been arrested or convicted for driving under the influence of drugs/alcohol? YES___ NO___

Have you within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? YES___ NO___

Have you ever had disciplinary action or is action pending against you by any state board of nursing? YES___ NO___

*Have you ever been placed on a state **AND/OR** federal abuse registry? YES___ NO___*

*Have you ever been court-martialed/disciplined **OR** administratively discharged by the military? YES___ NO___*

Any applicant who answers “**YES**” to the questions regarding criminal conviction, alcohol/drug abuse/treatment or mental illness **must** provide the Alabama Board of Nursing with a full explanation and the appropriate court/treatment records must accompany the application for examination and licensure. If the documents are not received along with the application, the applicant can expect to be delayed in taking the examination. By a full explanation, the Board expects more than a statement naming the crime for which the applicant was convicted. The explanation should contain a full recitation of who and why the crime occurred and the applicant’s history since the crime. If the applicant has indicated a history of mental illness or chemical dependency, a full explanation including treatment records, urine screens, doctor’s statements, etc., must be received with the application.

Applicants also should be aware that they must disclose arrests that did not result in convictions and attach those court records. Misdemeanors also must be disclosed. These include checks written on accounts with insufficient funds and DUI. Minor traffic violations are excluded. If the Board of Nursing later learns of arrests or convictions not originally disclosed, such will be considered to be fraud and deceit in procuring a license and disciplinary action will be forthcoming.

The Alabama Board of Nursing will determine whether or not the applicant may write the examination for licensure and be licensed as a practical nurse. Any questions regarding this matter should be directed to the Chairperson of the Nursing Department.

Programs of Study

Be advised that a criminal and/or drug history could result in denial of permission to take the licensure examination.

These same legal requirements or others may apply to taking the NCLEX-PN in other states.

Drug Testing

As stipulated by the health agencies with which the Department of Nursing contracts for clinical experience, each student accepted in any nursing program at Calhoun Community College will undergo drug and alcohol testing as a precondition to beginning a clinical rotation. The fee for testing is the responsibility of the student. Written guidelines for the screening process will be provided to the student upon their acceptance into the program.

PROCESS TECHNOLOGY

Associate of Applied Science

This program is designed for individuals seeking employment in the process industry as a Process Technician. The process industry plays a significant role in U.S. businesses and our economy, serving the pharmaceutical, food and beverage, textile, chemical and petroleum processing, power production, plastic, paint, cosmetic, and other sectors.

GENERAL EDUCATION CORE REQUIREMENTS:

ENG 101 English Composition.....	3
ENG 130 Technical Report Writing	3
MTH 103 Technical Math.....	3
PHS 121 Applied Physical Science	4
PHY 115 Technical Physics	4
SPH 107 Fundamentals of Public Speaking	3
CIS 146 Microcomputer Applications	3
Humanities Elective	3
Social Science Elective	3
TOTAL	29

MAJOR COURSE REQUIREMENTS:

PMC 180 Basic Electricity and Electronics.....	3
PCT 100 Fundamentals of Process Technology.....	3
PCT 105 Safety, Health and Environment	3
PCT 110 Process Technology I Equipment.....	4
PCT 115 Instrumentation I	3
PCT 215 Instrumentation II	4
PCT 220 Process Technology II Systems	4
PCT 225 Quality Processes and Quality Management.....	3
PCT 230 Process Technology III Operations	4
PCT 234 Industrial Co-Op Training, or Workplace Elective	3
PCT 240 Process Troubleshooting	4
TOTAL	38

TOTAL CREDITS.....67

SECURITY

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.

COM 100 Introductory Technical English I OR	
ENG 101 English Composition I.....	3
CIS 146 Microcomputer Applications	3
CRJ 160 Introduction to Security	3
CRJ 161 Introduction to Physical Security	3
CRJ 162 Security Risk Management	3
CRJ 163 Security Management.....	3
CRJ 164 International Security	3
CRJ 166 Private and Retail Security	3
CRJ 290 Special Topics.....	2

TOTAL CREDITS.....26

SURGICAL TECHNOLOGY

Certificate

This program is designed to prepare graduates for employment and careers in this rapidly growing technical field. The Surgical Technology program is directed towards men and women who have the capability and interest to become surgical technologists. The program provides the student with knowledge and skills to function as an integral part of a team providing surgical care to patients in a variety of settings. Under medical supervision, the surgical technologist will assist with safe and effective delivery of invasive surgical procedures.

Completion of this program requires three semesters of classroom/laboratory instruction and clinical experience for a total of 1050 contact hours.

Upon successful completion of the Surgical Technology program, the student will demonstrate the following objectives:

1. Comprehension, application and evaluation of clinical information relevant to his or her role as a surgical technologist (Cognitive Domain).
2. Technical proficiency in all skills necessary to fulfill the role as a surgical technologist (Psychomotor Domain).
3. Personal behaviors consistent with professional and employer expectations for the surgical technologist (Affective Domain).

SURGICAL TECHNOLOGY CERTIFICATE = 29 SEMESTER HOURS PROGRAM OUTLINE

SEMESTER 1

SUR 100 Principles of Surgical Technology.....	5 credits
SUR 102 Applied Surgical Techniques	4 credits
SUR 107 Surgical Anatomy and Pathophysiology	3 credits

HPS 114 Basic Pharmacology2 credits
14 credits

SEMESTER 2

SUR 103 Surgical Procedures5 credits
SUR 104 Surgical Practicum I4 credits
9 credits

SEMESTER 3

SUR 105 Surgical Practicum II5 credits
SUR 106 Special Topics in Surgical Technology1 credit
6 credits

Admissions Requirements

Acceptance into Calhoun Community College is granted to most applicants, but this does NOT constitute nor guarantee admission to the SUR program. Students interested in admission to the SUR program should complete an application through the Allied Health Department office in the Shelton Health Building, Room 107, or through Grant Wilson, Program Director, in the Shelton Health Building, Room 104.

The minimum requirements for admission into the SUR program include:

- Submit a completed application form to the Admission & Registrar's Office at Calhoun Community College and be accepted for enrollment by the College.
- Attend an information session.
- Submit a completed Surgical Technology Application Form to the Department of Allied Health (Forms are made available at information sessions).
- Possess a high school diploma or equivalent.
- Completion of, concurrent enrollment in, or eligibility to enroll (ACT English score of 20 or better, SAT verbal score of 480 or better, or appropriate entrance exam score) in ENG 101.
- A cumulative GPA of 2.5 or higher on any college coursework completed.
- Completed Medical Terminology (EMS 106 OR HPS 105) with a grade of C or better.
- Complete Math 100, 112, OR 116 with a grade of "C" or better.

Selection Process

Meeting minimum requirements above does NOT guarantee admission into the SUR program. Students meeting the minimum requirements will be presented to the SUR Admission Committee with a score of "10". Additional points are added to the application by the committee when students have:

- Completed EMS 106 OR HPS 105 with a grade of
 - "A" = 4 points added
 - "B" = 3 points added
 - "C" = 2 points added
- Work experience in a patient care setting - up to 4 points added
- Completed a handwritten statement (on the application) and an interview with the Program Director
 - Statement = up to 4 points added
 - Interview = up to 4 points added

- One year or more of work experience in surgery- 1 point added

Admission is granted to a maximum of 22 students with the highest application scores. In situations where two or more students have tie scores for the final position, the date the application was submitted will determine the student awarded the seat.

Upon enrollment in the program:

1. Submit to the Allied Health Department a satisfactory Student Health Form completed by a licensed physician or nurse practitioner (form will be furnished when student is accepted for admission). Health form is due by **first day of class**. Form is valid for one year. Evidence of good health is required for placement in the program.
2. Provide evidence of vaccination for Hepatitis B and/or positive antibodies or sign a waiver.
3. Provide documentation of two-step Mantoux skin test (PPD), or chest x-ray, if positive, indicating he/she is free of tuberculosis.
4. Provide documentation of Immunity for Rubeola (Measles), Mumps, Rubella (German Measles) through one of the following:
 - a. History of having had the disease
 - b. Titer that shows immunity
 - c. Immunization record
5. Provide evidence of current certification in BCLS/Healthcare Provider cardiopulmonary resuscitation (CPR) prior to clinical experience. Students are responsible for obtaining and maintaining current CPR Certification while enrolled in the program.
6. Purchase professional liability insurance through the College by



Programs of Study

the **first day of class** (forms available in the Allied Health Department).

PROGRESSION IN THE PROGRAM

- Students must fulfill all course requirements as stated in each SUR syllabus
- Achieve a minimum grade of “C” (75%) in each SUR course.
- Successfully complete all lab, practical, and clinical components of each SUR course.
- Successfully complete Program Assessment Exam
- Complete the Certified Surgical Technologist Exam.

Specific questions concerning the program can be answered by calling the Surgical Technology program (Monday-Thursday at 256/306-2786/306-2950).

SURGICAL TECHNOLOGY PROGRAM ESTIMATED COSTS

Tuition: See college catalog section covering financial information.

Malpractice Insurance (per year)	\$21.75
Standardized Exams	\$60.00
Graduation Fee	\$35.00
Certification Exam	\$245.00
Textbooks	\$400.00
Health Exams, PPD, Immunizations.....	Cost Varies
CPR Course	\$45.00

READMISSION POLICY

A student may be readmitted to a SUR course ONE TIME following a failure of or withdrawal from an SUR course. Students who are currently returning following a failure are considered to be using their second and final opportunity to complete the Surgical Technology program.

Following withdrawal:

If a student withdraws from a SUR course or is temporarily ineligible to progress (see progression requirements), readmission to the SUR program requires:

1. written notification at least three months in advance to the SUR Program Director that the student desires to reenter the SUR program.
2. a minimum cumulative grade point average of 2.5.
3. that for successful completion of a series of advanced courses, no longer than twelve (12) months may elapse between completion of a SUR course and enrollment in the subsequent course.

All students who withdraw from or are temporarily ineligible to progress through a program of study in the Allied Health Department will be readmitted under the College Catalog in effect the year of readmission.

SPECIAL PROGRAMS

These programs are available only to special audiences and generally are not taught to the typical Calhoun student clientele.

All courses at the Limestone Correctional Facility Extension, with the exception of Horticulture, are taught on a self-paced basis.

AUTOMOTIVE BODY REPAIR/ BASIC REPAIR

Certificate

Limestone Correctional Facility Only

This program is designed to acquaint the beginning auto body repair student with basic knowledge of shop safety and auto body repair equipment and to provide the student with “hands on” applications of basic automotive body repair.

MAJOR COURSE REQUIREMENTS:

ABR 111 Non-Structural Repair.....	3
ABR 112 Non-Structural Panel Replacement.....	3
ABR 122 Surface Preparation.....	3
ABR 154 Auto Glass and Trim	3
ABR 155 Automotive MIG Welding.....	3
ABR 252 Body Shop Management	3
ABR 254 Collision Damage Reports	3
ABR 257 Advanced Structural Repair	3
TOTAL CREDITS.....	24

AUTOMOTIVE BODY REPAIR/ ADVANCED REPAIR

Certificate

Limestone Correctional Facility Only

This certificate option will provide the student with in-depth applications of auto body repair. Emphasis will be placed on job quality and performance standards as accepted by business. Coursework or skills and knowledge equivalent to those given in the Basic Auto Body Repair certificate program are a prerequisite for entering this curriculum.

MAJOR COURSE REQUIREMENTS:

ABR 121 Refinishing Materials & Equipment	3
ABR 152 Plastic Repairs.....	3
ABR 153 Corrosion Protection	3
ABR 211 Structural Analysis	3
ABR 212 Structural Repair	3
ABR 221 Mechanical Components	3
ABR 251 Color Adjustments	3
ABR 256 Topcoat Application.....	3
TOTAL CREDITS.....	24