

APPLIED DEGREES/CERTIFICATES

ADVANCED ELECTRONICS MANUFACTURING

Associate of Applied Science Degree

Program Code: AP.AEM

CIP Code: 15.0399

NOTE: The Advanced Electronics Manufacturing degree program has been discontinued. New students will not be accepted into the program as of Spring 2007. Students with Advanced Electronics Manufacturing as a declared major must contact the Technologies Division by the Summer of 2007 to make arrangements for program completion.

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

ORI 101	Orientation to College	1
ENG 101	English Composition I	3
ENG 130	Technical Writing	3
MTH 112	Precalculus Algebra	3
MTH 113	Precalculus Trigonometry	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	35

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	3
Total		37

TOTAL CREDITS72

AEROSPACE TECHNOLOGY

Associate of Applied Science Degree

Program Code: AP.ARS

CIP Code: 15.0801

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

ORI 101	Orientation to College	1
ENG 101	English Composition I	3
ENG 130	Technical Writing	3
MTH 103	Introduction to Technical Math	3
SPH 107	Fundamentals of Public Speaking	3
CIS 146	Microcomputer Applications	3
PHS 121	Applied Physical Science I	4
	Social Science Elective	3
	Humanities Elective	3
Total		26

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 180	Basic Electricity and Electronics	3
ARS 202	Process Control and Quality Management	3
ARS 229	Inspection and Test	3
ARS 280	Surface Preparation & Coatings	3
TOTAL		40

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 Fabrication9

TOTAL CREDITS MACHINING/FABRICATION75

APPLIED DEGREES / CERTIFICATES

Aerospace Welding and Coatings

ARS 153	Gas Tungsten & Plasma Arc Welding.....	3
ARS 251	Specialized Welding Processes.....	3
ARS 253	Welding Certification Preparation.....	3
	Subtotal Aerospace Welding & Coatings.....	9

TOTAL CREDITS WELDING/COATINGS SPECIALTY74

Aerospace Structures and Assembly

ARS 276	Instrumentation Attachments and Adhesive Bonding Procedures.....	3
ARS 278	Composite Materials Fabrication & Assembly.....	3
ARS 284	Specialized Coating Processes.....	3
	Subtotal Aerospace Structures and Assembly.....	9

TOTAL CREDITS STRUCTURES/ASSEMBLY75

AIR CONDITIONING AND REFRIGERATION

Associate of Applied Science Degree

Program Code: AP.ACR

CIP Code: 15.0501

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:

ORI 101	Orientation to College.....	1
ENG 101	English Composition I.....	3
MTH 103	Introduction to Technical Math I.....	3
SPH 107	Fundamentals of Public Speaking.....	3
	CIS elective.....	3
	Humanities elective.....	3
	Natural Science Elective.....	3
	Social Science Elective.....	3
	Total.....	22



MAJOR COURSE REQUIREMENTS (Decatur Campus only)

ACR 111	Refrigeration Principles.....	3
ACR 113	Refrigeration Piping Practices.....	3
ACR 119	Fundamentals of Gas Heating Systems.....	3
ACR 120	Fundamentals of Electric Heating Systems.....	3
ACR 121	Principles of Electricity for HVACR.....	3
ACR 122	HVACR Electrical Circuits.....	3
ACR 123	HVACR Electrical Components.....	3
ACR 126	Commercial Heating Systems.....	3
ACR 132	Residential Air Conditioning.....	3
ACR 139	Automotive Air Conditioning.....	3
ACR 147	Refrigeration Transition and Recovery.....	3
ACR 148	Heat Pump Systems I.....	3
ACR 149	Heat Pump Systems II.....	3
ACR 181	Special Topics in Air Conditioning and Refrigeration.....	3
ACR 202	Special Refrigeration Systems.....	3
ACR 203	Commercial Refrigeration.....	3
ACR 205	System Sizing and Air Distribution.....	3
INT 234	Industrial Maintenance Metal Welding and Cutting Techniques.....	3
	Total.....	54

TOTAL CREDITS.....76

AIR CONDITIONING AND REFRIGERATION

Certificate

Program Code: CT.ACR

CIP Code: 15.0501

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

ORI 101	Orientation to College.....	1
ENG 101	English Composition I.....	3
SPH 107	Fundamentals of Public Speaking.....	3
MTH 103	Introduction to Technical Math I.....	3
CIS 130	Introduction to Information Systems.....	3
	Total.....	13

MAJOR COURSE REQUIREMENTS (Decatur Campus only)

ACR 111	Refrigeration Principles.....	3
ACR 113	Refrigeration Piping Practices.....	3
ACR 119	Fundamentals of Gas Heating Systems.....	3
ACR 120	Fundamentals of Electric Heating Systems.....	3
ACR 121	Principles of Electricity for HVACR.....	3
ACR 122	HVACR Electrical Circuits.....	3
ACR 132	Residential Air Conditioning.....	3
ACR 139	Automotive Air Conditioning.....	3
ACR 147	Refrigerant Transition and Recovery Theory.....	3
ACR 148	Heat Pump Systems I.....	3
ACR 149	Heat Pump Systems II.....	3

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

ORI 101 Orientation to College	1
ENG 101 English Composition I	3
BUS 215 Business Communications	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126)	3-4
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	25-26

MAJOR COURSE 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 CREDITS64-65

**BUSINESS ADMINISTRATION
Option III
Entrepreneurship**

Associate of Applied Science Degree

Program Code: AP.BUS.ENTREP CIP Code: 52.0201

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

ORI 101 Orientation to College	1
ENG 101 English Composition I	3

BUS 215 Business Communications	3
MTH elective (to be selected from MTH 110-115 OR MTH 120-126)	3-4
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	25-26

MAJOR COURSE REQUIREMENTS

ECO 232 Principles of Microeconomics	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 271 Business Statistics I	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 CREDITS65

BUSINESS ADMINISTRATION

Certificate

Entrepreneurship

Program Code: CT.ENTRE

CIP Code: 52.0201

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

ORI 101 Orientation to College	1
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 CREDITS17

Programs of Study

**BUSINESS ADMINISTRATION
Option IV
Management**

Associate of Applied Science Degree

Program Code: AP.BUS.MGT

CIP Code: 52.0201

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

ORI 101 Orientation to College.....	1
ENG 101 English Composition I.....	3
BUS 215 Business Communications.....	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....	3-4
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.....	25-26

MAJOR COURSE REQUIREMENTS

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 271 Business Statistics I.....	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.....	38

TOTAL CREDITS63-64

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

Associate of Applied Science Degree

Program Code: AP.BUS.REAL.ESTATE

CIP Code: 52.0201

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

ORI 101 Orientation to College.....	1
ENG 101 English Composition I.....	3
BUS 215 Business Communications.....	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120-126).....	3-4
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.....	25-26

MAJOR COURSE REQUIREMENTS

BUS 177 Salesmanship.....	3
BUS 241 Principles of Accounting I.....	3
BUS 263 The Legal and Social Environment of Business.....	3
BUS 271 Business Statistics I.....	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 CREDITS62-63

CHILD DEVELOPMENT

Associate of Applied Science Degree

Program Code: AP.CHD

CIP Code: 19.0708

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.

GENERAL EDUCATION CORE REQUIREMENTS

ORI 101 Orientation to College.....1
 ENG 101 English Composition I.....3
 ENG 102 English Composition II.....3
 Fine Arts Elective.....3
 MTH 116 Mathematical Applications **OR**
 MTH 112 Precalculus Algebra.....3
 BIO 103 Principles of Biology I.....4
 CIS 146 Microcomputer Applications.....3
 History Elective.....3
 PSY 200 General Psychology.....3
 SPH 107 Fundamentals of Public Speaking.....3

 Total General Credit Hours.....29

MAJOR COURSE REQUIREMENTS

CHD 100 Introduction of Early Care and Education
 of Children.....3
 CHD 202 Children’s Creative Experiences.....3
 CHD 203 Children’s Literature and Language Development.....3
 CHD 204 Methods and Materials for Teaching Children.....3
 CHD 205 Program Planning for Educating Young Children.....3
 CHD 206 Children’s Health and Safety.....3
 CHD 209 Infant and Toddler Education Programs.....3
 CHD 215 Supervised Practical Experiences in
 Child Development.....3
 PSY 211 Child Growth and Development Principles.....3
 Child Development Electives (Choose two of the following:
 CHD 210, CHD 214, CHD 220).....6
 General Electives.....6

 Total Credit Hours.....39

TOTAL CREDITS.....68

Students also have the option of completing the following specialty course requirements for additional professional training.

Administration

CHD 208 Administration of Child Development Programs.....3
 BUS 263 The Legal and Social Environment of Business.....3
 BUS 275 Principles of Management.....3
 BUS 279 Small Business Management.....3

 Total Administration Credit Hours.....12

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

CHD 100 Introduction of Early Care and
 Education of Children.....3
 CHD 202 Children’s Creative Experiences.....3
 CHD 204 Methods and Materials for
 Teaching Preschool Children.....3

CHILD DEVELOPMENT

Certificate

Program Code: CT.CHD **CIP Code: 19.0708**

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

ORI 101 Orientation to College.....1
 *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 of 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.....25

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

CLINICAL LABORATORY TECHNOLOGY (CLT)

Associate of Applied Science Degree

Program Code: AP.CLT **CIP Code: 51.1004**

A clinical (or medical) laboratory technician is an integral part of the healthcare team. The responsibilities of a CLT (or MLT) include processing and analyzing blood, body fluid or other specimens to provide accurate and timely data reporting to physicians to make diagnostic and treatment decisions. The program can be completed in five (5) semesters for a total of 76 semester hours.

The college is seeking accreditation from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) for the clinical laboratory technology program. Graduates, upon successful completion of an accredited program, will be eligible to write the ASCP (American Society for Clinical Pathologists) Medical Laboratory Technician (MLT) certification exam or the NCA (National Credentialing Agency for Laboratory Personnel) Clinical Laboratory Technician (CLT) exam. Be advised that a criminal and /or drug history could result in denial of permission to take the credentialing examination.

APPLIED DEGREES / CERTIFICATES

Programs of Study

Students will be required to submit to drug and alcohol testing as a precondition to beginning a clinical site experience as stipulated by contracts between the health agencies and Calhoun Community College, Department of Allied Health. 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 and Curriculum for the Associate Degree Clinical Laboratory Technology program are subject to change at any time. Written notice will be given to all students enrolled in CLT courses prior to implementation of change.

PROGRAM CURRICULUM

GENERAL EDUCATION CORE REQUIREMENTS

ORI 101 Orientation to College	1
ENG 101 English Composition I	3
ENG 102 English Composition II	3
MTH 100 Intermediate College Algebra	3
BIO 103 Principles of Biology	4
CHM 104 Introduction to Chemistry	4
Speech Elective (Choose from SPH 106 OR 107 OR 116	3
PSY 200 General Psychology	3
TOTAL	24

MAJOR COURSE REQUIREMENTS

CLT 100 Phlebotomy	2
CLT 106 Clinical Calculations & Statistics	2
CLT 111 Urinalysis & Body Fluids	3
CLT 121 Hematology	5
CLT 131 Laboratory Techniques	3
CLT 141 Microbiology I	5
CLT 142 Microbiology II	5
CLT 151 Clinical Chemistry	5
CLT 161 Integrated Laboratory Simulation	2
CLT 181 Immunology	2
CLT 191 Immunohematology	5
CLT 293 Clinical Seminar	2
CLT 294 Practicum I (U/A & Heme)	3
CLT 295 Practicum II (Micro)	3
CLT 296 Practicum III (Blood Bank)	3
CLT 297 Practicum IV (Chemistry)	3
TOTAL	53

TOTAL CREDITS77

ADMISSION REQUIREMENTS

Applicants must meet the minimum admission standards to be considered for selection. After meeting all minimum requirements, applicants are rank-ordered using a 100-point system. Applicants not meeting minimum admission standards *will not be considered*. Minimum admission standards for the Associate Degree Clinical Laboratory Technology Program include:

1. Unconditional admission to the college.
2. Receipt of completed application for the Associate Degree Clinical Lab Technology Program by October 30th.
3. A minimum of 2.50 cumulative Grade Point Average (GPA) on college work attempted within the last two years.
4. A minimum of 2.50 high school Grade Point Average (GPA) for students without prior college work.
5. NOTE: GED is acceptable in lieu of high school transcript.
6. Eligibility for English 101 and Math 100 as determined by college policy.
7. Good standing with college.
8. Meeting the essential functions or technical standards required for CLT.
9. A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher).
10. Keyboarding skill of at least 25 words per minute as determined by typing test.

SELECTION PROCESS

Since class size is limited, the Admission Committee will evaluate each applicant's academic performance and select applicants with the strongest academic record. A 100-point system is used to evaluate academic standing based on the following calculation of points for students meeting Minimum Admission Requirements:

1. **Points for grades in selected college or High School courses (maximum 90):** A = 30 points, B = 20 points, C = 10 points

College courses are:

High school courses are:

MTH 100
Algebra II or higher-level math
BIO 103
Highest level Biology
CHM 104
Chemistry

2. **Additional Points (maximum 10 points)**

Students may be awarded up to 10 points as determined for:

Completion of Phlebotomy Course5 points
Transcript or certificate of completion must be provided

Calhoun Points – Credit hours completed at this collegeup points

>11 hrs=5, 9-11 hrs=4, 6-8 hrs=3, <6 hrs=2

(At distance sites, use your local college points – Central Alabama or Southern Union. Points awarded only for credit hours completed – not currently enrolled)

ESSENTIAL FUNCTIONS

Requirements for students entering and participating in the Clinical Laboratory Technology Program include but are not limited to the ability to:

1. lift 40 pounds
2. hear high and low frequency sounds within normal range, with or without corrective devices.
3. see with 20/40 visual acuity, with or without corrective lenses.

4. feel veins and pulses.
5. smell body and environmental odors.
6. coordinate eye and hand movements.
7. coordinate motor movements.
8. see different color spectrums.
9. read, comprehend and write legibly in the English language*.
10. send and receive verbal messages in the English language* and to respond appropriately.
11. perform correctly simple mathematical computations.
12. walk and transport equipment without assistance.
13. reach and position overhead equipment used in the laboratory.
14. be oriented to reality and not be mentally impaired by mind-altering substances.

PROGRESSION IN THE PROGRAM

Students are expected to meet co-requisite requirements to progress in the program. Students must maintain a 2.0 GPA in all courses taken and/or transferred to Calhoun to continue in the program.

**COMPUTER GRAPHICS
Option I
Graphic Design**

Associate of Applied Science Degree

Program Code: AP.COMP.GRAPHICS

CIP Code: 50.0401

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.

Year I (Fall)

ART 113 Drawing I	3
ART 121 Two Dimensional Composition I	3
ART 221 Computer Graphics I	3
VCM 180 Introduction to Graphic Design	3
ORI 101 Orientation to College	1
Choose one (1) General Education Course	3
Total	16

Year I (Spring)

ART 114 Drawing II	3
ART 253 Graphic Design I	3
VCM 150 Typography	3
VCM 232 Advanced Computer Graphics	3
ART 203 Art History I	3
Choose one (1) course from General Education Courses	3
Total	18

Year II (Fall)

VCM 250 Introduction to Technical Illustration	3
ART 254 Graphic Design II	3

ART 216 Printmaking I	3
ART 173 Photography I	3
ART 291 Supervised Study in Studio Art I	1
Choose two (2) General Education Courses	6
Total	19

Year II (Spring)

ART 204 Art History II	3
VCM 251 Technical Illustration	3
ART, PFC or VCM elective	3
ART 292 Supervised Study in Studio Art II	2
ART 299 Portfolio	1
Choose two (2) General Education Courses	6
Total	18

General Education Core Requirements

ENG 101 English Composition I	3
MTH Elective (to be selected from MTH 110-115 OR MTH 120)	3
Humanities/Fine Arts Elective	3
SPH 107 Fundamentals of Public Speaking	3
Natural Science or Math or CIS Elective	3
Social Science elective	3

TOTAL CREDITS 71

**COMPUTER GRAPHICS
Option II**

Computer Graphics/Electronic Imaging

Associate of Applied Science Degree

Program Code: AP.CMP.IMAGE

CIP Code: 50.0401

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.

Year I (Fall)

ART 113 Drawing I	3
ART 121 Two Dimensional Composition I	3
ART 221 Computer Graphics I	3
VCM 180 Introduction to Graphic Design	3
ORI 101 Orientation to College	1
Choose one (1) General Education Course	3
Total	16

Year I (Spring)

ART 253 Graphic Design I	3
VCM 150 Typography	3
VCM 232 Advanced Computer Graphics	3
ART 203 Art History I	3

Programs of Study

ART 173 Photography I3
 Choose one (1) General Education Course3
Total.....18

Year II (Fall)

VCM 250 Introduction to Technical Illustration3
 VCM 145 Introduction to Digital Photography.....2
 VCM 281 Digital Design2
 VCM 285 Multimedia Production2
 ART 291 Supervised Study in Studio Art I1
 Choose two (2) General Education Courses6
Total.....16

Year II (Spring)

ART 204 Art History II3
 VCM 251 Technical Illustration.....3
 VCM 286 Advanced Multimedia Production2
 VCM 282 Advanced Digital Design2
 ART 292 Supervised Study in Studio Art II*2
 ART 299 Portfolio.....1
 Choose two (2) General Education Courses6
Total.....19

General Education Course Requirements

ENG 101 English Composition I3
 MTH Elective (to be selected from MTH 110-115 OR
 MTH 120)3
 Humanities/Fine Arts Elective3
 SPH 107 Fundamentals of Public Speaking.....3
 Math or Natural Science or CIS elective3
 Social Science elective3

TOTAL CREDITS.....69

COMPUTER INFORMATION SYSTEMS

Option I

Microcomputers

Associate of Applied Science Degree

Program Code: AP.CIS.MICRO

CIP Code: 11.0101

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

ORI 101 Orientation to College1
 ENG 101 English Composition I3
 BUS 215 Business Communications3
 SPH 107 Fundamentals of Public Speaking3
 MTH Elective (to be selected from MTH 110 through 115
 OR MTH 120 through 126)3
 CIS 146 Microcomputer Applications3
 CIS Elective3
 ECO 231 Principles of Macroeconomics3

Humanities/Fine Arts Elective.....3
Total.....25

MAJOR COURSE REQUIREMENTS

BUS 241 Principles of Accounting I3
 BUS 242 Principles of Accounting II3
 CIS 110 Introduction to Computer Logic and Programming.....3
 CIS 147 Advanced Microcomputer Applications3
 CIS 197V Microsoft Word Expert OR
 OAD 126 Advanced Word Processing3
 CIS 197Y Microsoft Excel Expert3
 CIS 207 Introduction to Web Development.....3
 CIS 208 Intermediate Web Development OR
 CIS 197CC Dreamweaver OR
 OAD 233 Trends of Office Technology3
 CIS 249 Microcomputer Operating Systems3
 CIS 268 Software Support3
 CIS 269 Hardware Support3
 CIS 273 Introduction to Networking Communications OR
 CIS 161 Cisco I3
 CIS Programming Electives (can include CIS 197GG, CIS 212, CIS
 213, CIS 209, CIS 251, CIS 252, CIS 255, CIS 256)6
Total.....42

TOTAL CREDITS67

COMPUTER INFORMATION SYSTEMS

Option II

Programming

Associate of Applied Science Degree

Program Code: AP.CIS.PROG

CIP Code: 11.0101

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

ORI 101 Orientation to College1
 ENG 101 English Composition I3
 BUS 215 Business Communications3
 SPH 107 Fundamentals of Public Speaking3
 MTH Elective (to be selected from MTH 110 through 115
 OR MTH 120 through 126)3
 CIS 146 Microcomputer Applications3
 ECO 231 Principles of Macroeconomics3
 Humanities/Fine Arts Elective.....3
Total.....22

MAJOR COURSE REQUIREMENTS

BUS 241 Principles of Accounting I.....	3
BUS 242 Principles of Accounting II.....	3
CIS 110 Introduction to Computer Logic and Programming.....	3
CIS 147 Advanced Microcomputer Applications.....	3
CIS 212 Visual Basic.....	3
CIS 213 Advanced Visual Basic.....	3
CIS 222 Database Management Systems.....	3
CIS 249 Microcomputer Operating Systems.....	3
CIS 251 C++ Programming.....	3
CIS 252 Advanced C++ Programming.....	3
CIS 268 Software Support.....	3
CIS 269 Hardware Support.....	3
CIS 273 Introduction to Networking Communications OR CIS 161 Cisco I.....	3
CIS 279 Network Infrastructure Design.....	3
CIS 280 Network Security.....	3
CIS Programming Electives (can include CIS 207, CIS 209, CIS 255, CIS 197GG).....	6
Total.....	51
TOTAL CREDITS.....	73

**COMPUTER INFORMATION SYSTEMS
Option III
Office Administrative Professional**

Associate of Applied Science Degree

Program Code: AP.CIS.OAP

CIP Code:11.0101

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

ORI 101 Orientation to College.....	1
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.....	25

MAJOR COURSE REQUIREMENTS

BUS 241 Principles of Accounting I.....	3
BUS 263 Legal/Social Environment of Business.....	3
CIS 110 Introduction to Computer Logic and Programming.....	3
CIS 147 Advanced Microcomputer Applications.....	3
CIS 268 Software Support.....	3
CIS 269 Hardware Support.....	3
CIS 273 Introduction to Networking Communications OR CIS 161 Cisco I.....	3
OAD 103 Intermediate Keyboarding.....	3
OAD 104 Advanced Keyboarding.....	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 233 Trends in Office Technology OR CIS 208 Intermediate Web Development OR CIS 197CC Dreamweaver.....	3
Total.....	45
TOTAL CREDITS.....	70

**COMPUTER INFORMATION SYSTEMS
Option IV
Networking Technology**

Associate of Applied Science Degree

Program Code: AP.CIS.NET

CIP Code: 11.0101

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

ORI 101 Orientation to College.....	1
ENG 101 English Composition I.....	3

APPLIED DEGREES / CERTIFICATES

Programs of Study

BUS 215 Business Communications.....3
 SPH 107 Fundamentals of Public Speaking3
 MTH Elective (to be selected from MTH 110 through 115
 OR MTH 120 through 126)3
 CIS 146 Microcomputer Applications3
 ECO 231 Principles of Macroeconomics3
 Humanities/Fine Arts Elective.....3
 Total.....22

MAJOR COURSE REQUIREMENTS

CIS 110 Introduction to Computer Logic and Programming.....3
 CIS 212 Visual Basic3
 CIS 222 Database Management Systems3
 CIS 249 Microcomputer Operating Systems.....3
 CIS 268 Software Support3
 CIS 269 Hardware Support3
 CIS 279 Network Infrastructure Design3
 CIS 280 Network Security3
 Total.....24

Option I – CISCO Specialist

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

CIS 161 CISCO I3
 CIS 162 CISCO II3
 CIS 163 CISCO III3
 CIS 164 CISCO IV3
 CIS 251 C++ Programming.....3
 CIS 252 Advanced C++ Programming.....3
 CIS 255 Java Programming3
 Total.....21

TOTAL CREDITS67

Option II - Web Technology

This degree option provides courses preparing students for the CIW (Certified Internet Webmaster) Program Associate exam. CIW is the industry-leading certification program, endorsed by both the Association of Internet Professionals and the International Webmasters Association. It is a vendor-neutral, standardized measurement of technical competency in the areas of Internet technologies.

CIS 147 Advanced Microcomputer Applications3
 CIS 151 Graphics for the World Wide Web OR
 CIS 197DD Flash OR
 CIS 197EE Fireworks.....3
 CIS 197GG Web Page Scripting (Perl)3
 CIS 207 Introduction to Web Development.....3
 CIS 208 Intermediate Web Development OR
 CIS 197CC Dreamweaver OR
 OAD 233 Trends of Office Technology3
 CIS 209 Advanced Web Development.....3

CIS 255 Java Programming3
 CIS 273 Introduction to Networking Communications OR
 CIS 161 Cisco I3
 Total21
TOTAL CREDITS67

COMPUTER INFORMATION SYSTEMS

General Office Assistant Certificate

Program Code: CT.CIS.GEN.OFF CIP Code: 11.0101

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

ORI 101 Orientation to College1
 ENG 101 English Composition I3
 SPH 107 Fundamentals of Public Speaking3
 MTH Elective (MTH 100 or above)3
 CIS 146 Microcomputer Applications3
 SPA 101 Introductory Spanish I4
 Total17

MAJOR COURSE REQUIREMENTS

BUS 215 Business Communications.....3
 BUS 241 Principles of Accounting3
 OAD 103 Intermediate Keyboarding.....3
 OAD 125 Word Processing I OR
 CIS 111 Word Processing Software Applications3
 OAD 138 Records/Information Management3
 OAD 200 Machine Transcription3
 OAD 217 Office Management.....3
 OAD 230 Electronic Publishing3
 OAD 232 The Electronic Office OR
 CIS 115 Presentation Graphics Software Applications.....3
 OAD 233 Trends in Office Technology OR
 CIS 197T Introduction to Web Pages.....3
 Total30

TOTAL CREDITS47

APPLIED DEGREES / CERTIFICATES

COMPUTER INFORMATION SYSTEMS

Software Applications Certificate

Program Code: CT.CIS.SOFT

CIP Code: 11.0101

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.

ORI 101 Orientation to College.....	1
CIS 111 Word Processing Software Applications	3
CIS 113 Spreadsheet Software Applications	3
CIS 197V Microsoft Word Expert.....	3
CIS 197Y Microsoft Excel Expert	3
CIS 115 Presentation Graphics Software Applications.....	3
CIS 117 Database Management Software Applications.....	3
TOTAL CREDITS	19

COSMETOLOGY

Certificate

Program Code: CT.COS

CIP Code: 12.0401

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

ORI 101 Orientation to College.....	1
COM 100 Introductory Technical English I OR	
ENG 101 English Composition I	3



SPH 107 Fundamentals of Public Speaking OR	
SPH 116 Introduction to Interpersonal Communication.....	3
MTH 100 Intermediate College Algebra OR	
MTH 116 Mathematical Applications	3
CIS Computer Information Systems Elective.....	3
Total	13

MAJOR COURSE 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.....	61

COSMETOLOGY/INSTRUCTOR TRAINING

Certificate

Program Code: CT.COS.INSTRUCT

CIP Code: 12.0499

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.....	19

COSMETOLOGY/NAIL TECHNOLOGY

Certificate

Program Code: CT.COS.NAIL

CIP Code: 12.0410

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

Programs of Study

GENERAL EDUCATION CORE REQUIREMENTS

ORI 101 Orientation to College	1
SPH 107 Fundamentals of Public Speaking OR SPH 116 Introduction to Interpersonal Communication	3
MTH Elective (numbered 100 or higher)	3-4
CIS Computer Information Systems Elective	3
Total	10-11

MAJOR COURSE REQUIREMENTS

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	18

TOTAL CREDITS28-29

DENTAL ASSISTING

Associate of Applied Science Degree

Program Code: AP.DNT

CIP Code: 51.0601

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, must be eligible to take English 101 and Math 100 OR Math 112 OR Math 116 or have permission of the Dental Assisting instructor and schedule an interview with the program director. 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.

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 one year 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.
ORI 101 Orientation to College.....	1
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..... 64

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

DENTAL ASSISTING

Certificate

Program Code: CT.DNT

CIP Code: 51.0601

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.

Programs of Study

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, must be eligible to take English 101 and Math 100, OR Math 112 OR Math 116 or have permission of the Dental Assisting instructor and schedule an interview with the program director. 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 applic-

able. 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 one year 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 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.
ORI 101 Orientation to College.....	1
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 CREDITS51

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

DESIGN DRAFTING TECHNOLOGY

Associate of Applied Science

Program Code: AP.DDT **CIP Code: 15.1301**

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

ORI 101 Orientation to College.....	1
ENG 101 English Composition I.....	3
MTH 103 Introduction to Technical Math I OR MTH 112 Precalculus Algebra.....	3
SPH 107 Fundamentals of Public Speaking.....	3
Natural Science/Computer Science or Math Electives (MTH 113-115 OR MTH 120-126).....	6
Humanities Elective.....	3
Social Science Elective.....	3
Total.....	22

MAJOR COURSE REQUIREMENTS (Decatur Campus only):

DDT 104 Basic Computer Aided Drafting.....	3
DDT 111 Fundamentals of Design Drafting Technology.....	3
DDT 118 Basic Electrical Drafting.....	3
DDT 122 Advanced Technical Drawing.....	3
DDT 124 Basic Technical Drawing.....	3
DDT 127 Intermediate Computer Aided Drafting and Design.....	3
DDT 128 Intermediate Technical Drawing.....	3
DDT 131 Basic Machine Drafting.....	3
DDT 132 Architectural Drafting.....	3
DDT 150 Theory of Residential Drawing and Design.....	3
DDT 155 Drawing for Residential Construction.....	4
DDT 213 Civil Drafting Plat Maps.....	3
DDT 214 Pipe Drafting.....	3
DDT 225 Structural Steel Drafting.....	3
DDT 233 Solids Modeling.....	3
Total.....	46
TOTAL CREDITS.....	68

DESIGN DRAFTING/COMPUTER AIDED DRAFTING

Certificate

Program Code: DDTCAD.CERT **CIP Code: 15.1301**

This certificate offers basic computer aided drafting skills.

COURSE REQUIREMENTS (Decatur Campus only):

ORI 101 Orientation to College.....	1
DDT 104 Basic Computer Aided Drafting.....	3
DDT 111 Fundamentals of Design Drafting Technology.....	3
DDT 124 Basic Technical Drawing.....	3
DDT 127 Intermediate Computer Aided Drafting and Design.....	3
DDT 128 Intermediate Technical Drawing.....	3

TOTAL CREDITS.....16

**DESIGN DRAFTING/
RESIDENTIAL DEVELOPMENT PLANNING**

Certificate

Program Code: CT.DOT.RES **CIP Code: 15.1301**

(Decatur Campus only)

ORI 101 Orientation to College.....	1
DDT 104 Basic Computer Aided Drafting.....	3
DDT 111 Fundamentals of Drafting and Design Technology.....	3
DDT 127 Intermediate Computer Aided Drafting and Design.....	3
DDT 132 Architectural Drafting.....	3
DDT 150 Theory of Residential Drawing and Design.....	3
DDT 155 Drawing for Residential Construction.....	4

TOTAL CREDITS.....20



Programs of Study

ELECTRICAL TECHNOLOGY

Associate of Applied Science Degree

Program Code: AP.ELECTRICAL CIP Code: 46.0302

GENERAL EDUCATION CORE REQUIREMENTS

ORI 101 Orientation to College1
 ENG 101 English Composition I3
 MTH 103 Introduction to Technical Math3
 SPH 107 Fundamentals of Public Speaking3
 CIS 146 Microcomputer Applications3
 Humanities Elective3
 Social Science Elective3
 Natural Science or Math Elective3
 Total22

COMMON ELECTRICAL CORE REQUIREMENTS:

ELT 108 DC Fundamentals3
 ELT 109 AC Fundamentals3
 ELT 110 Wiring Methods3
 ELT 117 AC/DC Machines3
 ELT 118 Commercial/Industrial Wiring3
 ELT 209 Motor Controls I3
 ELT 231 Programmable Controls I3
 *ELT Electives6
 Total27

*ELT 116 for Electrical and HVAC Options
 *ELT 212 and ELT 232 for Industrial Maintenance and Instrumentation Options

ELECTRICAL OPTION SPECIALIZATION REQUIREMENTS:

ELT 104 Distribution Systems3
 ELT 132 Commercial/Industrial Wiring II3
 ELT 221 Electronics for Electricians I3
 ELT 223 Cable Splicing and Installation3
 ELT 241 National Electric Code3
 ELT 242 Journeyman/Master Prep Exam3
 ELT 244 Conduit Bending and Installation3
 INT 112 Industrial Maintenance Safety Procedures3
 Total24

TOTAL CREDITS ELECTRICAL OPTION73

HVAC OPTION SPECIALIZATION REQUIREMENTS:

Program Code: AP.ELECTRICAL.HVAC CIP Code: 46.0302

ELT 132 Commercial Wiring II3
 ACR 111 Refrigeration Principles3
 ACR 113 Refrigeration Piping Practices3
 ACR 119 Fundamentals of Gas Heating Systems3
 ACR 120 Fundamentals of Electric Heating Systems3
 ACR 147 Refrigerant Transition and Recovery Theory3
 ACR 205 Systems Sizing and Air Distribution3
 INT 112 Industrial Safety Procedures or
 ACR 181 Special Topics3
 Total24

INDUSTRIAL MAINTENANCE SPECIALIZATION REQUIREMENTS:

Program Code: AP.ELECTRICAL.IM CIP Code: 46.0302

INT 112 Industrial Maintenance Safety Procedures3
 INT 117 Principles of Industrial Mechanics3
 INT 118 Fundamentals of Industrial Hydraulics & Pneumatics3
 INT 126 Preventive Maintenance3
 INT 127 Principles of Pump and Piping Systems3
 INT 234 Industrial Maintenance Metal Welding and
 Cutting Techniques3
 ELT 221 Electronics of Electricians I3
 ILT 163 Digital Fundamentals3
 INT 214 Control and Troubleshooting Flow, Level,
 Temperature, Pressure and Level Processes3
 Total27

ELECTRONIC INSTRUMENTATION SPECIALIZATION REQUIREMENTS:

Program Code: AP.ELECT.EI CIP Code: 46.0302

ELT 122 Advanced AD/DC Machines3
 ELT 221 Electronics for Electricians3
 ILT 103 Introduction to Instrumentation Technology3
 ILT 104 Industrial Instrumentation3
 ILT 105 Industrial Instrumentation Lab2
 ILT 108 Introduction to Instruments and Process Control3
 ILT 201 Industrial Electronics3
 ILT 202 Industrial Electronics Lab2
 ILT 216 Industrial Robotics3
 ILT 217 Industrial Robotics2
 Total27

TOTAL CREDITS FOR AAS DEGREE IN ELECTRICAL TECHNOLOGY 73-76

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

APPLIED DEGREES / CERTIFICATES

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 Wagnon, EMS secretary at 256-306-2786, e-mail aww@calhoun.edu or Jeff Mitchell at (256) 306-2791, e-mail jpm@calhoun.edu.

EMT-BASIC CERTIFICATE

Program Code: CT.EMT **CIP Code: 51.0904**

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 116 EMS Basic Theory and Lab.....	9
EMS 117 EMS Basic Clinical Competencies.....	1
Total hours for EMT-Basic Certificate	10

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

*EMS 145 Emergency Department Preceptorship	2
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*Includes 45 hours of clinical education (Insurance, Completion of EMS 113, and CPR Verification Required).

EMERGENCY MEDICAL PARAMEDIC CERTIFICATE

Program Code: CT.EMT.PARA **CIP Code: 51.0904**

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. Students must have received a grade of "C" or higher for a math and an English course - 100 level or above prior to the second semester. 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 Paramedic	4
EMP 191 Paramedic Preparatory	2
EMP 192 Paramedic Operations	3
EMP 199 Cardiovascular Electrophysiology	3

Paramedic Semester Two

EMP 193 Patient Assessment and Management	3
EMP 194 Paramedic General Pharmacology	2
EMP 196 Advanced Trauma Management B	3
EMP 203 Cardiovascular Patient Management	3

Paramedic Semester Three

*EMP 197 Paramedic Clinical Competencies I	3
*EMP 200 Medical Patient Management IIA	6
EMP 198 Medical Patient Management I	3

Paramedic Semester Four

EMP 204 Transition to Paramedic Practice	3
EMP 205 Paramedic Terminal Competencies	2
*EMP 206 Paramedic Field Preceptorship	6
*EMP 207 Paramedic Team Leadership Preceptorship	1

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

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

Programs of Study

EMERGENCY MEDICAL SERVICES

**Paramedic
Associate in Applied Science**

Program Code: AP.EMS.PARA

CIP Code: 51.0904

EMS Course Requirements

EMT Basic (One Semester)	
ORI 101 Orientation to College	1
EMS 116 EMS Basic Theory and Lab	9
EMS 117 EMS Basic Clinical Competencies	1
ENG 101 English Composition I	3
Math Elective (May choose from the following)	3
MTH 100 Intermediate College Algebra	
MTH 112 Precalculus Algebra	
MTH 116 Mathematical Applications	

Semester Total17

** Prior to the second semester of 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 Preparatory	2
EMP 192 Paramedic Operations	3
EMP 199 Cardiovascular Electrophysiology	3
BIO 201 Anatomy and Physiology I	4
SPH 107 Fundamentals of Public Speaking	3
Semester Total	15

Paramedic Semester Two:

EMP 193 Patient Assessment and Management	3
EMP 194 Paramedic General Pharmacology	2
EMP 196 Advanced Trauma Management B	3
EMP 203 Cardiovascular Patient Management	3
BIO 202 Anatomy and Physiology II	4

Semester Total15

Paramedic Semester Three:

*EMP 197 Paramedic Clinical Competencies I	3
*EMP 200 Medical Patient Management IIA	6
EMP 198 Medical Patient Management I	3
PSY 200 General Psychology	3

Semester Total15

Paramedic Semester Four:

EMP 204 Transition to Paramedic Practice	3
EMP 205 Paramedic Terminal Competencies	2
*EMP 206 Paramedic Field Preceptorship	6
Humanities Elective	3

Semester Total14

TOTAL CREDITS76

*Includes clinical education (Insurance Required).

**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;
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 prior to second semester.
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 Pro-

gram.

6. 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:

1. Not being 18 years of age or older;
2. Convicted of any criminal act, including any DUI convictions;
3. Addicted to the use of intoxicating liquors or controlled substances at the present or in the past; and
4. 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:

1. Progress through the required courses of the EMS curriculum in the prescribed sequence;
2. Attain an average of 75% in all coursework to include didactic, laboratory, clinical, and/or field internship training;
3. Submit acceptable physical examinations at intervals not to exceed 12 months;



Programs of Study

4. Maintain current professional liability, health, and hospitalization insurance while enrolled in the EMS courses;
5. Maintain annual Basic Cardiac Life Support Certification at the Health Care Provider level or equivalent;
6. Comply with the “Essential Functions” required for EMT-Basic and Paramedic courses;
7. 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 I1
 EMS 101 Cardiopulmonary Resuscitation II1
 EMS 102 Medico-Legal Aspects of Emergency Care1
 EMS 103 First Aid1
 EMS 104 First Aid for Students of Health Related Professions1
 EMS 105 First Responder 3
 EMS 106 Medical Terminology for Health Professions 2
 EMS 107 Emergency Vehicle Operator Ambulance1
 EMS 108 Directed Studies in EMS I1

EMS 109 Directed Studies in EMS II1
 EMS 110 Directed Studies in EMS III1
 EMS 111 Directed Studies in EMS IV1
 EMS 112 Directed Studies in EMS V1
 EMS 113 Infection Control for Health Professions 1
 EMS 114 Infection Control Refresher1
 EMS 115 Special Skills for Health Related Professions1
 EMS 120 Vehicle Extrication2
 EMS 121 Vehicle Rescue 3
 EMS 122 Structural Extrication 2
 EMS 123 Structural Rescue3
 EMS 124 Search & Wilderness Rescue3
 EMS 125 High Angle Rescue I2
 EMS 126 High Angle Rescue II 3
 EMS 127 High Angle Rescue III 3
 EMS 128 Cave Rescue I2
 EMS 129 Cave Rescue II 3
 EMS 130 Industrial Extrication2
 EMS 131 Industrial Rescue3
 EMS 132 Agricultural Extrication2
 EMS 133 Agricultural Rescue3
 EMS 134 Water Extrication2
 EMS 135 Surface Water Rescue 3
 EMS 144 EMT Basic Specialized Experiences1
 EMS 145 Emergency Department Preceptorship2
 EMS 150 EMT Basic Refresher2
 EMS 151 Basic Trauma Management1
 EMS 152 Defibrillation1
 EMS 153 EMS Dispatcher3
 EMS 154 Basic Pediatric EMS Provider1
 EMS 170 Radiation Biology & Safety1
 EMS 171 Hazardous Materials Awareness and Operations 2
 EMS 172 Hazardous Materials Technician I2
 EMS 173 Hazardous Materials Technician II2
 EMS 174 Incident Command and Emergency Response2
 EMS 175 Radiological Response2
 EMS 190 EMT-Intermediate Refresher2
 EMS 208 Dive Rescue Basic Scuba2
 EMS 209 Dive Rescue – Advanced Scuba2
 EMS 210 Dive Rescue2
 EMS 211 Dive Rescue Master Scuba3
 EMS 212 Dive Rescue Divemaster3
 EMS 213 Diver Rescue Assistant Instructor3
 EMS 214 Underwater Investigator1
 EMS 215 Enriched Air Diver 2
 EMS 216 Hazardous Environment Diving1
 EMS 217 Dive Rescue Instructor3
 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 EMS3
 EMS 233 Media and EMS Marketing 3
 EMS 234 Decision Making and Problem Solving in EMS3
 EMS 235 EMS Finance and Cost Accounting 3
 EMS 236 Human Resource Management in EMS 3
 EMS 237 Legal Requirements in EMS3
 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 Provider1

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

Program Code: CT.FSM

CIP Code: 43.0202

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.

ORI 101 Orientation to College.....	1
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 CREDITS.....	27

MACHINE TOOL TECHNOLOGY

Associate of Applied Science Degree

Program Code: AP.MTT

CIP Code: 48.0507

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

ORI 101 Orientation to College.....	1
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	3
Humanities elective	3
Science or Math Elective (MTH 104 OR Higher than MTH 105).....	3
Social Science elective.....	3
Total	22

MAJOR COURSE REQUIREMENTS (Decatur Campus only)

MTT 107 Machining Calculations I	3
MTT 108 Machine Handbook Functions I	3
MTT 126 Blueprint Reading for Machinists	3
MTT 127 Metrology.....	3
MTT 128 Geometric Dimensioning and Tolerancing I	3
MTT 134 Engine Lathe I	3
MTT 135 Engine Lathe I Lab.....	3
MTT 137 Milling I	3
MTT 138 Milling I Lab	3
MTT 139 Intro to Computer Numerical Control	3
MTT 147 Introduction to Machine Shop I.....	3
MTT 148 Introduction to Machine Shop I Lab.....	3
MTT 149 Introduction to Machine Shop II.....	3
MTT 150 Introduction to Machine Shop II Lab.....	3
MTT 161 Precision Grinding.....	3
MTT 162 Precision Grinding I Lab.....	3
Total	48
TOTAL CREDITS.....	70

MACHINE TOOL TECHNOLOGY

Computer Numerical Control (CNC) Certificates

Certificate I Milling

Program Code: CT.MTT.CNC.MILL

CIP Code: 48.0507

MTT 107 Machining Calculations I	3
MTT 139 Intro to Computer Numerical Control	3
MTT 141 Basic CNC Milling Programming I	3
MTT 213 Advanced Computer Numerical Control Milling.....	3
MTT 235 CNC Milling Lab I	3
MTT 236 CNC Milling Lab II	3
TOTAL CREDITS.....	18

Programs of Study



**Certificate II
Turning**

Program Code: CT.MTT.CNC.TURN CIP Code: 48.0507

MTT 130 Machining Calculations II	3
MTT 140 Basic CNC Turning Programming I	3
MTT 212 Advanced CNC Turning	3
MTT 243 CNC Turning Lab I.....	3
MTT 244 CNC Turning Lab II.....	3
MTT 281 Special Topics in MTT	3
TOTAL CREDITS	18

**Certificate III
CAM**

Program Code: CT.MTT.CNC.CAM CIP Code: 48.0507

MTT 109 Orientation to Computer Assisted Manufacturing.....	3
MTT 144 Electrical Discharge Machining I	3
MTT 218 Computer Integrated Manufacturing	3
MTT 219 Computer Numerical Control Graphics: Turning	3
MTT 220 Computer Numerical Control Graphics: Milling	3
TOTAL CREDITS	15

**MASSAGE THERAPY
Certificate**

Program Code: CT.MSG

CIP Code: 51.3501

This program is designed to prepare individuals to work as massage therapists. Licensed massage therapists may be self-employed or employed at health clubs, medical clinics, chiropractic offices, athletic departments, spas, salons, and holistic health centers. Upon successful completion of the program, students may seek licensure from the Alabama Board of Massage Therapy.

Massage Therapy is a massage therapy auxiliary field. As auxiliary team members, students in the Massage Therapy program are taught to be generalists. They perform a variety of functions in the massage therapy office requiring communication skills, critical thinking and sound judgment. Massage Therapists may provide assistance to the therapist, perform work in the massage therapy laboratory, provide client instruction, and perform office managerial duties. Through evaluation techniques, Massage Therapists enhance the quality of care the patient receives.

PROGRAMS OF STUDY

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.

The Massage Therapy program is recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Massage Therapy program is operated with the approval of the Alabama Board of Massage Therapists.

PROGRAM OBJECTIVES

Upon successful completion of the Massage Therapy program, the graduates will be able to:

1. Utilize effective communication skills;
2. Participate as a member of the massage therapy health team in the coordination and delivery of Massage Therapy.
3. Enter the work force as entry-level massage therapists.
4. Use the principles and techniques of massage to assess and appropriately treat disorders of the human body which may benefit from massage.
5. Have adequate information, demonstration and practice to perform massage procedures competently and safely.
6. Possess the necessary information and knowledge to understand the business, marketing, budgeting, insurance, advertising, ethical and legal principles, issues and concerns of the profession.
7. Communicate effectively with clients, other health care providers and the community at large as to the benefits and advisability of massage.
8. Have the knowledge and skills necessary to open and manage a private practice.

As a Calhoun Community College Therapeutic Massage Therapy student, you will be given the skills and knowledge required to succeed as a professional massage therapist, including proficiency in the major massage therapy techniques including Swedish, Trigger Point Therapy, Neuromuscular Therapy, Deep Tissue, and Myofascial Release.

- Knowledge of the basic principles of anatomy and physiology and their relationship to the theory and practice of Massage Therapy.
- Accurate palpation and description of the major muscles and anatomical landmarks of the human body.
- Ability to communicate effectively with your clients and other health care professionals.
- Skillful application of record-keeping and other business skills needed for a successful massage practice.
- Ability to apply basic hydrotherapy techniques in a Massage Therapy practice.
- A clear understanding of the benefits and limitations of Massage Therapy and willingness to refer clients to other health care providers when necessary.

This 665 hour program is designed to provide an excellent education in the fundamentals of therapeutic massage and bodywork, preparing the Calhoun Community College Therapeutic Massage student to obtain a massage therapy license and start a successful practice. Our program qualifies graduates for the national certification exam.

To enroll in the Massage Therapy program, students must:

- meet the admission requirements of Calhoun Community College and submit to the Department of Allied Health a completed Massage Therapy application for admission.
- be at least 18 years of age.
- provide proof of successful completion of high school or have a GED certificate.
- provide official copies of transcripts for any high school, GED, or college work previously undertaken
- have a one-on-one interview with the Massage Therapy Program Director.

Students enrolled in the Massage Therapy program will be required to:

1. Submit a current student Health Examination form completed appropriately by a licensed physician or Family Nurse Practitioner. Form furnished by Allied Health Department.
2. Provide medical verification of two-step Mantoux skin test (chest x-ray if positive) indicating he/she is free of tuberculosis.
3. 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 demonstrates immunity
 - c. Immunization record
4. Purchase professional liability insurance through the College by the first week of class. (Forms available in the Allied Health Department)
5. Arrange transportation to and from clinical facilities as required by the program.
6. Abide by the policies of the College and Massage Therapy Policy Manual.

Massage Therapy classes are admitted once a year, Summer or Fall Semester. For more information/appointment, contact Ms. Carolyn Walls, Massage Therapy Director, 256/260-1437 or Ms Diane Blanton, MT instructor, 256/260-1437, or the Allied Health Department, 256/306-2786.

PROGRESSION IN 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 Massage Therapy course and earn a grade of

"Satisfactory" for Massage Therapy courses with that component.

READMISSION TO PROGRAM

To be readmitted to the Massage Therapy program, the student must contact the Massage Therapy Program Director to schedule an appointment to discuss readmission. The student must be eligible for readmission by the College and must have an overall 2.50 grade point average. Students who re-enter the program may be subject to follow the current curriculum. All requirements for students enrolling in the program will apply to students re-entering the Massage Therapy program.

POLICY/CURRICULUM CHANGES

Policies/Curriculum changes in the Massage Therapy 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.

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 Massage Therapy instructor/Allied Health Department to determine if a student may be admitted, readmitted, or retained in the Massage Therapy program.

First Term

Course	Semester Hours
MSG 100 Massage History & Theory	1
MSG 101 Massage Therapy Lab I	4
MSG 111 Anatomy and Physiology	3
MSG 156 Career and Personal Development	2
Total	10

Second Term

MSG 112 Musculo-Skeletal and Kinesiology I	3
MSG 102 Massage Therapy Lab II	4
MSG 114 Pathology	3
MSG 120 Massage Therapy Supervised Clinical I	1
Total	11

Third Term

MSG 113 Musculo-Skeletal & Kinesiology II	3
MSG 121 Massage Therapy Supervised Clinical II	1
MSG 130 Special Populations	3
MSG 160 National Certification Exam Review	1
Total	8

TOTAL CREDITS**29**

Programs of Study

**MISSILE AND MUNITIONS TECHNOLOGY
Basic**

Associate of Applied Science Degree

Program Code: AP.MMT.BASIC

CIP Code: 29.0101

(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

Program Code: AP.MMT.CALIBRA

CIP Code: 29.0101

(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 semes-

ter 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

Total.....27-42**

*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

Program Code: AP.MMT.TECH.MGT

CIP Code: 29.0101

(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

APPLIED DEGREES / CERTIFICATES

*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

Total.....	27-42**
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*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.

MISSILE AND MUNITIONS TECHNOLOGY
Option III
Military Technology

Associate of Applied Science Degree

Program Code: AP.MMT.MIL	CIP Code: 29.0101
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This degree is for active duty, reserve, national guard, or those who have retired or separated from the military within seven years of the date of this catalog. The degree is not restricted to Redstone Arsenal trained personnel, but is for students who have been trained in the U.S. Army in the field of munitions.

GENERAL EDUCATION CORE REQUIREMENTS

ENG 101 English Composition I	3
SPH 107 Fundamentals of Public Speaking OR SPH 228 Group Communications.....	3
*MTH 100 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

Total.....	27-42**
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*MTH 116 Mathematical Applications is not acceptable
 **A minimum of 27 hours of military credit is required for eligibility. A maximum of 42 hours of military credit may be used for the degree. If military and non-traditional credits do not total 42 hours, the remainder must be made up of college courses.

One-fourth of the degree (16 hours) must be completed at Calhoun College for residency. Distance learning courses may be used to complete residency.

Electives (100 level or above)

TOTAL CREDITS.....	64
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MUSIC – CHURCH MUSIC

Certificate

Program Code: CT.MUS.CHURCH	CIP Code: 50.0902
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This program is designed for those interested in directing musical ensembles, organizing musical activities and serving in an administrative capacity as a music minister in a religious setting. Prior musical experience as well as proficiency on an instrument or voice is strongly recommended. Students will be required to be proficient sight-readers and performers as a part of their degree program.

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
MUP 111 Private Voice.....	1
MUL 101 Class Piano I.....	1
MUL Performance Ensemble Electives	4
MUP 101 Private Piano	1
MUS 251 Introduction to Conducting.....	3
MUS 270 Organization of the Church Music Program.....	3
MUS 271 Church Music Literature	3
TOTAL CREDITS.....	28

MUSIC INDUSTRY COMMUNICATIONS

Associate of Applied Science Degree

Program Code: AP.MUIC	CIP Code: 50.0999
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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

ORI 101 Orientation to College.....	1
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	22

Programs of Study

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
MUS 101 Music Appreciation.....	3
MUS 103 Survey of Pop Music	2
MUS 110 Basic Musicianship.....	3
MUS 291 Musical Acoustics.....	3
MUS 292 Song Writing	3
MUP/MUL Electives.....	6
Total	45
TOTAL CREDITS	66

NURSING ASSISTANT

The Nursing Assistant course (NAS 100) will prepare a person to work under the supervision of a RN or LPN and give direct patient care in a variety of health care settings. Successful completion of the course allows eligibility to write the State Nursing Assistant Certification exam through **PROMISSOR**. The Nursing Assistant curriculum at Calhoun Community College is approved by the Alabama Department of Public Health.

Program Objectives

At the successful completion of the course, the learner will be able to:

1. Provide assistance with activities of daily living to clients/residents in long-term care facilities under the supervision of a licensed nurse.
2. Demonstrate effective communication techniques when dealing with clients/residents, their families and other members of the health team.
3. Be an active and effective member of the healthcare team.

Admission Requirements

Unconditional admission to the College.

Enrollment Requirements

1. It is recommended that all Nursing Assistant students be immunized against Hepatitis B. On the first day of class, students will be required to sign a waiver that they have not had or completed immunization for Hepatitis B or 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).
2. Present documentation of two-step Mantoux skin test (PPD), or chest x-ray, if PPD is positive, indicating he/she is free of tuberculosis.
3. Purchase of professional liability insurance through the College. Approximate cost \$22.00.

Drug Testing/Background Checks

As stipulated by the health agencies with which the Department of Nursing contracts for clinical experience, each student enrolled in any nursing clinical experiences at Calhoun Community College will undergo drug, alcohol testing and/or background checks as a precondition to beginning a clinical rotation. The fee for testing/checks is the responsibility of the student. Written guidelines for the process will be provided to the student at the beginning of the course.

Program Costs

Student will be required to provide his/her own transportation to the assigned clinical facility.

Additional expenses include:

Textbooks	\$100.00
Uniforms & Supplies.....	70.00
Malpractice Insurance (per year)	22.00
Drug Testing	45.00
CPR Class	30.00
Certification Exam through PROMISSOR.....	95.00

Tuition (See Semester Class Schedule)

NURSING/ADN: BASIC

Associate of Applied Science Degree

Program Code: AP.NUR

CIP Code: 51.1601

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/BACKGROUND CHECKS

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 and many undergo background checks as a precondition to beginning a clinical rotation. The fees for the above are 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.

**ASSOCIATE DEGREE NURSING
BASIC CURRICULUM**

SEMESTER I (Fall)

Course	Semester Hours
MTH 116* Mathematical Applications.....	3
BIO 201 Human Anatomy and Physiology I.....	4
NUR 102 Fundamentals of Nursing.....	6
NUR 103 Health Assessment.....	1
NUR 104 Introduction to Pharmacology.....	1
Total	15

***NOTE: A higher math may be accepted with approval**

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

SEMESTER II (Spring)

ENG 101* English Composition I.....	3
BIO 202 Human Anatomy and Physiology II.....	4
NUR 105 Adult Nursing.....	8
NUR 106 Maternal and Child Nursing.....	5
Total	20

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

SEMESTER III (Summer)

PSY 200 General Psychology.....	3
BIO 220 General Microbiology.....	4
NUR 201 Nursing Through the Lifespan I.....	5
Total	12

SEMESTER IV (Fall)

SPH 107 Fundamentals of Public Speaking OR	
SPH 116 Interpersonal Communication.....	3
PSY 210 Human Growth and Development.....	3
NUR 202 Nursing Through the Lifespan II.....	6
Total	12

SEMESTER V (Spring)

HUMANITIES ELECTIVE (Art, Music, Literature, Religion, Philosophy, Foreign Language, or Drama/Theatre Course).....	3
NUR 203 Nursing Through the Lifespan II.....	6
NUR 204 Transition into Nursing Practice.....	4
Total	13

TOTAL CREDITS.....**72**

Programs of Study

Nursing courses are offered only on the Decatur campus.

ASSOCIATE DEGREE NURSING

Information for Student Applicants:

Minimum admission standards for the Associate Degree Nursing program include:

1. Unconditional admission to the College.
2. Receipt of completed application for the Associate Degree nursing Program by May 30th.
3. A minimum of 2.50 cumulative GPA for students with previous college work.
4. A minimum of 2.50 high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Eligibility for:
 - a. English 101 and Math 116 as determined by college policy, and
 - b. BIO 201 during the first term of nursing courses.
6. Good standing with the College.
7. Meeting the essential functions or technical standards required for nursing.
8. A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher).

Admission to the Associate Degree Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

Calculation of Points for Students Meeting Minimum Admission Standards:

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

- (1) COMPASS Reading scores;
- (2) Points from selected college courses (i.e., BIO 201, BIO 202, BIO 220) or selected high school courses (i.e. Algebra II or higher level math, highest level Biology, Chemistry); and
- (3) Additional points for students currently enrolled or who have previously completed courses at the College (including dual enrollment and/or early college admission).

1. Compass Reading Score (Maximum of 99 points)

COMPASS and ACT scores must be within the past 3 years for consideration. Students not meeting the 76 minimum should seek advisement regarding retesting policies and/or remediation requirements. If student has taken the ACT, the ACT **Reading** score can be used to derive the related Compass score using the crosswalk scores provided by ACT.

2. Points for Grades in Selected College Courses Maximum points 90

	A	B	C
BIO 201	30	20	10
BIO 202	30	20	10
BIO 220	30	20	10

OR

Points for Grades in Selected High School Courses Maximum points 90

	A	B	C
Highest Level Biology (incl. A&P)	30	20	10
Algebra II or Higher Level Math	30	20	10
Chemistry	30	20	10

3. **Additional points (Maximum 11)** – Students may be awarded up to 11 points as determined by individual college policy and procedures.

A TOTAL OF 200 POINTS ARE POSSIBLE WITH THESE SELECTION CRITERIA.

Nursing Application Process

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.

Prospective students can access Admission Requirements and Applications for the nursing programs by going to www.calhoun.edu. From the homepage, click on ACADEMICS. Under the Division of Health and Natural Sciences, click Nursing, on the left-side menu, click PROSPECTIVE STUDENTS.

- Application must be submitted by May 30th for consideration for fall class.
- Applicants may apply at any time during the year, provided admission criteria are 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

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

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. 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.

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. Meet the entry and progression requirements of the institution and the nursing program.
2. Provide evidence that all required general education and nursing

courses maintain a grade of C or better taken at another institution and maintain a 2.0 cumulative GPA.

- a. Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
- b. Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
7. Validation of skills and knowledge may be required to determine program placement.

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 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 his/her acceptance into the program.
8. Students will be expected to perform the essential functions listed as follows.

The Alabama College System Nursing Programs Essential Functions

The Alabama College System endorses the American's with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

- 1) Sensory Perception
 - a) Visual
 - i) Observe and discern subtle changes in physical conditions and the environment.
 - ii) Visualize different color spectrums and color changes
 - iii) Read fine print in varying levels of light
 - iv) Read for prolonged periods of time
 - v) Read cursive writing
 - vi) Read at varying distances
 - vii) Read data/information displayed on monitors/equipment
 - b) Auditory
 - i) Interpret monitoring devices
 - ii) Distinguish muffled sounds heard through a stethoscope.
 - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv) Effectively hear to communicate with others
 - c) Tactile
 - i) Discern tremors vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics.
 - d) Olfactory
 - i) Detect body odors and odors in the environment
- 2) Communication/Interpersonal Relationships
 - a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
 - b) Work effectively in groups
 - c) Work effectively independently
 - d) Discern and interpret nonverbal communication
 - e) Express one's ideas and feelings clearly
 - f) Communicate with others accurately in a timely manner
 - g) Obtain communications from a computer
- 3) Cognitive/Critical Thinking
 - a) Effectively read, write and comprehend the English language
 - b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
 - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 - d) Satisfactorily achieve the program objectives

Programs of Study

- 4) Motor Function
 - a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
 - b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
 - c) Maintain balance from any position
 - d) Stand on both legs
 - e) Coordinate hand/eye movements
 - f) Push/pull heavy objects without injury to client, self or others
 - g) Stand, bend, walk and or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
 - h) Walk without a cane, walker or crutches
 - i) Function with hands free for nursing care and transporting items
 - j) Transport self and client without the use of electrical devices
 - k) Flex, abduct and rotate all joints freely
 - l) Respond rapidly to emergency situations
 - m) Maneuver in small areas
 - n) Perform daily care functions for the client
 - o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
 - p) Calibrate/use equipment
 - q) Execute movement required to provide nursing care in all health care settings
 - r) Perform CPR and physical assessment
 - s) Operate a computer

- 5) Professional Behavior
 - a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
 - b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
 - c) Handle multiple tasks concurrently
 - d) Perform safe, effective nursing care for clients in a caring context
 - e) Understand and follow the policies and procedures of the College and clinical agencies
 - f) Understand the consequences of violating the student code of conduct
 - g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
 - h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
 - i) Not to pose a threat to self or others
 - j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
 - k) Adapt to changing environments and situations
 - l) Remain free of chemical dependency
 - m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
 - n) Provide nursing care in an appropriate time frame
 - o) Accept responsibility, accountability, and ownership of one's actions
 - p) Seek supervision/consultation in a timely manner
 - q) Examine and modify one's own behavior when it interferes with nursing care or learning

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. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA.
2. Unless completed previously, students must complete all required general education courses according to The Alabama College System Nursing Education curriculum. Any exceptions must be approved by the chairperson of the Nursing Department.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Successfully complete the program within 48 months from initial semester for ADN students
5. Maintain current CPR at the health care provider level.
6. If a student withdraws or makes a D or an F in a nursing course, the student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.
7. Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with the chairperson of the Nursing Department to discuss reinstatement. In order to be reinstated, a student must:
 - a. Apply for readmission to the College if not currently enrolled;
 - b. Submit a letter to the nursing program Admissions and Progression Committee requesting reinstatement;
 - c. Submit letter of request in a timely manner so that reinstatement would occur within one year from the term of withdrawal or failure;

- d. Demonstrate competency in all previous nursing courses successfully completed;
- e. Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.
- 8. Reinstatement to the nursing program is not guaranteed.
- 9. Reinstatement may be denied due to, but not limited to, any of the following circumstances:
 - a. Space unavailability of a course in which the student wishes to be reinstated. (Students in regular progression have enrollment priorities for clinical sites.)
 - b. Grade point average is less than 2.0 from courses completed at current institution.
 - c. Refusal by clinical agencies to accept the student for clinical experiences.
 - d. Failure to demonstrate competency in all previous nursing courses successfully completed.
 - e. Over twelve months have elapsed since the student was enrolled in a nursing course.
 - f. Student has been dismissed from the program.
- 10. A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.
- 11. If a student has been dismissed from the associate degree nursing program, the student may apply for admission to the practical nursing program. If a student has been dismissed from the mobility program, the student may apply for admission to the generic program.
- 12. A student who has been dismissed from a specific program (ADN/PN/Mobility) can apply for admission as a new student to any nursing program within the Alabama College System, provided:
 - a. the student meets current entry requirements;
 - b. at least two years have elapsed since the student's dismissal from a specific program; and
 - c. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.
- 13. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.
- 14. Students receiving an "I" in a NUR 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 annual 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 48 months of admission to the first NUR nursing course. If the program is not completed within the 48 month time frame, the student must follow the procedure for admission policy. All previously taken NUR courses must be repeated. The date of the first NUR course will be considered to be the date the course that it is equivalent to was taken.

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 course taken.

Readmission Requirements

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 and summer semesters, 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 102, Fundamentals of Nursing, may re-enter the nursing program **ONE TIME** only following re-admission advising. If the student withdraws from NUR 102 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 committee. 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

Programs of Study

Total Testing	60.00 each semester
Graduation Pictures	35.00
National Council Licensure Examination	200.00
Licensing Fee	85.00
Alabama Temporary Licensing Fee (Optional)	50.00
Graduation Fees	35.00
CPR	30.00
Health Exams, PPD, and Immunizations (Cost Varies)	
Tuition (See General Information Section in this Catalog)	

3. Nutrition
4. Pharmacology
5. Cultural Diversity
6. Lifespan
7. Pathophysiology
8. Technology
9. Teaching / Learning
10. Legal / Ethical
11. Roles of the Nurse

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 programs is consistent with the mission, goals and objectives of The Alabama College System. The programs provide curricula to develop the knowledge, skills, and abilities necessary for entry level employment in practical and professional nursing. The nursing faculty endorses the following beliefs:

Maslow's theory is the foundation for the program of learning. According to Maslow, all individuals have similar needs arranged in a hierarchy with higher needs emerging as basic physiological needs are met. Individuals are unique biological, psychosocial and spiritual beings who strive to meet holistic needs. Each individual has the right to make informed decisions about one's health in a technologically changing society. Society, a complex system that influences culture, values, and beliefs, provides direction and meaning to an individual's experiences throughout the lifespan.

Health, which is individually perceived, exists when needs are met. Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.

Nursing is an art, as well as, a science in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills. The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, legal/ethical accountability, dedication to an evolving body of knowledge, life long learning and client advocacy.

The teaching-learning process is a shared responsibility between faculty and students where faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Individuals have the right to achieve self-actualization and society provides educational opportunities.

Nursing education is a learner-centered process which combines general education and nursing courses to prepare the individual for the practice of nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability and continued professional development. Learning is a life long process which promotes professionalism and is beneficial for the learner and society.

Threads Integrated Throughout Curriculum

1. Critical Thinking
2. Communication

PROGRAM OBJECTIVES

At completion of program, the associate degree nursing graduate will be able to:

1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.
2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.
3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.
4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.
5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.
6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.
7. Examine relevant technology for client care and documentation.
8. Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.

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

Program Code: AP.NURCM

CIP Code: 51.1601

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 Accreditation Commission 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.

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 (Prior to NUR 201):

- MTH 116 or Higher Level Mathematical Applications (3 credit hours)
- BIO 201 Human Anatomy and Physiology I (4 credit hours)
- BIO 202 Human Anatomy and Physiology II (4 credit hours)
- ENG 101 English Composition (3 credit hours)

Total Prerequisites:14 credit hours

FIRST TERM (SPRING)

NUR 200 Nursing Career Mobility Assessment6

SECOND TERM (SUMMER)

PSY 200 General Psychology3

BIO 220 General Microbiology4

NUR 201 Nursing Through the Lifespan I5

Total12

THIRD TERM (FALL)

SPH 107 Fundamentals of Public Speaking **OR**

SPH 116 Introduction to Interpersonal Communication.....3

PSY 210 Human Growth and Development.....3

NUR 202 Nursing Through the Lifespan II6

Total12

FOURTH TERM (SPRING)

Humanities Elective3

NUR 203 Nursing Through the Lifespan III6

NUR 204 Role Transition for the Registered Nurse4

Total13

TOTAL57

Non-traditional Credits15

TOTAL CREDITS72

ADMISSION POLICY

Minimum admission standards for the Associate Degree Nursing Program include:

1. Unconditional admission to the college.
2. Receipt of completed application for the Career Mobility Program by **October 15th**.
3. A minimum of **2.50** cumulative Grade Point Average (GPA) for students with previous college work.
4. Completion of prerequisite courses before taking NUR 201 (MTH 116 or higher math, BIO 201 & 202, ENG 101).
5. Good standing with college.
6. Meeting the essential functions or technical standards required for nursing.
7. A score of **76 or higher** on the **COMPASS** Reading Examination (or related ACT Reading Score of 17 or higher).

Admission to the Associate Degree Nursing Career Mobility Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance.

Calculation of Points for Students Meeting Minimum Admission Standards:

After meeting all minimum requirements, applicants are ranked using a point system based on:

- (1) COMPASS Reading scores;
- (2) Points from selected college courses (i.e., BIO 201, BIO 202, BIO 220) or selected high school courses (i.e. Algebra II or higher level math, highest level Biology, Chemistry); and
- (3) Additional points for students currently enrolled or who have previously completed courses at Calhoun (including dual enrollment and/or early college admission).

1. Compass Reading Score (Maximum of 99 points)

COMPASS and ACT scores must be within the past 3 years for consideration. Students not meeting the 76 minimum should seek advisement regarding retesting policies and/or remediation

Programs of Study

requirements. If student has taken the ACT, the ACT **Reading** score can be used to derive the related Compass score using the crosswalk scores provided by ACT.

2. Points for Grades in Selected College Courses Maximum points 90

	A	B	C
BIO 201	30	20	10
BIO 202	30	20	10
BIO 220	30	20	10

OR

Points for Grades in Selected High School Courses Maximum points 90

	A	B	C
Highest Level Biology (incl. A&P)	30	20	10
Algebra II or Higher Level Math	30	20	10
Chemistry	30	20	10

3. Additional points (Maximum 11) – Students may be awarded up to 11 points for previously completed courses at Calhoun.

A TOTAL OF 200 POINTS ARE POSSIBLE WITH THESE SELECTION CRITERIA.

Please note the following additional Career Mobility requirements:

- Graduates of the approved Alabama College System PN standardized curriculum (Calhoun graduates of August 2005, and after) may be eligible to enter the ADN program during the third (3rd) semester without taking NUR 200 if graduation occurred within the previous two years. All other Licensed Practical Nurses must successfully complete NSG 200.
- For progression into NUR 201, students must have documentation of employment as an LPN for a minimum of 500 clock hours within the 12 months prior to admission. Employer verification will be required for this criteria.
- All students must have a valid unencumbered Alabama practical nurse license.

*Note: Refer to policies under Associate Degree Nursing.

PRACTICAL NURSING

Certificate

Program Code: CT.LPN

CIP Code: 51.1613

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.

PHILOSOPHY AND OBJECTIVES

The philosophy of the nursing programs is consistent with the mission, goals and objectives of The Alabama College System. The programs provide curricula to develop the knowledge, skills, and abilities necessary for entry level employment in practical and professional nursing. The nursing faculty endorses the following beliefs:

Maslow's theory is the foundation for the program of learning. According to Maslow, all individuals have similar needs arranged in a hierarchy with higher needs emerging as basic physiological needs are met. Individuals are unique biological, psychosocial and spiritual beings who strive to meet holistic needs. Each individual has the right to make informed decisions about one's health in a technologically changing society. Society, a complex system that influences culture, values, and beliefs, provides direction and meaning to an individual's experiences throughout the lifespan.

Health, which is individually perceived, exists when needs are met. Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.

Nursing is an art as well as a science in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills. The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, legal/ethical accountability, dedication to an evolving body of knowledge, life long learning and client advocacy.

The teaching-learning process is a shared responsibility between faculty and students where faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from

simple to complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Individuals have the right to achieve self-actualization and society provides educational opportunities.

Nursing education is a learner-centered process which combines general education and nursing courses to prepare the individual for the practice of nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability and continued professional development. Learning is a life long process which promotes professionalism and is beneficial for the learner and society.

Threads Integrated Throughout Curriculum

1. Critical Thinking
2. Communication
3. Nutrition
4. Pharmacology
5. Cultural Diversity
6. Lifespan
7. Pathophysiology
8. Technology
9. Teaching / Learning
10. Legal / Ethical
11. Roles of the Nurse

**PRACTICAL NURSING
Certificate**

SEMESTER I (Fall)

Course	Semester Hours
MTH 116* Mathematical Applications.....	3
NUR 101 Body Structure and Function OR	
BIO 201 Human Anatomy and Physiology I.....	4
NUR 102 Fundamentals of Nursing.....	6
NUR 103 Health Assessment.....	1
NUR 104 Introduction to Pharmacology.....	1
Total	15

***NOTE: A higher math may be accepted with approval**
***Prerequisite:** Satisfactory score on the COMPASS math placement or ACT/SAT tests or appropriate developmental coursework.

SEMESTER II (Spring)

ENG 101* English Composition I.....	3
BIO 202 Human Anatomy and Physiology II (if elected BIO 201)	4
NUR 105 Adult Nursing.....	8
NUR 106 Maternal and Child Nursing.....	5
Total	20

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

SEMESTER III (Summer)

NUR 107 Adult/Child Nursing.....	8
NUR 108 Psychosocial Nursing.....	3
NUR 109 Role Transition.....	3
Total	14

TOTAL CREDITS.....49

**ADMISSION POLICY
PRACTICAL NURSING**

Prospective students can access Admission Requirements and Applications for the nursing programs by going to www.calhoun.edu. From the homepage, click on ACADEMICS. Under the Division of Health and Natural Sciences, click Nursing, on the left-side menu, click PROSPECTIVE STUDENTS.

Information for Student Applicants:

Minimum admission standards for the Practical Nursing Program include:

1. Unconditional admission to the college.
2. Receipt of completed application for the Practical Nursing by May 30th.
3. A minimum of 2.50 cumulative GPA for students with previous college work.
4. A minimum of 2.50 high school GPA for student without prior college work (GED acceptable to lieu of high school transcript).
5. Eligibility for English 101 and Math 116 as determined by college policy.
6. Good standing with the college.
7. Meeting the essential functions or technical standards required for nursing.
8. A score of 76 or higher on the COMPASS Reading Examination (or related ACT Reading Score of 17 or higher).

Admission to the Practical Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**



Programs of Study

Calculation of Points for Students Meeting Minimum Admission Standards:

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

- (1) COMPASS Reading scores;
- (2) Points from selected college courses (i.e., ENG 101, MTH 116) or selected high school courses (i.e. Algebra II or higher level math, highest level Biology, Chemistry); and
- (3) Additional points for students currently enrolled or who have previously completed courses at the college (including dual enrollment and/or early college admission).

1. Compass Reading Score (Maximum of 99 points)

COMPASS and ACT scores must be within the past 3 years for consideration. Students not meeting the 76 minimum should seek advisement regarding retesting policies and/or remediation requirements. If student has taken the ACT, the ACT Reading score can be used to derive the related Compass score using the crosswalk scores provided by ACT.

2. Points for Grades in Selected College Courses Maximum points 90

	A	B	C
ENG 101	30	20	10
MTH 116 or higher level Math	30	20	10

OR

Points for Grades in Selected High School Courses Maximum points 90

	A	B	C
Highest Level Biology (incl. A&P)	30	20	10
Algebra II or Higher Level Math	30	20	10

3. Additional points (Maximum 11) – Students may be awarded up to 11 points as determined by individual college policy and procedures.

A TOTAL OF 170 POINTS ARE POSSIBLE WITH THESE SELECTION CRITERIA.

PRACTICAL NURSING 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 Practical 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 Nursing Department 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.

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 practical 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 a 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 physical 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 Practical 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. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA.
2. Unless completed previously, students must complete all required general education courses according to The Alabama College System Nursing Education curriculum. Any exceptions must be approved by the nursing program director.
3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
4. Students must successfully complete the program within 24 months from initial semester for PN and Mobility students
5. Maintain current CPR at the health care provider level.
6. If a student withdraws or makes a D or an F in a nursing course, the

student cannot progress in the nursing course sequence until the course is repeated successfully. Course repetition will be based on instructor availability and program resources.

7. Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. In order to be reinstated, a student must:
 - a. Apply for readmission to the college if not currently enrolled;
 - b. Submit a letter requesting reinstatement to the nursing program Admissions and Progression Committee;
 - c. Submit letter of request in a timely manner so that reinstatement would occur within one year from the term of withdrawal or failure;
 - d. Demonstrate competency in all previous nursing courses successfully completed;
 - e. Adhere to nursing curriculum or program policies and procedures effective at the point of reinstatement.
8. Reinstatement to the nursing program is not guaranteed.
9. Reinstatement may be denied due to, but not limited to, any of the following circumstances:
 - a. Space unavailability of a course in which the student wishes to be reinstated. (Students in regular progression have enrollment priorities for clinical sites.)
 - b. Grade point average is less than 2.0 from courses completed at current institution.
 - c. Refusal by clinical agencies to accept the student for clinical experiences.
 - d. Failure to demonstrate competency in all previous nursing courses successfully completed.
 - e. Over twelve months have elapsed since the student was enrolled in a nursing course.
 - f. Student has been dismissed from the program.
10. A total of two unsuccessful attempts (D, F, or withdrawal) in nursing courses will result in dismissal from the nursing program. Withdrawal and/or a D or F in one or more courses in a term will be considered one attempt.
11. If a student has been dismissed from the associate degree nursing program, the student may apply for admission to the practical nursing program. If a student has been dismissed from the mobility program, the student may apply for admission to the generic program.
12. A student who has been dismissed from a specific program (ADN/PN/Mobility) can apply for admission as a new student to any nursing program within the Alabama College System, provided:
 - a. the student meets current entry requirements;
 - b. at least two years have elapsed since the student's dismissal from a specific program; and
 - c. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.
13. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

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

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

POLICIES/CURRICULUM

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

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 24 months 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 NUR 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.

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. Meet the entry and progression requirements of the institution and the nursing program.
2. Provide evidence that all required general education and nursing courses maintain a grade of C or better taken at another institution and maintain a 2.0 cumulative GPA.
 - a. Alabama College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus.
 - b. Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous program.
5. Complete at least 25% of the total program at the accepting institution.
6. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.
7. Validation of skills and knowledge may be required to determine program placement.

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

Programs of Study

Examination nor the PPD skin testing and hepatitis vaccinations. They will not be required to complete a cardiopulmonary resuscitation 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).....	\$ 25.00
Total Testing.....	60.00 per semester
Graduation Fees.....	35.00
NCLEX Fee.....	200.00
Licensure Fee.....	75.00
Temporary License (optional).....	50.00
Textbooks (approximate).....	\$540.00
Nurse Pacs.....	75.00
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:

- conviction of a felony.
- conviction of a misdemeanor or felony involving moral turpitude or gross immorality.
- conviction of a state or federal law related to controlled substances (may be either a misdemeanor or a felony).

- failure to show good moral character as pertaining to nursing.
- abuse of, or addiction to, alcohol or other drugs.
- being mentally incompetent.
- unprofessional conduct.
- 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.

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.

PARALEGAL STUDIES

Associate of Applied Science Degree

Program Code: AP.PRL

CIP Code: 22.0302

This program prepares students for entry level paralegal positions with such law-related employers as law firms, government agencies, financial institutions, and real estate firms.

GENERAL EDUCATION CORE REQUIREMENTS

ORI 101 Orientation to College.....	1
ENG 101 English Composition I.....	3
ENG 102 English Composition II.....	3
Math Elective (MTH 100 or higher).....	3
SPH 107 Fundamentals of Public Speaking.....	3
CIS 146 Microcomputer Applications.....	3
Natural Science Elective.....	4
Humanities Elective.....	3
Social Science Electives (HIS 101 &102, or PSY 200 or SOC 200 and POL 200, 211 or 220).....	6
TOTAL.....	29

MAJOR COURSE REQUIREMENTS

BUS 215 Business Communications.....	3
*PRL 101 Introduction or Paralegal Study.....	3
*PRL 102 Basic legal Research & Writing.....	3
PRL 150 Commercial Law or BUS 263 Legal & Social Environment of Business.....	3
PRL 160 Criminal Law and Procedure or CRJ 140 Criminal Law and Procedure.....	3
PRL 210 Introduction to Real Property Law or RLS 125 Real Estate Law.....	3
PRL 230 Domestic Law.....	3
PRL 240 Wills, Trusts & Estates.....	3
PRL 262 Civil Law & Procedures.....	3
PRL 282 Law Office Management & Procedure.....	3
CIS 147 Advanced Microcomputer Applications or **PRL 291 Paralegal Internship.....	3
TOTAL.....	33

TOTAL CREDITS.....62

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

**Prerequisites are PRL 101, PRL 102, PRL 262, and permission of the program director.

PROCESS TECHNOLOGY

Associate of Applied Science

Program Code: AP.PCT

CIP Code: 15.0699

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

ORI 101 Orientation to College.....	1
ENG 101 English Composition.....	3
ENG 130 Technical Report Writing.....	3
MTH 103 Technical Math.....	3
PHS 121 Applied Physical Science.....	4
CHM 104 Introduction to Inorganic Chemistry OR PHY 201 General Physics I.....	4
SPH 107 Fundamentals of Public Speaking.....	3
CIS 146 Microcomputer Applications.....	3
Humanities Elective.....	3
Social Science Elective.....	3
TOTAL.....	30

MAJOR COURSE REQUIREMENTS

ARS 180 Basic Electricity and Electronics.....	3
ARS 202 Process Control and Quality Management.....	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 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.....68

APPLIED DEGREES / CERTIFICATES

Programs of Study

SECURITY

Certificate

Program Code: CT.SECURITY

CIP Code: 43.0107

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.

ORI 101 Orientation to College.....	1
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 166 Private and Retail Security	3
CRJ 168 International Security.....	3
CRJ 169 Security Management.....	3
CRJ 170 Introduction to Physical Security	3
CRJ 171 Security Risk Management	3
CRJ 290 Special Topics.....	2
TOTAL CREDITS.....	27

SURGICAL TECHNOLOGY

Certificate

Program Code: CT.SURGICAL

CIP Code: 51.0909

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 Pharmacology	<u>2 credits</u>
	16 credits

SEMESTER 2

SUR 103 Surgical Procedures	5 credits
SUR 104 Surgical Practicum I	<u>4 credits</u>
	9 credits

SEMESTER 3

SUR 105 Surgical Practicum II	5 credits
SUR 106 Special Topics in Surgical Technology	<u>1 credits</u>
	6 credits

TOTAL CREDITS29 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 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 call-



ing 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. no longer than twelve (12) months may elapse between completion of a SUR course and enrollment in the subsequent course for successful completion of a series of advanced courses.

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.