

# Catalog and Student Handbook

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## 2012-2013

# Chattahoochee Valley Community College

2602 College Drive • Phenix City, Alabama 36869 • 334-291-4900

web: <http://www.cv.edu>

facebook: <http://www.facebook.com/ChattahoocheeValleyCC>

### Accreditation

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Chattahoochee Valley Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097/Telephone: 404-679-4500/Web site: [www.sacscoc.org](http://www.sacscoc.org)) to award the Associate in Arts, Associate in Science, and Associate in Applied Science degree.

The Practical Nursing and Associate Degree Nursing Programs are approved by the Alabama State Board of Nursing.

### Institutional memberships

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Alabama Community College Association

American Association of Community Colleges

**T**his *Catalog and Student Handbook*, effective August 20, 2012, is for information only and does not constitute a contract. **The College reserves the right to change, without notice, policies, fees, charges, expenses, and costs of any kind, and further reserves the right to add or delete any course offerings or information in this *Catalog and Student Handbook*.**

Policy statements and program requirements in this catalog are subject to change. Except when changing their programs of study, students may follow requirements of the catalog under which they enter the College for a period of four years. If they have not completed their programs of study, they must change to the current catalog. Exceptions must be approved by the Dean of Student Services. **When students change their programs of study, they must change to the catalog that is current at the time of the program changes.**

# Nondiscrimination policy

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It is the official policy of the Alabama Department of Postsecondary Education, including all institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment opportunity.

Chattahoochee Valley Community College is committed to this policy of nondiscrimination and complies with the nondiscrimination regulation under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendments of 1972; Sections 503 and 504, Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.

Inquiries concerning this policy may be directed to the Student ADA Coordinator, Ms. Vickie Williams, Wilson Hall, 334-214-4803; to the Employee ADA Coordinator, Ms. Debbie Boone, Wallace Hall, 334-291-4927; to the Title IX Coordinator, Dr. Ellen Gunter, IPAC 201, 334-291-4918; or to the Affirmative Action Officer, Mr. Earl Cook, Brassell Hall, 334-291-4966. Additional inquiries can be made directly to the VP/Dean of the College, Dr. David Hodge, Wallace Hall, 334-291-4928.

# Universal human rights pledge

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I believe that every individual has infinite and eternal worth.

I believe that recognition of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace in the world.

I believe that every individual is entitled to dignity and respect, without prejudice toward race, color, gender, disability, language, religion, creed, national origin, property, age, or other status.

I believe that every thought and every act of such prejudice is harmful. If it is my thought or act then it is harmful to me as well as to others.

*Therefore*, I will strive every day of my life to eliminate such prejudice from my thoughts and actions.

I will discourage such prejudice by others at every opportunity.

I will treat all people with dignity and respect.

I will strive daily to honor this pledge, knowing that the world will be a better place because of my effort.

— *Adapted from the Birmingham Pledge and the Universal Declaration of Human Rights*

## Drug-free workplace policy

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In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for CVCC.

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by CVCC on any property owned, leased, or controlled by or on behalf of CVCC. A “controlled substance” shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. *Code of Alabama*, Section 20-2-1, et seq.).
2. CVCC has and shall maintain a drug-free awareness program to inform employees about:
  - a. the dangers of drug abuse in the workplace;
  - b. CVCC’s policy of maintaining a drug-free workplace;
  - c. any available drug counseling, rehabilitation, and employee assistance program; and
  - d. the penalties that may be imposed upon employees for drug abuse violations.
3. All Employees of CVCC shall comply with paragraph 1 above.
4. Any employee who is convicted by any federal or state court of an offense that constitutes a violation of paragraph 1 above shall notify the President of CVCC in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean “a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both.” Failure to notify the President of CVCC of such a conviction shall be considered insubordination as well as a violation of this policy.
5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a federal contract or grant, CVCC shall notify in writing within ten (10) days any federal agency or agencies to whom such notification by CVCC is required under P.L. 100-690.
6. In the event an employee violates paragraph 1 above or receives a conviction as described in paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. CVCC shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.
7. CVCC shall make a good faith effort to ensure that paragraphs 1-6 above are followed.
8. Each employee of CVCC shall receive a copy of the CVCC Drug-Free Workplace Policy, and after reading it, shall sign a statement acknowledging having read and received a copy of this policy.



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# **Academic Calendar**





# 2012-2013 Academic Calendar

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## Fall Semester, 2012 (August 13, 2012 – December 18, 2012)

### 88 Faculty Duty Days; 79 Instructional Days

August 13 -14	Local Professional Development
August 15 - 16	Regular Registration
August 17	Faculty Duty Day
August 20	Regular Term and Term I Classes Begin
August 20 – 22	Late Registration; Drop/Add Schedule Adjustment
September 3	Labor Day (College Closed)
September 18	Last Day to Drop with a “W” from Term I
October 10	Last Day to Withdraw: “WP” or “WF” for Term I
October 12	Term I Classes End; Grades Due by 2 pm
October 15	Term II Classes Begin
October 26	Graduation Application Deadline 3:00 pm
October 26	Last Day to Drop with a “W” from Regular Term
November 5 – 9	Advising/Advanced Registration
November 9	New Student Experience
November 12	Veteran’s Day Holiday (College closed)
November 13 - 16	Advising/Advanced Registration
November 16	Last Day to Drop with a “W” from Term II
November 19 - 21	State Professional Development (No classes)
November 22 - 23	Thanksgiving Holiday (College closed)
November 26	Classes Resume
December 6	Last Day to Withdraw: “WP” or “WF” Term II and Regular Term
December 10	Last Day of Classes: Term II and Regular Term
December 11 - 17	Final Exams
December 18	Faculty Duty Day (Grades due by 2:00 pm)
December 19 - 20	Staff Duty Day
December 21 – January 1	Christmas Holidays (College closed)

## Spring Semester, 2013 (January 2, 2013 – May 10, 2013)

### 87 Faculty Duty Days; 79 Instructional Days

January 2 - 3	Faculty Duty Days
January 4	Local Professional Development
January 7 - 8	Regular Registration
January 9	Faculty Duty Day
January 10	Regular Term and Term I Classes Begin
January 10 - 11	Late Registration; Drop/Add Schedule Adjustment
January 14	Late Registration; Drop/Add Schedule Adjustment
January 21	Martin Luther King Jr./Robert E. Lee Holiday (College Closed)
February 13	Last Day to Drop with a “W” from Term I
March 4	Last Day to Withdraw: “WP” or “WF” Term I
March 6	Term I Classes End; Grades Due by 2 pm
March 7	Term II Classes Begin
March 20	Last Day to Drop with a “W” from Regular Term

March 25 – 29 .....	Spring Break (No classes)
April 1 .....	Classes Resume
April 8 - 12 .....	Advising/Advanced Registration
April 12 .....	New Student Experience
April 15 - 19 .....	Advising/Advanced Registration
April 17 .....	Last Day to Drop with a “W” from Term II
April 29 .....	Last Day to Withdraw: “WP” or “WF” Term II and Regular Term
May 1 .....	Last Day of Classes: Term II and Regular Term
May 2 - 8 .....	Final Exams
May 8 .....	Graduate Grades Due by 2:00 pm
May 9 .....	Grades Due by 2:00 pm
May 9 - 10 .....	Faculty Duty Day
May 9 .....	Graduation Practice
May 10 .....	Graduation

## **Summer Semester, 2013 (May 20, 2013 – August 5, 2013)**

### **54 Faculty Duty Days; 51 Instructional Days**

May 20 .....	Regular Registration
May 21 .....	Faculty Duty Day
May 22 .....	Regular Term and Term I Classes Begin
May 22 - 23 .....	Late Registration; Drop/Add Schedule Adjustment
May 27 .....	Memorial Day (College closed)
June 11 .....	Last Day to Drop with a “W” from Term I
June 20 .....	Last Day to Withdraw: “WP” or “WF” Term I
June 25 .....	Term I Classes End; Grades Due by 2 pm
June 26 .....	Term II Classes Begin
July 2 .....	Last Day to Drop with a “W” from Regular Term
July 4 .....	Independence Day (College closed)
July 8 - 11 .....	Advising/Advanced Registration
July 11 .....	New Student Experience
July 15 - 18 .....	Advising/Advanced Registration
July 16 .....	Last Day to Drop with a “W” from Term II
July 25 .....	Last Day to Withdraw: “WP” or “WF” Term II and Regular Term
July 30 .....	Last Day of Classes: Term II and Regular Term
July 31 – August 2 .....	Final Exams
August 5 .....	Faculty Duty Day; Grades Due by 2:00 pm



# **The College**



## The President's message

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**W**elcome to CVCC. Thank you for your interest in the College. I hope you find the information in this catalog you need in order to make an informed decision about the next step in your academic future. I believe CVCC is the place where your life can change. We are large enough to have all the activities and resources necessary to provide an enhanced and well-rounded college experience, but small enough to ensure you the personal attention needed for your success. We have a respected and dedicated faculty, along with a knowledgeable and caring staff. We have one mission at the college and that is to get you from where you are to where

you want to be. Whether you want a solid two-year start on your way to the four-year college or university of your choice, or you desire a program to learn the skills necessary in your chosen profession to get you into the workplace as soon as possible—CVCC is here for you. We are the community's college. We are your college. Get started today, and I'll see you around campus.

GO PIRATES!

A handwritten signature in black ink, appearing to read "D. Glen Cannon". The signature is fluid and cursive, with a large initial "D" and "G".

D. Glen Cannon, Ed.D., CPA

President

# Contacts

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## Concerning

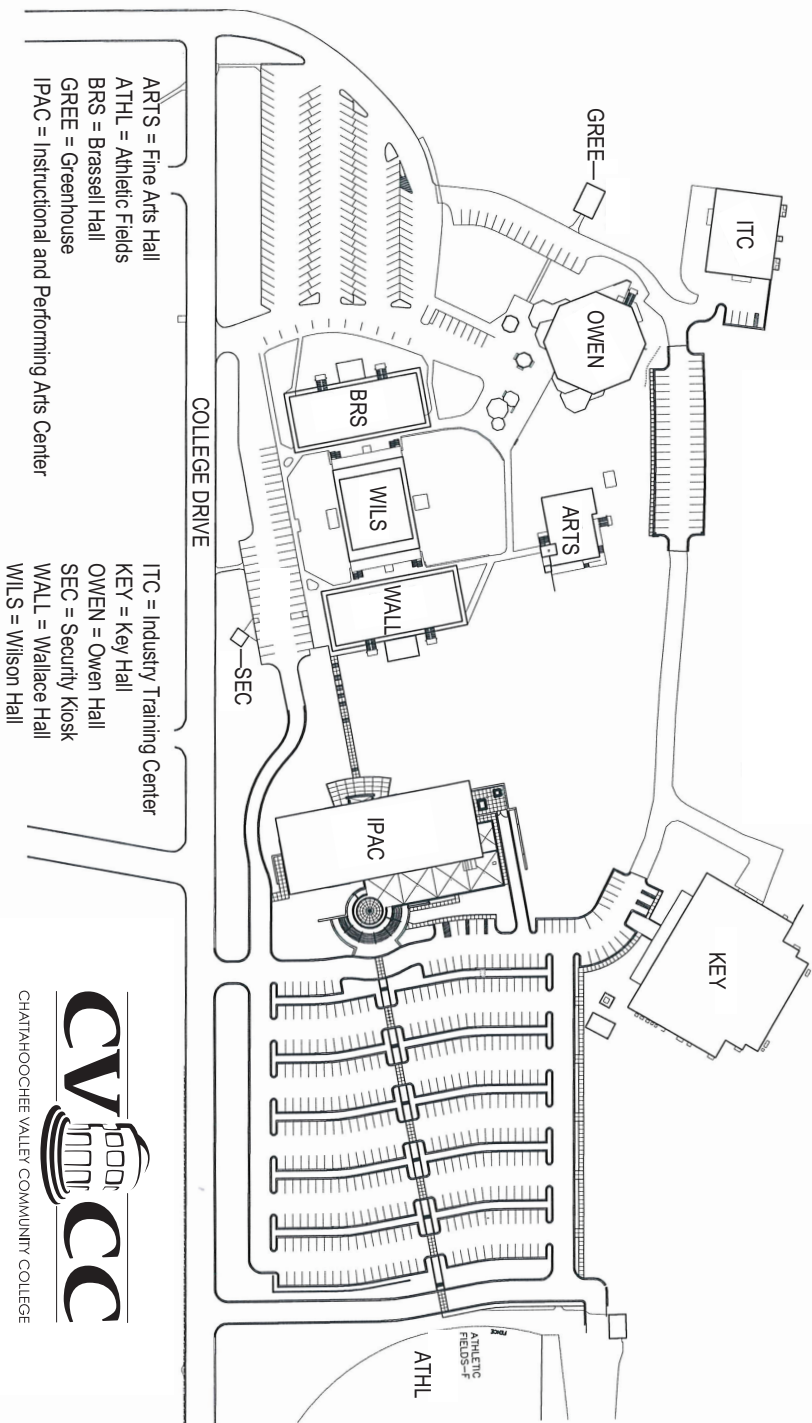
## Where to go

Absences .....	Instructors
Activities, student .....	Counseling and Advising - Wilson Hall
Adding and dropping classes .....	Student Development - Wilson Hall
Admissions .....	Admissions and Records - Wallace Hall
Athletics .....	Admissions and Records - Wallace Hall
Buildings and grounds .....	Athletic Director - Key Hall 203
Campus visitation .....	Director, Facilities and Maintenance - IPAC 105
Changes in academic program .....	President's Office - Wallace Hall
Counseling .....	Student Development - Wallace Hall
Academic, personal, and transfer .....	Faculty Advisor
Financial .....	Counseling and Advising - Wilson Hall
Vocational .....	Financial Aid - Wilson Hall
Job placement .....	Counseling and Advising - Wilson Hall
Elections, SGA .....	Counseling and Advising - Wilson Hall
Employment .....	Student Development - Wilson Hall
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Student (work-study) .....	Financial Aid - Wilson Hall
Faculty/staff placement .....	Human Resources Office - Wallace Hall
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Grades (transcripts) .....	Admissions and Records - Wallace Hall
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Graduation .....	Instructors
Lost-and-found .....	Admissions and Records - Wallace Hall
News releases for TV, radio, and newspaper .....	Switchboard - Wilson Hall
Orientation .....	Development Office - Wallace Hall
Parking decals and fines .....	Counseling and Advising - Wilson Hall
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Photocopying .....	Student Development - Wilson Hall
Recruitment .....	LRC - Owen Hall
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Reserving campus facilities .....	Admissions and Records - Wallace Hall
Security .....	President's Office - Wallace Hall
Scholarships .....	Chief - Security Building
Social activities .....	Financial Aid - Wilson Hall
Student Government Association .....	Student Development - Wilson Hall
Student ADA Assistance .....	Student Development - Wilson Hall
Testing (COMPASS) .....	Student Development - Wilson Hall
Tours .....	Testing Center - Wallace Hall
Traffic control .....	Student Development - Wallace Hall
Transcripts .....	Chief - Security Building
Tuition and fees .....	Admissions and Records - Wallace Hall
Military and Veterans .....	Business Office, Cashier - Wallace Hall
Withdrawal .....	Veterans Coordinator - Wilson Hall
	Admissions and Records - Wallace Hall

# Campus directory

General information .....	Wilson Hall .....	291-4900
	Wallace Hall 201.....	291-4929
Academic Division Chairpersons:		
Business, Information Technology .....	IPAC 209 .....	214-4866
Health Sciences .....	IPAC 312 .....	214-4818
Language and Fine Arts .....	IPAC 113 .....	291-4975
Mathematics and Science .....	Brassell Hall 120 .....	291-4953
Public Safety Academy .....	Brassell Hall 113.....	291-4963
Social Science .....	Key Hall 103 .....	291-4918
Admissions Office .....	Wallace Hall 201.....	291-4929
Adult Education .....	Owen Hall 112 .....	214-4807
Affirmative Action Coordinator .....	Brassell Hall 204 .....	291-4966
American with Disabilities Act (ADA) Coordinator - Students	Wilson Hall .....	214-4803
American with Disabilities Act (ADA) Coordinator -Employees	Wallace Hall .....	291-4927
Athletics .....	Key Hall 203 .....	214-4880
Business Office .....	Wallace Hall 200.....	291-4937
COMPASS/Testing .....	Wallace Hall 101.....	291-4941
Counseling Services .....	Wilson Hall .....	291-4905
Dean of Instruction .....	Wallace Hall .....	291-4946
Dean of Student Services .....	Wallace Hall 201.....	214-4865
Dean of Workforce Development .....	Owen Hall 101 .....	214-4867
Development Office .....	Wallace Hall 203.....	291-4921
Evening Coordinator .....	Wallace Hall .....	291-4947
Facilities and Maintenance .....	IPAC 105 .....	291-4954
Financial Aid .....	Wilson Hall .....	291-4915
Fort Benning Instructional Site .....		214-4871/214-4870
Human Resources Office .....	Wallace Hall 203.....	214-4848
Information Systems .....	Wallace Hall 200.....	291-4922
Institutional Effectiveness .....	IPAC 318 .....	291-4913
Learning Resource Center .....	Owen Hall .....	291-4978
President .....	Wallace Hall 203.....	291-4981
Security Office .....	Security Building .....	291-4950
Student Development .....	Wilson Hall .....	214-4803
Student Recruitment .....	Wallace Hall 201.....	291-4998
Student Success.....	Wilson Hall .....	291-4906
Title IX Coordinator .....	IPAC 312 .....	291-4918
Vice President/Dean of College .....	Wallace Hall 201.....	291-4928
WorkKeys.....	Owen Hall 110 .....	291-4984

# Campus buildings and facilities





## History

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Chattahoochee Valley Community College was established in 1973 by an Act of the Alabama State Legislature. Located in Phenix City, Alabama, the College was created to serve the citizens of Russell County and parts of Bullock, Lee, Macon, and Barbour counties. It also serves the citizens of the Phenix City, Alabama, and the Fort Benning-Columbus, Georgia, metropolitan area. Because this service area contains both rural and urban areas, the educational needs of the citizens are varied.

The College opened in temporary quarters in January 1974. In 1976, the College moved to its present permanent location at 2602 College Drive. Each fall the College enrolls approximately 1,900 students. The 103-acre site of the College includes eight instructional and academic/student-services buildings: an administrative/classroom building; a math and science classroom building; a fine-arts classroom building, an athletic and general classroom building, an instructional and performing arts center, an industrial training center, a learning resource center, and a student services center. There are two campus support facilities: a security building and greenhouse.

## Alabama Community College System mission

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To provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

## Chattahoochee Valley Community College mission

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Chattahoochee Valley Community College, a member of the Alabama Community College System, is a public, comprehensive, community college serving a diverse population through traditional classroom and distance-learning formats. The College is dedicated to providing accessible and affordable education of excellent quality preparing students for transfer to senior colleges and universities, employment, or career advancement through associate degrees and certificate programs. Development courses are offered to assist students in improving learning skills and overcoming educational deficiencies. Student success is fostered by providing a student-centered environment and support services that respect uniqueness and value diversity. The College supports partnerships advancing community, workforce development, and life-long learning.

## Institutional goals

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To achieve its purpose, the College has developed the following goals:

- To offer high-quality educational programs.
- To expand and strengthen program offerings that prepare students for direct entry into jobs at technical, paraprofessional, and entry-level management positions.
- To provide educational and support programs that ensure student success.
- To develop community service and continuing education programs, strengthen links with high schools and community agencies, and promote the economic, educational, and cultural development of the service area.
- To provide and maintain a comprehensive program of advising, counseling, and testing services and extracurricular activities that enrich the cultural, social, physical, and intellectual lives of students.
- To practice broad-based systematic planning of the College's educational programs, academic and student support services, community service programs, and administrative processes.

## Associate degree outcomes

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**C**VCC identifies five college-level general education competencies or associate degree outcomes.

1. The student will write sentences and paragraphs in standard English that are sequential, logical and effectively organized.
2. The student will demonstrate oral communication competencies using unity of thought and logical arrangement of ideas.
3. The student will perform mathematical computations and apply mathematical principles and methodologies to be successful in their specific degree program.
4. The student will demonstrate knowledge of basic computer skills through the use of current computer technology and applications to develop computer literacy for academic settings and lifelong learning.
5. The student will demonstrate scientific literacy through factual knowledge, understanding theoretical concepts and fundamental principles in the natural sciences and the application of scientific principles and methodologies to solve scientific problems.

## CVCC Foundation

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**T**he Chattahoochee Valley Community College Foundation, a nonprofit 501(c)(3) organization, was established in 1985 to support and assist the College in fulfilling and performing its educational and public service initiatives. The Foundation increases educational access for students through financial support, enables the College to initiate innovative projects to enhance the quality of education, and facilitates the College's growth and expansion.

Leaders from an array of Chattahoochee Valley companies and organizations voluntarily serve on the Foundation Board to secure appropriate sources of external funding through donations, planned giving, and scholarships. The College does not rely on the Foundation for operational needs. However, the work of the Foundation fosters strong partnerships between the College and the community.

## Development Office

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**T**he Development Office builds relationships and raises external funds to support the mission of the College. The Office organizes and manages fundraising initiatives to address those needs so that donations enrich the College and the region it serves.

The Development Office serves as a liaison between the College and the Foundation Board; interacting with the community and the College's Alumni; and coordinating public-relations efforts as they relate to fundraising initiatives to include major-gifts campaigns. In addition, the Office serves as internal public relations support for the President and the campus. The ongoing role of the Development Office is to build awareness in the community, friendraising, and fundraising for the College.



# **Admissions**



**Chattahoochee Valley Community College** (CVCC) maintains an “open door” admission policy that provides higher education for individuals who meet minimum admission requirements as set forth by the policies of the Alabama Community College System, as listed below.

Students may apply to the College at either Main Campus or at Fort Benning in Soldiers' Plaza. Either office can assist students with application to the College and answer questions regarding the admissions process. Both offices are also capable of assisting students though military personnel and their families are primarily served through the Fort Benning Office. The Fort Benning Office is equipped to properly address the issues and situations unique to military life such as deployments and special military educational benefits. Please refer to the addresses listed for contact information.

Admission to the College does not guarantee entrance into a particular course or program. Specific requirements for admission to Nursing (ADN) and Practical Nursing (LPN) are found in the “Programs of Study” section of this catalog.

Persons who are not citizens of the United States may not be admitted to any public two-year College for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

## **Admission eligibility**

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**A**n applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student or a native student.

Individuals are eligible for admission to courses creditable toward an associate degree or certificate if they meet any of the following requirements:

### **High school graduates**

- A student who holds the Alabama High School Diploma, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a nonpublic regionally and/or state accredited high school.
- A student who holds a high school diploma equivalent to the Alabama High School Diploma issued by a nonpublic school and who has passed the Alabama Public High School Graduation Examination.
- A student who holds a high school diploma equivalent to the Alabama High School Diploma issued by a nonpublic high school and has achieved a minimum American College Test (ACT) score of 16 or the equivalent score on the Scholastic Aptitude Test (SAT) of 780.
- A student who holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or equivalent diploma issued by a nonpublic high school and has achieved a minimum ACT score of 16 or the equivalent score on the SAT of 780.
- A student who holds a GED certificate issued by the appropriate state education agency.

## **Graduates of nonaccredited high schools**

- A student who presents a diploma demonstrating successful completion of a course of study on the secondary level based upon the minimum Carnegie units required by the state education agency at the time of the award (currently 24) and minimum ACT score of 16 or the equivalent score on the SAT score of 780.

If the above requirements are not met, the student must take a GED test.

## **Ability-to-Benefit students**

In keeping with the mission of the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meet the following criteria:

- The applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year, and has specifically documented ability-to-benefit based on an assessment approved by the federal government, or
- The applicant holds an Alabama Occupational Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has not achieved a minimum ACT or SAT score as prescribed by the guidelines issued by the Chancellor.

## **Transfer students**

- Students who have previously attended other regionally or Council on Occupational Education accredited postsecondary institutions will be considered transfer students.
- Students must complete an application for admission and are required to furnish official transcripts of all work attempted at all said institutions.
- Transfer students on academic or disciplinary suspension from another college or university must submit a written request for admission to the College Admissions Committee.
- Students who have completed the baccalaureate degree are required to submit only the transcripts from the institution granting the baccalaureate degree.

## **Transient students**

- A student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted as a transient student.
- The student must submit an application for admission and an official letter from the institution that certifies that the credit earned at the College will be accepted as a part of the student's academic program.
- The student must provide documentation showing that course prerequisites have been met.

## **International students**

An international student must provide the College with all of the following:

- A visa acceptable to the United States.
- An official translated copy of his/her high school transcript(s) (and college transcripts, if applicable).
- An official transcript showing a minimum of 500 on the Test of English as a Foreign Language (TOEFL) or 173 on the Computer Based Test, unless from an English-speaking country.

- A signed, notarized statement declaring that he/she will be fully responsible for his/her financial obligations while attending the College.
- Documentation demonstrating adequate accident, health, and life insurance that must be maintained during all periods of enrollment.
- A completed application for admission.

### **Accelerated high school students**

- A student may enroll who meets the provisions of state policy, which stipulates that a student may enroll who has completed the tenth grade, has a cumulative “B” average, and has been recommended by the local principal. The student may enroll only in postsecondary courses for which he/she has completed high school prerequisites.
- The Chancellor may grant exceptions for students documented as gifted (Alabama Code 290-8-9-12).

### **Dual-enrollment/dual-credit high school students**

- Dual-enrollment/dual-credit high school offerings allow eligible high school students in grades ten, eleven, and twelve to enroll in college classes concurrently with high school classes, either on the college campus or at the high school, and receive both high school and college credit. Students must have a “B” grade average and must be recommended by the Principal and Superintendent.
- All dual-enrollment/dual-credit students will be COMPASS tested and must meet prerequisites for all approved courses at the college.

### **Noncredit students**

- Noncredit students who enroll exclusively in noncredit courses may be granted admission without a minimum score on the ACT or SAT, a GED certificate, or transcripts from a high school or college.

## **Admission procedures**

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### **Standard admission procedures**

To enroll in regular degree courses at CVCC, students must complete the following steps:

1. ***Submit a completed Application for Admission to the Office of Admissions.***
2. ***Provide sufficient documentation of identity.*** One primary form of documentation such as an unexpired Alabama driver’s license; an unexpired Alabama identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card; OR two secondary forms of documentation, one of which must be a photo identification card other than those specified above, AND one additional form of identification such as a Certificate of Naturalization; a Social Security card; a certified copy of a U.S. birth certificate.
3. ***Submit official transcripts from previously attended high schools and/or colleges to the Office of Admissions.*** Only transcripts that bear the official seal of the issuing institution and are sent directly from the institution will be accepted. Copies submitted directly by the student are not considered official.

4. **Submit a GED certificate.** All non-high-school graduates must submit scores on the General Educational Development Test and certification of achievement of the Certificate of High School Equivalency.
5. **Complete COMPASS test(s).** Students are notified of the date, time, and location for this testing.
6. According to Alabama State Board of Education policy SBP 802.01 - Students are exempt from writing, reading and math testing if ACT is 20 or above or score 470 on SAT in writing, 470 in reading and 470 in math.
7. All male students between the ages of eighteen and twenty-six must show proof of registration with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama of 1974 (as amended).

Students who have taken the ASSET or COMPASS test within the past three years may also be exempt from academic testing by providing official copies of scores to the Office of Admissions.

## **Special admission procedures**

### **Accelerated and dual-enrollment/dual-credit high school students**

These students must show permission from the high school principal on a form that may be obtained from high school counselors. They will then follow standard application procedures.

### **Students who have earned the baccalaureate degree**

An applicant who has earned the baccalaureate degree must submit only the transcript from the institution granting the baccalaureate degree. However, the applicant must submit transcripts from other institutions attended if he/she wishes consideration of those credits for transferability.

### **International students**

In addition to following the standard admission procedures, international students must demonstrate proficiency in the use of the English language by submitting the results of the Test of English as a Foreign Language (TOEFL) to the Office of Admissions with an acceptable score of 500 or above on the paper-based test, 173 or above on the computer-based test, or 61 or above on internet-based test. International students (under student visa) must submit evidence to the College that they have adequate life and accident/health insurance, and that they are able to cover educational and personal expenses required to achieve an associate degree from CVCC. Foreign student applicants must submit transcripts of all previous high school and college work (which must be translated into the English language) and two letters of reference.

The College will issue the I-20 form only after all required documents have been completed and the application for admission has been approved. An applicant who receives an I-20 form from CVCC to obtain a student visa to enter this country must attend the College for one semester before transferring to another college. A student who received an I-20 form from another college will not be admitted to CVCC.

International students must make their own arrangements for housing.



## Readmission students

Individuals who previously attended CVCC and who seek to return after an absence of one semester (excluding the summer term) must submit an application for (re)admission and supply transcripts of all academic work taken since last attending CVCC.

## Noncredit students

Individuals seeking to enroll in noncredit courses are required to register in the Workforce Development Office.

## Admission status

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Upon enrollment, a student's status will be indicated by one of the following designations:

### Unconditional degree student

An unconditional degree student has completed all of the admissions requirements, participated in the College's academic assessment program (unless waived by College policy), and has been accepted into or is pursuing a program of study leading to an associate degree.

### Conditional degree student

A conditional degree student has not submitted all admission documents required to the Office of Admissions and/or has not participated in the College's academic assessment program (unless waived by College policy), and is pursuing a program of study leading to an associate degree. This student may not register for another semester until all required documents are on file in the Office of Admissions and/or the academic assessment program has been completed.

### Unconditional certificate student

An unconditional certificate student has completed all admissions requirements, participated in the College's academic assessment program (unless waived by College policy), and has been accepted into or is pursuing a program of study leading to a certificate of completion.

### Conditional certificate student

A conditional certificate student has not submitted all required admission documents and/or has not participated in the College's academic assessment program (unless waived by College policy). This student may not register for a another semester until all required documents are on file in the Admissions Office and/or the academic assessment program has been completed.

### Unconditional unclassified student

A student who completes all admissions requirements but who wants to enroll in courses for cultural improvement, enjoyment, or increased occupational proficiency may be admitted as an unconditional unclassified student. **Unclassified students are not required to complete assessment tests except when planning to enroll in English, reading, and/or mathematics courses. Individuals enrolled as unclassified students will not be eligible for financial assistance from the College, including Veteran's benefits.** Credits earned by unclassified students may be applied toward a degree when the credits earned are required for a particular degree program. The student may declare a degree by completing a Change of Information form in the Admissions Office.

## **Conditional unclassified student**

A conditional unclassified student has not submitted all required documents to the Office of Admissions and otherwise falls into the category of unclassified student as defined above. This student may not register for another semester until all required documents are on file in the Office of Admissions.

## **Transient student**

A transient student is enrolled at another institution and attends CVCC for one or more semesters with the permission of the parent institution where he/she is enrolled. A transient student must present to the Office of Admissions written authorization from the parent institution to attend CVCC. The transient student should enroll in only those courses approved in writing by the parent institution. A transient student is cautioned that courses not approved by the parent institution may not transfer to that institution.

## **Accelerated high school student**

A student who is a rising junior or senior in high school may be classified as an accelerated high school student. This student may enroll in courses for which the high school prerequisites have been met.

## **Dual-enrollment/dual-credit student**

A dual-enrollment/dual-credit high school student is in grade ten or higher and meets entrance requirements established by the Alabama State Board of Education. The student must have at least a “B” grade average in completed high school courses, have written permission from the principal, and enroll in courses approved for dual credit by the high school and CVCC.

## **Noncredit student**

A student who enrolls exclusively in noncredit courses may be granted admission without a minimum test score, a GED Certificate, or transcripts from a high school or college. Students must meet the general entrance requirements established by the College, complete the COMPASS placement testing, and meet all prerequisites for approved college courses.

## **Change of admission status**

A student may change his/her admission status by meeting the requirements for the desired status and submitting a completed Student Change of Information Form to the Admissions Office.

## **Selection of program**

The College helps students select courses and programs from which they can derive the most benefit. Individual abilities, previous training and education, and personal objectives are considered when advising students on appropriate programs and courses. Each student is assigned a faculty advisor during his/her first semester of enrollment.

## **Academic assessment and placement**

The College requires each new student to participate in COMPASS testing, which involves tests in English, mathematics, and reading. The scores on these tests are used during academic

advising to determine appropriate placement in certain courses. COMPASS scores are valid for three years.

Exceptions to the above requirement are allowed for students with scores of 470 or higher on the verbal and 470 or higher on the mathematics portions of the SAT and 20 or higher on the English and mathematics portions of the ACT. SAT and ACT scores are valid for two years.

Dependent upon your ACT/SAT test scores you may be eligible to receive course credit. The scores should be provided from the testing agency.

- ACT (English) with a score of 30-34 will receive 3 hours credit for ENG101 (English Composition Skills I).
- ACT (English) with a score of 35-36 will receive 6 hours credit for ENG101 & ENG102 (English Composition Skills I & II).
- SAT (Verbal) with a score of 680-710 will receive 3 hours credit for ENG101 (English Composition Skills I)
- SAT (Verbal) with a score of 720 or higher will receive 6 hours credit for ENG101 & ENG 102 (English Composition Skills I & II).

The College also requires transfer students to participate in academic assessment if they have not completed an English composition and/or a mathematics course. However, transfer students who have satisfactorily completed a college preparatory program (developmental courses) in English or mathematics at another Alabama Community College System institution are not required to participate in the academic assessment program.

**English assessment** - Each new student is required to take the Writing Skills Test. A student's placement in ENG 093 or ENG 101 is determined by the score achieved on this test.

**Reading assessment** - Each new student is required to take the Reading Skills Test. A student's placement in RDG 085 or RDG 114 is determined by the score achieved on this test.

**Mathematics assessment** - Each new student is required to take a Mathematics Test: Numerical and Algebra Skills. A student's placement in MTH 090, MTH 098, or a college level mathematics course is determined by the score achieved on this test.

After academic assessment, it is the student's responsibility to make an appointment to meet with the assigned academic advisor. The student must provide his/her advisor with a written copy of the assessment scores. The advisor will review these scores and help the student select a plan of study and appropriate classes.

A student who scores below the standard placement score and is placed in college preparatory courses (developmental studies) must continue those courses in the appropriate disciplines until academic deficiencies are remediated. A student enrolled in developmental courses in two or more of the disciplines may be prohibited from enrolling in more than a total of 12 semester credit hours.

## **Required English, mathematics, and orientation courses**

Because competency in writing and reading is necessary for success in all courses at the College, students should register for English composition courses required in their programs of study each semester of enrollment until all required composition courses have been satisfactorily completed. Diagnosed reading course requirements must be satisfied during the initial

semester of enrollment and during consecutive semesters of enrollment until requirements are satisfactorily completed.

Students should register for required developmental courses in writing, reading, and mathematics during the initial semester of enrollment and continue to take the preparatory courses during consecutive semesters until all required preparatory courses have been satisfactorily completed.

An advisor will help the student schedule preparatory courses and will advise the student which regular-credit courses he/she may take along with developmental courses.

New students must register for ORI 101 (Orientation to College) or ORI 105 (Orientation to Student Success) during the first semester of enrollment if they have not completed 14 or more semester hours of college work prior to transferring to CVCC or are completing the Associate of Applied Science in Nursing.

## **WorkKeys**

The WorkKeys system has been implemented at CVCC to help students improve and document their workplace skills. It consists of assessing students skills, determining skill levels needed for jobs, and targeting instruction to help students improve their skills. WorkKeys helps businesses communicate to educators the skills needed in the workplace. The goal is to ensure that Chattahoochee Valley Community College students are ready to succeed in their chosen fields.

Students pursuing most AAS degrees and certificates are required to enroll in WKO 101. This course utilizes the online software, Keytrain. Students are pre-tested in Keytrain to determine their skill level in three areas—Reading for Information, Applied Mathematics, and Locating Information. After taking the pre-tests, students are required to complete targeted instruction in preparation for WorkKeys testing, which will document their readiness for the workplace.



# **Financial Information**



## Residency and eligibility

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**S**tudents or prospective students described below are eligible for in-state tuition rates. The College reserves the right to require proof of residency or eligibility for in-state tuition rates.

A resident student is defined as any of the following:

1. A citizen of the United States who has been a legal resident of Alabama for at least one year immediately preceding registration, or whose non-estranged spouse has been a legal resident of Alabama for such a period, or (in the case of dependent students) whose parent or legal guardian has been a legal resident of Alabama for such a period.
2. A member of the U.S. Armed Forces and officially stationed in Alabama at the time of registration, or whose non-estranged spouse, or (in the case of dependent students) whose parent or legal guardian is a member of the U.S. Armed Forces and officially stationed in Alabama at the time of registration, or whose non-estranged spouse has been discharged from the Armed Forces and formally declared Alabama as his/her state of residency, or who is a dependent whose parent or legal guardian has been discharged from the Armed Forces and formally declared Alabama as his/her state of residency.
3. A person who resides in Alabama and is an “immigrant,” that is, a non-citizen admitted for permanent residence who has been issued an Alien Registration Receipt Card by the Immigration and Naturalization Service.
4. A person who currently resides in Alabama and is a “Parolee,” that is a non-citizen who has been “paroled” into the United States at the discretion of the United States Government and who is issued an “I-94 Card” stamped “Parolee.” (Examples are Cubans and Vietnamese who have left their native countries for political reasons).
5. A person who currently resides in Alabama and is an “Entrance,” that is, a non-citizen who has been allowed into the United States at the discretion of the U.S. Government and who has not been issued an Alien Registration Receipt Card. (Examples are Cambodian refugees and Haitians.)

Also eligible for in-state tuition rates, whether or not a resident of Alabama, is a student meeting any of the following criteria:

1. A person who holds full-time permanent employment in Alabama or whose non-estranged spouse\* holds permanent full-time employment in Alabama; a dependent\* whose parent\* or legal guardian\* holds full-time permanent employment in Alabama.
2. A person who is incarcerated in a State or Federal correctional institute in Alabama.
3. A person who resides in a county in a state contiguous to Alabama that has a reciprocal agreement with the State of Alabama Board of Education. In Georgia, this includes residents of Muscogee, Harris, Stewart, Chattahoochee, Clay, Heard, Macon, Marion, Meriwether, Quitman, Randolph, Schley, Sumter, Talbot, Taylor, Terrell, Troup, Upson, and Webster Counties.
4. Active-duty military personnel at Fort Benning and dependents.

Students who do not fall into any of the categories described above for in-state tuition eligibility will pay tuition and fees at the out-of-state rate.

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\* The student, parent, guardian, or spouse does not need to be a resident of Alabama. The term “dependent” is defined in accordance with the U.S. Internal Revenue Service code.

# Tuition and fees

Total tuition and fee charges include the amounts of \$109 tuition, \$9 facilities fee, \$9 technology fee, \$12 building fee, and \$1 bond surety fee for a total of \$140 per semester hour for in-state students. Out-of-state tuition rates include the amounts of \$218 tuition, \$9 facilities fee, \$9 technology fee, \$12 building fee, and \$1 bond surety fee for a total of \$249 per semester hour. Tuition for distance learning classes is \$140 per credit-hour for in-state students and \$280 per credit hour for classified out-of-state students (no fees charged for distance learning classes).

The College reserves the right to change, modify, or alter fees, charges, expenses, and costs of any kind as approved or authorized by the State Board of Education.

CVCC 2012 - 2013 Tuition and Fee Schedule				
	Traditional		Distance Learning	
Credit Hours	Alabama Resident	Non-Resident of Alabama	Alabama Resident	Non-Resident of Alabama
1	\$140.00	\$249.00	\$140.00	\$280.00
2	\$280.00	\$498.00	\$280.00	\$560.00
3	\$420.00	\$747.00	\$420.00	\$840.00
4	\$560.00	\$996.00	\$560.00	\$1,120.00
5	\$700.00	\$1,245.00	\$700.00	\$1,400.00
6	\$840.00	\$1,494.00	\$840.00	\$1,680.00
7	\$980.00	\$1,743.00	\$980.00	\$1,960.00
8	\$1,120.00	\$1,992.00	\$1,120.00	\$2,240.00
9	\$1,260.00	\$2,241.00	\$1,260.00	\$2,520.00
10	\$1,400.00	\$2,490.00	\$1,400.00	\$2,800.00
11	\$1,540.00	\$2,739.00	\$1,540.00	\$3,080.00
12	\$1,680.00	\$2,988.00	\$1,680.00	\$3,360.00
13	\$1,820.00	\$3,237.00	\$1,820.00	\$3,640.00
14	\$1,960.00	\$3,486.00	\$1,960.00	\$3,920.00
15	\$2,100.00	\$3,735.00	\$2,100.00	\$4,200.00
16	\$2,240.00	\$3,984.00	\$2,240.00	\$4,480.00
17	\$2,380.00	\$4,233.00	\$2,380.00	\$4,760.00
18	\$2,520.00	\$4,482.00	\$2,520.00	\$5,040.00
19	\$2,660.00	\$4,731.00	\$2,660.00	\$5,320.00
20	\$2,800.00	\$4,980.00	\$2,800.00	\$5,600.00
21	\$2,940.00	\$5,229.00	\$2,940.00	\$5,880.00
22	\$3,080.00	\$5,478.00	\$3,080.00	\$6,160.00
23	\$3,220.00	\$5,727.00	\$3,220.00	\$6,440.00
24	\$3,360.00	\$5,976.00	\$3,360.00	\$6,720.00
25	\$3,500.00	\$6,225.00	\$3,500.00	\$7,000.00

Permission to take more than 19 credit hours must be approved by the Dean of Instruction.

Tuition and fees are due at the time you register.

Make all checks and money orders payable to *Chattahoochee Valley Community College*.

The College also accepts Mastercard and Visa credit cards.



## Other student fees

*Per Semester Program Fees - To be paid by students if enrolled in the following programs (all-non-refundable):*

Associate Degree in Nursing (ADN) . . . . .	\$219 RNP
LPN to RN Mobility . . . . .	\$265 MOB
Licensed Practical Nursing . . . . .	\$291 LPP
Medical Assisting . . . . .	\$23 MAT
EMT - Basic . . . . .	\$23 EMB
EMT - Advanced . . . . .	\$23 EMA

*Per course fees - to be paid by students if enrolled in the following courses (all-non-refundable):*

<b>Nursing Assistant Student Insurance</b> . . . . .	\$23 NAS2
Required of all students enrolled in the following courses: NAS 100	
<b>CPR/EMS Certification/Testing</b> . . . . .	\$10 CPR2
Required of all students enrolled in the following courses: EMS 100, EMS 104	
<b>WorkKeys Certification/Testing</b> . . . . .	\$17 WKY2
Required of all students enrolled in the following courses: WKO 101	
<b>Applied Technology OSHA Certification/Testing</b> . . . . .	\$20 APT
Required of all students enrolled in the following courses: ADM 100	
<b>Microsoft Certification/Testing</b> . . . . .	\$85 MSCE
Required of all students enrolled in the following courses: CIS 111/OAD 125, CIS 113/OAD 243/ACC 149, CIS 115/OAD 246, CIS 117/OAD 244	
<b>IC3 Certification/Testing</b> . . . . .	\$80 IC3
Required of all students enrolled in the following courses: CIS 149	

*Other Campus Fees (all-non-refundable):*

Certificate . . . . .	\$25 CERT
Compass retesting . . . . .	\$8 COMP
Graduation . . . . .	\$60 GRAD
ID replacement . . . . .	\$5 ID
Late registration . . . . .	\$25
Returned check . . . . .	\$30 RCKF
Transcript faxing . . . . .	\$8 TRAN

The college reserves the right to change, modify, or alter fees, charges, expenses and costs of any kind as approved or authorized by the State Board of Education.

Tuition and fees are due at the time you register.

Make all checks and money orders payable to Chattahoochee Valley Community College. The College also accepts Mastercard and Visa credit cards.

## Sponsored students

Sponsored students include those whose expenses are paid by agencies such as the Vocational Rehabilitation Service. Such students must present written authorization from the sponsoring agency to the Business Office in order to register without personally paying tuition and fees at the time of registration.

**Approximate costs for  
Associate Degree in Nursing-Mobility Program**

Tuition/Fees listed below are subject to change.

*First Semester*

***Paid to CVCC***

Tuition (6 credit hours)	\$840 resident / \$1,494 non resident
Comprehensive Assessment	\$242
Liability Insurance	\$23

***Paid to Outside Vendor***

Uniforms	\$60-\$75
Books	\$350
Nursing Kit	\$150
Background Check and Drug Screening	\$100
<b>Total (approximate)</b>	<b>\$1,765-\$2,434</b>

*Second Semester*

***Paid to CVCC***

Tuition (5 credit hours)	\$700 resident/\$1,245 non resident
Tuition (with non-nursing courses/12 credit hours)	\$1,680 resident/\$2,988 non resident
Comprehensive Assessment	\$242
Liability Insurance	\$23

***Paid to Outside Vendor***

Books	\$350
Random Drug Screen (as identified)	\$30
<b>Total (approximate)</b>	<b>\$1,345-\$3,633</b>

*Third Semester*

***Paid to CVCC***

Tuition (6 credit hours)	\$840 resident/\$1,494 non resident
Tuition (with non-nursing courses/12 credit hours)	\$1,680 resident/\$2,988 non resident
Comprehensive Assessment	\$242
Liability Insurance	\$23

***Paid to Outside Vendor***

Books	\$200
Random Drug Screen (as identified)	\$30
<b>Total (approximate)</b>	<b>\$1,335-\$3,483</b>

*Fourth Semester*

***Paid to CVCC***

Tuition (10 credit hours)	\$1,400 resident/\$2,490 non resident
Tuition (with non-nursing courses/13 credit hours)	\$1,820 resident/\$3,237 non resident
Comprehensive Assessment	\$242
Liability Insurance	\$23
Graduation Fee (required)	\$60

***Paid to Outside Vendor***

Books	\$200
Random Drug Screen (as identified)	\$30
Pin (optional)	\$35-\$80
<b>Total (approximate)</b>	<b>\$1,990-\$3,872</b>

***Licensing Fees***

NCLEX-RN fee (paid to outside vendor)	\$200
Board application (paid to outside vendor, varies from state-to-state)	\$40-85

**Note:** An initial required drug test and one random drug test will be required throughout the program. Students must pass the initial and random drug tests in order to be officially accepted and to progress in the program.

## **Approximate costs for Associate Degree in Nursing (ADN) Program**

Tuition/Fees listed below are subject to change.

### ***First Semester***

#### ***Paid to CVCC***

Tuition (8 credit hours).....	\$1,120 resident/\$1,992 non resident
Tuition (with non-nursing courses/15 credit hours) ....	\$2,100 resident/\$3,735 non resident
Comprehensive Assessment.....	\$196
Liability Insurance.....	\$23

#### ***Paid to Outside Vendor***

Uniforms.....	\$60-\$75
Books.....	\$350
Nursing Kit.....	\$150
Background Check and Drug Screening.....	\$100
<b>Total (approximate).....</b>	<b>\$1,999-\$4,629</b>

### ***Second Semester***

#### ***Paid to CVCC***

Tuition (13 credit hours).....	\$1,820 resident/\$3,237 non resident
Tuition (with non-nursing courses/20 credit hours) ....	\$2,800 resident/\$4,980 non resident
Comprehensive Assessment.....	\$196
Liability Insurance.....	\$23

#### ***Paid to Outside Vendor***

Books.....	\$200
Random Drug Screen (as identified) .....	\$30
<b>Total (approximate).....</b>	<b>\$2,269-\$5,429</b>

### ***Third Semester***

#### ***Paid to CVCC***

Tuition (5 credit hours).....	\$700 resident/\$1,245 non resident
Tuition (with non-nursing courses/12 credit hours) ....	\$1,680 resident/\$2,988 non resident
Comprehensive Assessment.....	\$196
Liability Insurance.....	\$23

#### ***Paid to Outside Vendor***

Books.....	\$350
Random Drug Screen (as identified) .....	\$30
<b>Total (approximate).....</b>	<b>\$1,299-\$3,587</b>

#### **Fourth Semester**

##### ***Paid to CVCC***

Tuition (6 credit hours) . . . . .	\$840 resident/\$1,494 non resident
Tuition (with non-nursing courses/12 credit hours) . . . . .	\$1,680 resident/\$2,988 non resident
Comprehensive Assessment . . . . .	\$196
Liability Insurance . . . . .	\$23

##### ***Paid to Outside Vendor***

Books . . . . .	\$200
Random Drug Screen (as identified) . . . . .	\$30
<b>Total (approximate) . . . . .</b>	<b>\$1,289-\$3,437</b>

#### **Fifth Semester**

##### ***Paid to CVCC***

Tuition (10 credit hours) . . . . .	\$1,400 resident/\$2,490 non resident
Tuition (with non-nursing courses/13 credit hours) . . . . .	\$1,820 resident/\$3,237 non resident
Comprehensive Assessment . . . . .	\$196
Liability Insurance . . . . .	\$23
Graduation Fee (required) . . . . .	\$60

##### ***Paid to Outside Vendor***

Books . . . . .	\$200
Random Drug Screen (as identified) . . . . .	\$30
Pin (optional) . . . . .	\$35-\$80
<b>Total (approximate) . . . . .</b>	<b>\$1,944-\$3,826</b>

##### ***Licensing Fees***

NCLEX-RN fee (paid to outside vendor) . . . . .	\$200
Board application (paid to outside vendor, varies from state-to-state) . . . . .	\$40-85

## **Approximate costs for Licensed Practical Nursing (LPN) Program**

Tuition/Fees listed below are subject to change.

#### **First Semester**

##### ***Paid to CVCC***

Tuition (8 credit hours) . . . . .	\$1,120 resident/\$1,992 non resident
Tuition (with non-nursing courses/15 credit hours) . . . . .	\$2,100 resident/\$3,735 non resident
Comprehensive Assessment . . . . .	\$268
Liability Insurance . . . . .	\$23

##### ***Paid to Outside Vendor***

Uniforms . . . . .	\$60-\$75
Books . . . . .	\$350
Nursing Kit . . . . .	\$150
Background Check and Drug Screening . . . . .	\$100
<b>Total (approximate) . . . . .</b>	<b>\$2,071-\$4,701</b>

#### **Second Semester**

##### ***Paid to CVCC***

Tuition (13 credit hours) . . . . .	\$1,820 resident/\$3,237 non resident
Tuition (with non-nursing courses/20 credit hours) . . . . .	\$2,800 resident/\$4,980 non resident
Comprehensive Assessment . . . . .	\$268
Liability Insurance . . . . .	\$23

##### ***Paid to Outside Vendor***

Books . . . . .	\$200
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Random Drug Screen (as identified) . . . . .	\$30
<b>Total (approximate) . . . . .</b>	<b>\$2,341-\$5,501</b>

**Third Semester**

***Paid to CVCC***

Tuition (14 credit hours) . . . . .	\$1,960 resident/\$3,486 non resident
Comprehensive Assessment . . . . .	\$268
Liability Insurance . . . . .	\$23
Graduation Fee (required) . . . . .	\$60

***Paid to Outside Vendor***

Books . . . . .	\$200
Random Drug Screen (as identified) . . . . .	\$30
Pin (optional) . . . . .	\$35-\$80
<b>Total (approximate) . . . . .</b>	<b>\$2,576-\$4,147</b>

***Licensing Fees***

NCLEX-RN fee (paid to outside vendor) . . . . .	\$200
Board application (paid to outside vendor, varies from state-to-state) . . . . .	\$40-85

## **Approximate costs for Medical Assisting Program**

Tuition/Fees listed below are subject to change.

***Paid to CVCC***

Tuition (71-72 credit hours) . . . . .	\$10,080 resident/\$17,928 non resident
Liability Insurance per semester . . . . .	\$23

***Paid to Outside Vendor***

Background check and drug screening . . . . .	\$100
Physical exam (will vary according to personal insurance coverage) . . . . .	\$65 - \$300
PPD . . . . .	\$30
Hepatitis B immunization . . . . .	\$210 (series) or \$70 per shot (Must have at least one of the three immunizations to begin clinical rotations)
Uniforms . . . . .	\$50 - \$100
AAMA Certification exam (at completion of AAS requirements) . . . . .	\$125

**Note:** Tuition and books-costs vary each semester depending upon the number of courses in which the student is enrolled.

## **Approximate costs for Nursing Assistant (NAS 100) students**

Tuition/Fees listed below are subject to change.

***Paid to CVCC***

Tuition (4 credit hours) . . . . .	\$560 resident/\$996 non resident
Textbook/workbook . . . . .	\$75 - \$100
Liability Insurance . . . . .	\$23

***Paid to Outside Vendor***

Background check . . . . .	\$30
Physical exam (will vary according to personal insurance coverage) . . . . .	\$65 - \$300
PPD . . . . .	\$30
Hepatitis B immunization . . . . .	\$210 (series) or \$70 per shot (Must have at least one of the three immunizations to begin clinical rotations)
Uniforms . . . . .	\$25 - \$50
Alabama Certification exam . . . . .	\$95

# Approximate costs for EMT-Basic students

Tuition/Fees listed below are subject to change.

***Paid to CVCC***

Tuition (11 credit hours) . . . . .	\$1,540 resident/\$2,739 non resident
Textbook/workbook . . . . .	\$150
Liability Insurance . . . . .	\$23

***Paid to Outside Vendor***

Background check and drug screen . . . . .	\$100
Physical exam (will vary according to personal insurance coverage) . . . . .	\$65 - \$300
PPD . . . . .	\$30
Hepatitis B immunization . . . . .	\$210 (series) or \$70 per shot (Must have at least one of the three immunizations to begin clinical rotations)
MMR . . . . .	\$50
Uniforms . . . . .	\$40
Clinical Kit . . . . .	\$50

# Approximate costs for EMT-Advanced students

Tuition/Fees listed below are subject to change.

***Paid to CVCC***

Tuition (10 credit hours) . . . . .	\$1,400 resident/\$2,490 non resident
Textbook/workbook . . . . .	\$150
Liability Insurance . . . . .	\$23

***Paid to Outside Vendor***

Background check and drug screen . . . . .	\$100
Physical exam (will vary according to personal insurance coverage) . . . . .	\$65 - \$300
PPD . . . . .	\$30
Hepatitis B immunization . . . . .	\$210 (series) or \$70 per shot (Must have at least one of the three immunizations to begin clinical rotations)
MMR . . . . .	\$50
Uniforms . . . . .	\$40
Clinical Kit . . . . .	\$50

# Withdrawals and refunds

## Alabama Community College System policy

Students or their sponsored agencies (other than Title IV students) will be refunded according to the following schedule:

***Before classes begin . . . . . 100% Refund***

***During Drop/Add***

Drops a class or classes but less than total . . . . .	100% Refund
Drops all classes during Drop/Add . . . . .	75% Refund

***After Drop/Add (withdrawl refund period)***

***Regular Semester***

Withdrawal during the first week of the semester . . . . .	75% Refund
Withdrawal during the second week of the semester . . . . .	50% Refund
Withdrawal during the third week of the semester . . . . .	25% Refund
After the end of the third week of the semester . . . . .	No refunds are given

### ***Term I and II***

Withdrawal during the first and second class days of the semester . . . . .	75% Refund
Withdrawal during the third and fourth day of the semester . . . . .	50% Refund
Withdrawal during the fifth and sixth day of the semester . . . . .	25% Refund
After the end of the sixth day of the semester . . . . .	No refunds are given

**Net refund paid is tuition and fees less 5% administrative fees. Payments will be re-funded by check. Refund checks will be mailed from the Business Office to the student at the address on file in the Admissions Office.**

### ***Administrative fee***

To drop or withdraw from courses in which they are enrolled, students may secure the appropriate forms from the Admissions Office. The student must then obtain signatures from all instructors whose classes are involved, from the Financial Aid Office, from the Learning Resource Center, and from the Business Office. A scholarship student must also secure the signature of their scholarship supervisor. When the student has all the required signatures, the form must be returned to the Admissions Office. **Drops and withdrawals are not official until all steps are completed.**

### **Federal Title IV refund and repayment policy**

This policy affects CVCC students who receive Pell, loans, and SEOG grants.

Title IV regulations specify that funds are awarded to a student under the assumption that the student will attend College for the entire period for which the assistance is awarded.

Title IV regulations state that a student and CVCC are eligible to keep only the amount of Title IV funds earned. Unearned Title IV funds must be refunded to the federal government. Therefore, when a student receives Title IV funds (Pell, loan or SEOG) within a semester and then drops, withdraws, or stops going to class before completing the 60 percent enrollment period of the term, the student becomes personally responsible for unpaid tuition and fees. The student will owe CVCC for unpaid tuition and fees. Please see CVCC semester class schedules for Title IV refund dates.

If a student owes CVCC for tuition and fees due to refunded Title IV funds, a hold is placed on his/her account. When an account is on hold, the student will not be able to receive grades or register for future semesters until the amount is paid in full. Also, if student accounts are not paid to CVCC in a timely manner, the accounts will be turned over to a collection agency and will be reported to the Credit Bureau. All students with accounts turned over to collections will be responsible for paying any and all collection costs.

Examples of the federal refund policies can be found in student financial brochures supplied by the Financial Aid and/or the Business Office.

### **Student holds**

The Troy University–Phenix City Bookstore, Office of Admissions, Business Office, Learning Resources Center, and Parking “holds” will prevent students from registering, obtaining or sending College transcripts, receiving grades, or receiving student payable checks. If a student has a hold on their account, it should be cleared immediately.

## Financial aid and scholarships

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**T**he Office of Financial Aid provides financial assistance to students who need aid in order to attend college. Financial aid provides students with supplementary funds to help offset expenses. ***Application materials and further information on financial aid programs may be obtained from the Office of Financial Aid located in Wilson Hall.***

Chattahoochee Valley Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to financial aid. Please see our nondiscrimination policy on page ii of this catalog.

Financial aid at CVCC is distributed on the basis of need as determined by the Free Application for Federal Student Aid (FAFSA) form.

Four types of aid are available: grants, loans, work opportunities, and scholarships. Listed below are programs from which CVCC students may receive aid.

### Grants, loans and work opportunities

If a student is eligible to receive a grant, loan or a college work-study job, he/she may receive the aid as long as he/she meets the standards for satisfactory academic progress applicable to all students and does not owe repayment on aid previously received. The student should understand the standards for satisfactory academic progress and the repayment policies before he/she accepts aid. Further clarification may be obtained from the Office of Financial Aid.

### Application procedures

Students applying for financial aid through Chattahoochee Valley Community College must:

1. Complete and mail the Free Application for Federal Student Aid form or complete the application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
2. Submit additional documentation, verification, corrections, and information requested by the Office of Financial Aid or the agency that determines the student's eligibility.
3. Additional forms (available in Financial Aid Office) are required for work study programs and loans.

### Federal programs

**Pell Grant (Title IV federal financial aid)** - The primary source of student financial aid is Title IV federal financial aid, also called the Pell Grant program. Within four weeks after the student has processed the application, he/she will receive a Student Aid Report from federal processor that will indicate if he/she is eligible for a Pell Grant. If the student is eligible, he/she will receive an award letter from the college indicating the amount of award.

**Course load requirements** - To receive the amount of Pell Grant as indicated on the financial aid award letter, a student must enroll for a full-time load, which is a minimum of twelve credit hours each semester. A student who enrolls for fewer than twelve credit hours will have his/her Pell Grant award adjusted according to his/her registration status. Students enrolling in nine to eleven credit hours are considered three-quarter time, six to eight credit hours are half-time, and one to five credit hours are less than half-time.

**Standards of academic progress** - To maintain eligibility to receive the federal financial aid, a student must be in good standing and making satisfactory progress, according to the Standards of Academic Progress, toward completing his/her program of study.



Satisfactory progress will be checked each year at the end of each Spring Semester for Pell Grant and loan students. Students not maintaining satisfactory progress will be notified in writing.

The following conditions apply to maintaining eligibility to receive federal aid at the College:

1. To be eligible for federal financial aid, students must meet the standards of progress requirements applicable to all students at the College. (See Standards of Academic Progress in this catalog).
2. When a student is academically suspended, whether the student serves the suspension or is readmitted on appeal, the student is not eligible to receive a Pell Grant for the duration of the suspension. The student will not be eligible to receive a Pell Grant again until he/she achieves a GPA of 2.0 or above based on successfully completing at least one semester of a full load (12 hours during one semester at the College).
3. Eligible students may receive Pell Grants for a period of time not to exceed 1.5 times the normal length\* of a specific program.
4. Each academic year, a student must earn two-thirds of the minimum number of hours required for each academic year to complete a program in the normal length\* of time allowed. For programs of one academic year or less, student progress will be measured before the end of the program. If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion. Students who do not meet these standards will be ineligible for federal financial aid.
5. Financial aid recipients who enroll in a college preparatory (remedial) course may not enroll in the same class more than three times and continue to receive financial aid. A financial aid recipient may not be paid for more than thirty semester hours of college preparatory work.
6. Students who cannot comply with the standards of progress policy for maintaining financial aid eligibility due to extenuating circumstances may submit a written appeal with supporting documentation to the Director of Financial Aid.

Students may choose to change programs of study, but program completion must be accomplished within the established time frame.

## **Appeal process for financial aid suspension status**

Once a student has been placed on financial aid suspension, they will be notified in writing or via electronic communication. He/she will be given specific instructions as to how to appeal, a timeline to appeal and how they will be notified of the appeal decision.

All appeals must be in writing and documentation attached of the reason(s) given in the appeal. The student must explain how the situation occurred that resulted in the suspension and what circumstances have changed that will now allow him/her to be a successful student.

If the appeal is granted, the student will be placed on Financial Aid Probation for one term. At the end of that probation term, status will be re-checked and if satisfactory academic standing has been maintained, probationary status will be removed. At the end of the probationary

\*For information about the "normal length of time" required for each program of study at the College, the student should consult the Director of Financial Aid located in Wilson Hall.

term, the student must have a minimum GPA of 2.0 and successfully completed two-thirds of hours for which he/she registered. Failure to do this will result in another suspension status and the student will have to re-establish eligibility for financial aid as indicated in the catalog under: Financial Aid and Scholarships – Standards of Academic Progress.

Only one successful appeal will be granted unless there is documented proof of extreme circumstances.

**Federal Supplemental Education Opportunity Grant** - This grant may be given to a student who, after receiving a Pell Grant, is still in financial need. Awards are usually \$600 per academic year. The Free Application for Federal Student Aid form is used to determine eligibility. Preference will be shown to students meeting the July 1 priority date.

**Federal College Work-Study Program** - A student who demonstrates need for financial assistance is eligible for a part-time job, paid on an hourly basis, to help finance his/her education. The amount of money a student may earn is limited to the financial need he/she demonstrates. The number of positions available is limited, so preference will be shown to students meeting the July 1 priority date.

## Federal Stafford Student Loans (Direct Loans)

Stafford loans are provided through the Federal Direct Loan Program, meaning the federal government provides the funds for the student loan. All student loans must be repaid.

There are three (3) loan programs available for students:

**Subsidized** – A loan for which the government pays the interest while you are in school.

**Unsubsidized** – A loan for which you are responsible for paying all the interest that accrues at any point in time.

**Federal PLUS Loan** - This is an unsubsidized loan made to parents of undergraduate students. The interest rate may vary based on when the loan is borrowed.

**Loan Requirements**—Students must complete the Free Application for Federal Student Aid (FAFSA) as well as an In-house “Loan Information Sheet”. Parents must also complete this form for a PLUS Loan. These forms, as well as more detailed information on loans, may be obtained in the Office of Financial Aid. Loan recipients must be enrolled a minimum of six (6) credit hours. The student must complete both the loan Entrance Counseling and a Master Promissory Note on-line at [www.studentloans.gov](http://www.studentloans.gov).

Students receiving any type of loan must meet Standards of Academic Progress outlined under Federal Programs in this catalog. If enrollment drops below six (6) credit hours or upon graduation from CVCC, the student must complete Exit Counseling on line at [www.nsls.ed.gov](http://www.nsls.ed.gov). A student’s transcript will be placed on “hold” status until this has been received by the college.

## State program

**Alabama Student Assistance Program (ASAP)** - The Alabama Student Assistance Program assists exceptionally needy students. It consists of Federal and State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds are gifts that do not have to be repaid. Students should complete the Free Application for Federal Student Aid form to apply. Priority is given to those who receive Federal Pell Grants and who meet the July 1 priority date. For more information about the Alabama Student Assistance Program, contact the Office of Financial Aid.

## Scholarships

A number of scholarships are offered by Chattahoochee Valley Community College that cover in-state tuition. Applications may be obtained from the Office of Financial Aid. The deadline for application is March 1.

**Presidential/Academic scholarships** - Students who possess a grade point average of 85 percent or better in all academic course work in high school are eligible to apply for Presidential/Academic scholarships awarded annually.

**Leadership scholarships** - Students who have a grade point average of 80 percent or better in all academic course work in high school and have been active in school and/or community functions, are eligible to apply for leadership scholarships awarded annually.

**Ambassador scholarships** - Students who have a grade point average of 80 percent or better in all academic course work in high school and active in school and/or community functions are eligible to apply. Final scholarship recipients are selected by an interview process.

**Performing Arts scholarships** - The College awards a number of scholarships in Drama and Music (vocal and instrumental). Interested applicants should contact the Office of Financial Aid or the Chairperson of the Language and Fine Arts Division.

**Career/Technical scholarships** - Students who have a grade point average of 80 percent or better in all academic course work in high school and are interested in a career in an applied field of study, are eligible to apply for a career technical scholarship annually.

**Athletic scholarships** - Athletic scholarships are awarded based on recommendations of the coaches and/or the Athletic Director. Athletic scholarships are awarded for men's baseball and basketball, and women's fast pitch-softball and basketball.

**Foundation scholarships** - A limited number of scholarships are available from the CVCC Foundation. They are awarded on a competitive basis, with financial need and grade point average being the primary considerations. Applicants must complete an application and appear at an interview with the Foundation Scholarship Committee. The Foundation Scholarship Committee meets only once each semester. All CVCC Foundation scholarship applications may be obtained from the Financial Aid Office.

**Senior Adult scholarship program** - The Alabama State Board of Education has approved the waiver of tuition for Alabama residents age 60 and over who wish to enroll in college credit courses. This scholarship (waiver of fees) applies only to tuition. It does not apply to fees, books, or supplies.

These scholarships are available to individuals who meet admission requirements and have completed the admission process. Proof of age is required. Persons who wish to attend the College under this program must contact the Office of Admissions before registration. Admission is on a space-available basis.

## Military and veterans

Veteran students and/or their dependents may qualify for VA educational benefits. Students must self identify themselves with the school certifying official (SCO) located in the Financial Aid Office in Wilson Hall. Contact Fort Benning site for SOCAD agreements and information at 334-214-4871.

## ***Application procedures***

Veterans, using Post 911 (Chapter 33), Montgomery GI Bill (Chapter 30), and other Chapters such as 1606 and 1607, may apply online [www.gibill.va.gov](http://www.gibill.va.gov) using the VA form 22-1990.

For dependent of veterans using Post 911 GI Bill (Chapter 33), the veteran must transfer benefits to their dependent. The veteran transfers the benefits online at <https://www.dmdc.osd.mil/TEB/> then the student completes VA Form 22-1990e online at [www.gibill.va.gov](http://www.gibill.va.gov).

**Note:** If Post 911 GI Bill (Chapter 33) entitled benefits payable is less than 100% per the student's Certificate of Eligibility, then student will be responsible for paying difference at time of registration.

For the dependent of a disabled veteran using Dependents' Educational Assistance/DEA (Chapter 35), student completes the VA form 22-5490 online at [www.gibill.va.gov](http://www.gibill.va.gov).

All admissions application requirements and official transcripts from institutions previously attended must be submitted.

## ***Enrollment certification***

1. For a student's enrollment to be certified with the VA by the SCO the first semester of student's enrollment and the Certificate of Eligibility letter is unavailable then one of the following must be submitted to the SCO in the Financial Aid Office:
  - a. Copy of DD214 (separation/discharge papers)
  - b. Copy of Notice of Basic Eligibility (NOBE)
  - c. Letter from Department of Defense (DoD) stating benefits to come
  - d. Copy of GI Bill Application (Form number 22-1990, 22-1995, 22-5490 or 22-5495)
  - e. Copy of 1905 form from veteran rehabilitation program
2. To continue enrollment certifications for subsequent semesters, a student must submit Certificate of Eligibility letter from regional VA office. Students will receive email notifications of their enrollments submitted to the VA via their student email accounts.
3. Repeated courses in which a student has earned a passing grade will not be included in certification. Example: Student passed ENG101 either at CVCC or at another college. This student will not be certified for ENG101 again.
4. Certification will be granted only for those courses required for the student's declared program of study.
5. Certification will not be granted for courses audited.
6. Students should promptly notify the SCO of any change in enrollment status as this could result in overpayment of VA benefits.
7. All students working toward a certificate program must have their attendance verified by each instructor. If the instructor fails to verify attendance then the student's certification is adjusted to exclude that course.
8. If a VA student does not want to be certified for a particular term, a written request must be submitted to the SCO in the Financial Aid Office and then the student must pay his/her tuition and fees out of pocket.

9. For Post 911 GI Bill (Chapter 33) recipients with fewer months than the length of the entire semester will be certified the same as before; however, the student will be required to pay out of pocket instead of charging their tuition and fees. When the VA sends the partial payment, the student will be reimbursed that amount through the Business Office in a timely manner.

### **Other programs**

**Alabama GI Dependent Scholarship Program** (also known as Veterans' Certificate) offers financial assistance to eligible dependents of disabled veterans who were/are Alabama residents. The veterans' certificate entitles the student to tuition, instructional fees and required books for courses (excluding remedial courses) in which they are enrolled per the certificate's listed amount of semesters and calendar dates. For application requirements visit [www.va.state.al.us](http://www.va.state.al.us) for more information or visit local VA office, usually located in county courthouse, to apply for state benefits.

**Alabama National Guard Education Assistance** (ANGEAP) provides financial assistance beyond tuition and fees to Alabama National Guard members. Forms should be available at each student's guard unit. These forms need to be completed by the student and submitted to the SCO in the Financial Aid Office for any applicable reimbursement.

**Tuition Assistance** is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. The approved tuition assistance forms must be submitted to the Business Office located in Wallace Hall. For more information regarding eligibility, amounts and application procedures for the different military branches see [www.military.com](http://www.military.com) under the Education section.

**Veterans Vocational Rehabilitation and Employment** (Chapter 31) provides for the veteran student who has a service connected disability. Disabled veterans may qualify for VA benefits under the veterans' vocational rehabilitation program (Chapter 31). More application information can be found at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling 1-800-827-1000. An updated 1905 form from the vocational rehabilitation counselor is required each semester/year. See also Student ADA Coordinator located in Wilson Hall if any additional assistance on campus is required.





# **Student Development and Student Services**





**Chattahoochee Valley Community College** contributes to the total development of students by helping them pursue both personal and educational goals. Many services are available to students: tutoring, testing, orientation, counseling and guidance services, academic advisement, student activities and organizations, career development, and job placement assistance.

## Records

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**T**he Office of Admissions maintains student records and, with a written request from a student, will issue transcripts. The Family Educational Rights and Privacy Act (FERPA) of 1974 defines the rights of the student with regard to records and other information that may be maintained and/or released.

### Release of student records

In compliance with and pursuant to the Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment, a student's records will not be released by College personnel except with written consent from the student, a written request in the form of a court order, and/or as otherwise expressly provided in the Family Educational Rights and Privacy Act of 1974.

Student records held by the College will be accessible to students when requested. College personnel who have knowledge of the individual's record (normally the Registrar) will be present to explain the contents of the file.

After receiving a written request from a student to review his/her college record, the Registrar will arrange, as promptly as is reasonably possible, a time when the records may be reviewed in the presence of appropriate college personnel. The student is not permitted to remove the file or remove any of its contents for purposes of reproducing materials within the file unless permission is granted by the Registrar. To review a file, the student must present proper identification, complete appropriate form(s) certifying that he/she has requested to review his/her records, and that CVCC has complied with the request.

A challenge concerning the contents of a student's record shall first be made to the Registrar within five days from the date of the review of the record. The challenge may be made orally or in writing and shall follow essentially the procedures outlined in the Institutional Policy Manual for resolving grievances, beginning at the Office of Admissions as Level One, with the objective of resolving the matter informally at the lowest-level position. If, as a result of the procedure outlined in Level One, the matter is not resolved, then within five working days, the procedure outlined in Level Two may be followed, with the challenge being filed in writing specifying the following: (a) the specific records being challenged; (b) results of previous discussions; and (c) dissatisfaction with previous decisions.

### Directory information

A student has the right to have his/her name and directory information concerning him/her omitted from any directory published and distributed on or off campus. Directory information consists of name, address, date and place of birth, participation in officially recognized activities and sports, weight and height for athletic team members, telephone number, class standing, curriculum, degrees or certificates, awards received, and dates attended.

When a student requests that any part of his/her directory information be withheld, all directory information concerning him/her will be omitted from all publications. Students desiring to have any directory information withheld must submit a written request to the Office of Admissions. The request must be renewed each academic year.

Information from records, files, or data directly related to a student, other than “directory” information, will not be disclosed to anyone outside the College without written consent from the student, except pursuant to a lawful court order, or in a case in which education or government officials have a lawful need for information, or as otherwise specifically authorized by the Buckley Amendment. However, information contained in such records may be disclosed within the College to officials and staff members who need that particular information.

Students have access to all such information on themselves, with the exceptions outlined in this policy statement.

## **Counseling and advising**

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Chattahoochee Valley Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to counseling and advising, providing access to, or in the operations of its programs and services, including academic placement testing. Requests for reasonable accommodations for students with disabilities should be directed to Ms. Vickie Williams, Student ADA Coordinator, in Wilson Hall, who can be reached at 334-214-4803. Please see our nondiscrimination policy on page ii of this catalog.

Counseling and advising services are available to all students. Students may receive help with problems concerning choice of curriculum or program, career planning, student orientation, transfer advising, adjusting to college, and/or coping with daily demands. Referrals are available for problems of a personal nature. Students are encouraged to visit the Office of Counseling and Advising in Wilson Hall. Appointments may also be made. Office hours are as follows:

Monday through Thursday, 8:00 A.M. - 7:00 P.M. and Friday, 8:00 A.M. - 12 NOON

## **Academic advising**

As soon as a student is admitted to the College, he/she will be assigned a faculty advisor who will help the student plan a program of study appropriate for the student's interests and abilities. A student must also consult with a faculty advisor about scheduling classes. It is the student's responsibility to make an appointment and meet with the advisor during the advisor's scheduled office hours for the purpose of planning programs and courses for each semester. Unclassified students who are interested in exploring program options available at the College may also contact the office of Counseling and Advising in Wilson Hall.

## **Academic advising philosophy**

Chattahoochee Valley Community College recognizes academic advising as an essential part of the educational process. The primary focus of academic advising at CVCC is to help students to pursue realistic academic and career goals by providing them with accurate information and guidance to support them in the decision-making process. Furthermore, academic advising should help students recognize and accept responsibility for making choices about their educational programs.

To be effective, academic advising must be taken seriously by students, advisors, and the institution with an understanding that academic advising is more than completion of simple clerical functions. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in pursuit of academic and career goals. Effective academic advising is concerned with student development and helps students establish educational plans consistent with life goals, as well as helping students evaluate and re-evaluate their progress toward established goals.

The institution, advisor, and student have responsibilities that must be accepted and fulfilled if students are to receive the benefits of an efficient and effective academic advising process.

### ***Responsibilities of the institution***

1. Provide advisors with accurate and complete information on institutional policies and procedures, program of study requirements, courses of instruction, graduation requirements, and available institutional resources.
2. Provide advisors with all student data needed, accurate current student transcripts, and evaluation of transfer credit.
3. Provide advisors with forms and reference materials needed in the advising process.
4. Assign advisors and inform students of the identity, office location, and office telephone number of their respective advisors and times advisors may be contacted to make appointments.
5. Provide new students with academic orientation.
6. Administer placement tests to new students upon admission, including portions of placement tests to transfer students when needed.
7. Provide advising services to students with special needs, particularly students covered by the Americans with Disabilities Act.
8. Conduct advising orientation for new advisors and workshops for training and updating advisors periodically.

### ***Responsibilities of the advisor***

1. Be accessible to students.
2. Maintain accurate records of information relative to each advisee's academic activities and progress.
3. Be aware of each advisee's educational and career goals and, when needed, help students formulate and clarify these goals.
4. Guide students in obtaining accurate information about transfer institutions.
5. Provide students with information about alternatives, limitations, and possible long- and short-range consequences of academic choices.
6. Refer students to appropriate college services or off-campus agencies.
7. Help students choose courses appropriate for their respective educational and career goals and evaluate progress toward these goals.
8. Schedule appointments with advisees to ensure adequate time to discuss each advisee's academic progress.
9. As much as possible, help students make long-range plans about scheduling courses.

10. Focus on *which* as well as *why* particular courses should be taken.
11. Before signing the registration form, verify accuracy of schedule information (course numbers, section numbers, and class meeting days, times, and locations).

### ***Responsibilities of the student advisee***

1. When appropriate, be sure that academic records from other educational institutions have been sent to CVCC.
2. Know his/her advisor's identity, office location, office telephone number, and office hours.
3. Schedule an advising appointment at least once per term with his/her advisor apart from the scheduling and registration process.
4. Promptly keep appointments. If unable to keep appointments, notify the advisor as soon as possible and schedule a new appointment.
5. Discuss educational and career goals with his/her academic advisor and other resource persons.
6. Develop educational and career goals.
7. Be aware of CVCC policies and procedures, program-of-study requirements, and graduation requirements of CVCC and the institution to which he/she plans to transfer.
8. Be prepared for the advising appointment for scheduling classes before meeting with the advisor. Students should study the class schedule, know courses needed, have a list of alternatives, know which courses are offered at times they can attend, and have a list of questions for the advisor.
9. Accept responsibility for academic choices. The advisor may discuss options with the student, but the student must make the decisions.
10. Maintain personal records of academic activities and progress.
11. Seek help from the advisor when needed. The student should consult with the advisor whenever he/she is not certain of the best academic action to take and before making changes in the program of study.
12. Before signing the registration form, verify accuracy of all schedule information (course numbers, section numbers, and class meeting days, times, and locations).

### **Job placement**

Students and alumni seeking help with job placement are encouraged to visit the Office of Counseling and Advising in Wilson Hall. Listings of part-time and full-time positions are on file.

### **Testing**

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Several interest, aptitude, and proficiency tests are available to help students examine their educational and vocational objectives. Anyone interested in taking advantage of the available testing services should contact the Office of Counseling and Advising located in Wilson Hall.

**GED Test Center** - CVCC has been designated a General Educational Development testing center by the State of Alabama. Information relative to test dates may be obtained by calling 334-291-4941.

**ACT Test Center** - CVCC has been designated as a test center for the administration of the American College Testing Program. You may go to [www.act.org](http://www.act.org) for additional information regarding ACT registration.

**COMPASS** - A comprehensive, computer-adaptive assessment that helps determining a student's placement into appropriate courses to maximize success in college.

## Student development

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**S**tudent development is important to the educational experience at CVCC. A comprehensive program of activities is provided through campus organizations recognized by the Student Government Association.

Students may participate in student government, service organizations, special interest clubs, choir, band, theater, athletics, and other activities. To learn more about clubs and organizations on campus, refer to the *Student Handbook* or contact the Office of Student Development in Wilson Hall.

### Athletics

CVCC is a member of the National Junior College Athletic Association and the Alabama Junior College Athletic Conference. The College participates in varsity competition in men's baseball, women's softball, men's basketball, and women's basketball. The College competes with other members of its conference and junior colleges from other states. CVCC's athletic programs do not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age. Please see our nondiscrimination policy on page ii of this catalog.

### Student Government Association

All students attending CVCC may participate in the activities of the College through the Student Government Association (SGA). SGA provides students with opportunities to be involved in leadership and student decision-making by acting as the governing body for student organizations on campus.

## Student honors

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**Christopher Clarke Patterson Award** - The Christopher Clarke Patterson Award is given annually to a student who excels in community and college service, as well as in scholarship. The award honors the memory of Chris Patterson, an advisor, mentor, instructor, colleague and friend to many at Chattahoochee Valley Community College.

**Who's Who Among Students in American Junior Colleges** - The Office of Student Services annually submits names of students who have distinguished themselves in different areas of campus life for inclusion in this publication.

**President's Award** - This award is given annually to the student who has the highest cumulative grade point average at CVCC and who is completing a two-year degree program with all courses taken at CVCC.

**Faculty Award of Excellence** - This award is given annually to an outstanding student selected by the faculty. Criteria for selection include a cumulative grade point average of 3.50 or higher, attitude, citizenship and completion of a two-year degree program with at least forty semester hours of credit completed at CVCC.

**Phi Theta Kappa** - The purpose of this organization is to recognize and encourage scholarship among community- and junior-college students by developing leadership, service, and fellowship; and stimulating interest in continuing academic excellence. Invitations for membership depend on the student achieving a sufficiently high academic grade point average. An induction ceremony is held each spring.

**President's List** - The President's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding institutional credit hours) during a semester and earned a grade point average of 4.00 (A).

**Dean's List** - The Dean's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding institutional credit hours) during a semester and earned a grade point average of 3.50 to 3.99.

## Learning Resource Center

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The Learning Resource Center (LRC) at CVCC offers students, staff, faculty, and community patrons the facilities, environment, and guidance for pursuing individual interests and educational goals through a variety of resources and services.

The LRC is located in Owen Hall. It houses more than 46,000 volumes of printed books, over 1,000 audio-visual items, and approximately 50 periodical titles, and provides access to more than 20,000 electronic books through NetLibrary and to numerous online databases through the Alabama Virtual Library. The LRC also maintains special collections on genealogy and southern history.

The services offered by the LRC include circulation, reference, interlibrary loan, academic reserve, library instruction, and other customized services to meet special needs.

The LRC operates with the following objectives:

- To promote information literacy by conducting library instruction for students, staff, faculty, and other members of the community.
- To develop, implement, and manage quantitative and qualitative improvements to the library's resources to support the College's academic, administrative, and community-based programs and initiatives.
- To conduct systematic assessment of the usability, adequacy, and accessibility of the library's resources to support the College's academic, administrative, and community-based programs and initiatives.

The LRC hours of operation are:

Fall and Spring Semesters:

Monday - Thursday ..... 7:30 A.M. - 9:00 P.M.  
Friday ..... 7:30 A.M. - 2:30 P.M.  
Holidays and Weekends ..... Closed

Summer Semester:

Monday - Thursday ..... 7:30 A.M. - 9:00 P.M.  
Friday ..... Closed  
Holidays and Weekends ..... Closed

## Learning labs

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**Writing:** Students who need help to improve writing skills (such as spelling and writing essays, research papers, and book reports) may receive help in the Writing Lab. Instructors are on duty at various times throughout each week to help students. Labs are located in IPAC 112.

**Mathematics:** Students who need help in mathematics and/or additional help in mathematics courses may receive that help in the Mathematics Lab. The Mathematics Lab is staffed by instructors at various times throughout the week. Labs are located in BRS 206.

**Computer labs:** Computer resources are provided in open labs throughout the Learning Resource Center. Software programs for word processing, spreadsheets, and similar applications are available for student and community use.

### Services for students with disabilities

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**T**he College is committed to assisting students with various disabilities in accordance with the guidelines of the Americans with Disabilities Act (ADA). A student who has a documented disability (physical, mental, emotional, or learning) and who needs assistance with admission, registration, orientation, or any other phase of college life should contact Ms. Vickie Williams, Student ADA Coordinator, in Wilson Hall or at 214-4803. Please see our nondiscrimination policy on page ii of this catalog

On request, CVCC documents can be produced in Braille. Additionally, CVCC can order textbooks on CD.







# **Academic Policies**



## Calendar system and credits

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**C**hattahoochee Valley Community College operates on a semester calendar system consisting of two semesters and a summer term. The semesters ordinarily begin in August and January, and the summer term in May. Credits earned at the College reflect the number of semester hours that classes meet.

## Classification of students

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- Freshman: A student who has earned fewer than 31 semester hours of credit.
- Sophomore: A student who has earned 31 or more hours of credit.

## Course load

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**A** student enrolled for 12 or more credit hours is considered a full-time student. A student enrolled for fewer than 12 credit hours is considered a part-time student.

Most degree programs are designed so that students taking a normal load of 15-18 credit hours per semester may graduate in two academic years. Some students may find it desirable to schedule fewer hours per semester depending on workload or other personal responsibilities. Students having difficulty determining proper course loads should consult their advisors. The maximum course load is nineteen hours. Students wishing to enroll for more than 19 semester hours must receive approval from the Dean of Instruction. Under no circumstance will a student be allowed to exceed 24 semester hours.

**NOTE:** Any student enrolled in two or more college preparatory courses (developmental studies) may not enroll for more than twelve total credit hours. Exceptions must be approved by the Dean of Instruction.

## Registration, schedule changes, and withdrawal

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**A** student must be officially registered for every class he/she attends. If the student's name does not appear on the class roll, he/she will not be awarded credit.

Details of the dates and times of registration for each semester are published in the Schedule of Classes. Students may obtain a Schedule of Classes at the Office of Admissions, Wilson Hall, or the Learning Resource Center. In all cases, registration becomes official when students have paid all tuition and fees.

## Late registration

A late registration period is provided during the first two or three class days of the semester. Students registering late are responsible for making up required course work. Students registering late are required to pay the late registration fee of \$25.00.

## Schedule adjustment

During the first two or three class days of the semester, students may change their schedule by adding and/or dropping courses. Students must report to the designated office, as specified in the Schedule of Classes, to complete the necessary forms. A student will not be allowed to add a class after the schedule adjustment period except with the Dean of Instruction's approval.

## Auditing a course

A student may register to audit a course during regular registration and during the schedule adjustment period. Auditing students may not change their status to receive credit, nor may students registered to receive credit in a class change their status to audit. A student auditing a class is expected to follow the attendance policy.

## Independent study

In certain unusual circumstances, the Dean of Instruction, with a recommendation from the Division Chairperson and instructor, may permit a student to take a course by independent study. Permission will be based on such factors as future course availability and the student's academic record. No student whose grade point average is below 2.0 will be permitted to take a course by independent study. Because independent study courses must be completed without the usual assistance from instructors, a student will not be allowed to take more than one independent study course per semester. Exceptions must be approved by the Dean of Instruction.

## Distance learning: online and hybrid classes

Before enrolling in online classes, students should be able to honestly agree with the following statements:

1. I have a computer at home or available routinely with DSL or cable Internet access.
2. I have strong typing skills.
3. I know how to upload and download files.
4. I can navigate the Internet via Firefox, Explorer, Safari, or Google Chrome.
5. I have completed or tested out of **RDG 085** and/or **RDG 114**.
6. I have completed or tested out of **ENG 093**.
7. I expect to spend more than **5 hours** per week **online** for an online course.
8. I understand that distance learning courses often require **more effort** than a traditional on-campus course.
9. I am **not** on academic probation.
10. I have taken or am currently enrolled in **CIS 101B** Computer Applications Lab (Blackboard).
11. I have Microsoft Office Suite and have a general knowledge about using Microsoft Word and Microsoft PowerPoint.
12. I am self-disciplined.
13. I am willing to ask for help when needed.
14. I have strong time-management skills.
15. I have completed or tested out of **MTH 098** **IF** I wish to enroll in either CIS 146 or BIO 103 online.

Students for whom the following conditions apply will not be allowed to enroll in online courses:

- First-term college students who have never attended any college before
- Students needing RDG 085

- Students needing RDG 114
- Students needing ENG 093
- Students who are on academic probation

Students needing the courses listed below will not be allowed to enroll in online classes for which the respective course is a prerequisite until the prerequisite has been satisfied:

- MTH 090
- MTH 098

All online and hybrid courses are delivered via the Blackboard interface. Students who register for online and hybrid courses will be “enrolled” in the Blackboard section assigned for each course. All students taking online and hybrid courses are required to complete CIS 101B as a prerequisite or corequisite.

A student’s advisor may override the requirement for CIS 101B if (1) The student has completed an equivalent Blackboard class from another institution, which must be verified on the student’s transcript; or, (2) The student has completed a “competency lab exercise,” which will be verified by appropriate CIS faculty. (A fee may be charged for the competency lab exercise).

Each online class will include a required “Course Access” component that students must complete to verify initial attendance. The “Course Access” activity will include the following:

- Information about Blackboard locations for ...
  - ... the course syllabus
  - ... instructor contact information
  - ... assignments and exams
  - ... other course information, as needed
- Completion of an assessment (test) about the above material. This assessment serves to verify students’ “attendance.” Students who do not complete the “Course Access” activity will be identified as NS (no-show) and will be blocked from the class.

Some online classes may require one or two assessment activities to be conducted on campus. Students should contact their instructors for this information.

## Course cancellations

The College reserves the right to cancel any course listed in the Schedule of Classes. In the event that a student is in his/her last semester before graduation and a course needed for graduation is canceled, the student should consult with his/her advisor and/or the Dean of Instruction.

## Assignment of class instructor

Class cancellations, splits, or other conditions may necessitate reassigning instructors. Students are cautioned that the listing of an instructor’s name in the Schedule of Classes is not a guarantee that the instructor will teach the course.

## Withdrawal from a course or from the College

After the schedule adjustment period, the following withdrawal policy is in effect:

**Withdrawal from a course** - A student must obtain the appropriate form from the Office of Admissions, get the instructor’s signature, obtain the financial aid officer’s signature,

and return the form to the Office of Admissions for processing. A scholarship student must also secure the signature of the scholarship supervisor. **Withdrawal is not official until all steps are completed.**

**Withdrawal from the College** - A student must obtain the appropriate form from the Office of Admissions and get signatures from all instructors, financial aid, the Learning Resource Center, and the business office. A scholarship student must also secure the signature of the scholarship supervisor. When the student has all the required signatures, the form must be returned to the Office of Admissions for processing. **Note: Withdrawal is not official until all steps are completed. A withdrawal will not be processed if the student has an outstanding financial obligation to the College.**

Students who withdraw from a course or from the College entirely will receive a grade of “W,” “WP,” or “WF.” Final grades are determined according to the date the student withdraws from the course or the College as denoted in the College calendar. To receive a nonpunitive grade of “W,” the student must withdraw as follows:

Spring or Fall Semester . . . . . By close of 10th week of class  
Summer Term . . . . . By close of 6th week of class  
Spring or Fall Term I or II . . . . . By close of 5th week of class  
Summer Term I or II . . . . . By close of 3rd week of class

Students who withdraw after the designated dates will receive a grade of “WP” if passing at the time of withdrawal or “WF” if failing at the time of withdrawal. “WF” is calculated the same as an “F” in the grade point average (GPA).

**NOTE:** Students enrolled in Nursing programs must adhere to the policies set forth by that program (see pages 103-112).

## **Class attendance and final exams**

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### **Attendance**

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, to arrive on time, and to remain for the entire session. Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

In order to comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student who is on the roster is absent, the student is reported as a no-show (NS). The second verification occurs at the 60-percent completion date in the semester. If a student who is on the roster has stopped attending class, the student is reported as a non-attending (NA) student. If a student is reported as either a NS or a NA the student is administratively withdrawn from the course and a “W” indicating a withdrawal is posted for the course grade.

Each instructor’s attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC’s official Class Schedule for the term. Online students who fail

to complete this assignment will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. In addition, students who stop attending classes prior to the 60-percent date of the semester will be reported as a non-attending (NA) student which will result in an administrative withdrawal. For online courses, students who fail to show activity through logins and postings prior to the 60-percent date will be reported as a non-attending (NA) student which will result in an administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students' attendance.

Students who have been administratively withdrawn from a course as a result of the no-show (NS) or non-attendance (NA) report and wish to be reinstated should follow the appeal process below.

### **Appeal process for administrative withdrawals**

- A student who has been administratively withdrawn from a course as a result of the no-show (NS) or non-attendance (NA) report, may submit an appeal to the course instructor. This appeal must be in writing and include the appropriate documentation, in accordance with conditions stipulated in the instructor's syllabus.
- The course instructor will evaluate the appeal according to the course syllabus and will notify the student of the appeal's outcome within three working days.
- If a student is to be allowed to return to class, the instructor **must** submit to the Admissions Office a written request (Class Reinstatement Request Form) for the student's reinstatement, and the student **must** verify his/her reinstatement in the Admissions Office, obtain an updated schedule, be cleared by the Business Office, and show the instructor documentation that the process was completed to finalize the reinstatement and be allowed to attend class.
- If a student is not allowed to return to class, the student may file a written appeal, with all relevant documentation, to the appropriate division chair who will notify the student of that appeal's outcome within three working days.
- If the matter cannot be resolved at the division chair level, the student may make a final documented written appeal to the chief academic officer. The decision of the chief academic officer is final and will be communicated to the student within three working days from the date the written appeal is received.

### **Final exams**

A final exam will be given at the end of each semester during the times specified in the official calendar of the College or as scheduled by the Vice President/Dean of the College.

# Grades and quality points

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A letter grade is assigned in each course in which the student is enrolled at the end of the semester. A quality-point value per semester hour is assigned to each letter grade.

Letter Grade	Meaning	Quality Points
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
WF	Withdrawal Failing	0.00
WP	Withdrawal Passing	0.00
S	Satisfactory completion of Institutional Credit Course	NONE
U	Unsatisfactory completion of Institutional Credit Course	NONE
W*	Withdrawal	NONE
AU	Audit	NONE
I	Incomplete	NONE
IP	In Progress of Institutional Credit Course	NONE

\*A student may not be assigned a “W” after the deadline published in the official College calendar.

## Satisfactory and unsatisfactory grades

Satisfactory (S) and Unsatisfactory (U) grades are assigned in courses that are designated for institutional credit. These courses will not transfer, and none of them carry quality points. Therefore, they are not calculated in the grade point average.

## Incomplete grade

The grade of incomplete (I) may be assigned when a student has been prevented from completing the requirements of a course. It is assigned only in exceptional circumstances. The student must request a grade of incomplete from the instructor. The instructor may grant or deny the request. A grade of incomplete (I) must be cleared by the end of the following regular semester or a final grade of “F” will automatically be recorded. This grade will be reported to the student at the end of the semester in which the grade is changed.

A grade of incomplete (I) is not added into the total number of hours attempted until it has been cleared. Students are cautioned that “I” grades may affect their eligibility for financial aid benefits.

## Grade reports and grade point averages

At the end of each semester, students must go to the Web site to check the final grades received for all courses in which they were enrolled during that semester. The grade report shows the semester hours attempted, the total quality points and credit hours earned, and a grade point average. Also included on the grade report is a record of the total number of hours attempted, the total quality points earned, and a cumulative grade point average. After grades have been recorded, they cannot be expunged from the student’s permanent record.



The grade point average is computed by multiplying the quality points earned by the credit value of each course and dividing the total quality points earned by the total credit hours attempted, as indicated by the example below:

3 sem. hrs. of "A"  $\times$  4 = 12 quality points  
3 sem. hrs. of "B"  $\times$  3 = 9 quality points  
3 sem. hrs. of "C"  $\times$  2 = 6 quality points  
3 sem. hrs. of "D"  $\times$  1 = 3 quality points  
3 sem. hrs. of "F"  $\times$  0 = 0 quality points  
30 total quality points  
30 quality points  $\div$  15 hours attempted = 2.0 GPA

AU, I, IP, S, U, and W grades are not included when computing a student's grade point average (GPA), but will be recorded on a student's transcript.

**NOTE:** Students enrolled in Nursing programs must adhere to the policies set forth by the program.

## Academic honors

The College recognizes superior scholastic achievement by publishing in the local newspapers the President's List and the Dean's List at the end of each semester. Students recognized receive congratulatory letters from the College President and the Chief Academic Officer.

The President's List recognizes students who were enrolled for a minimum of 12 semester hours (excluding institutional credit hours) during a semester and earned a grade-point average of 4.00 (A).

The Dean's List recognizes students who were enrolled for a minimum of 12 semester hours (excluding institutional credit hours) during a semester and earned a grade-point average of 3.50 to 3.99 (B).

Students who consistently maintain high scholastic performance and meet other eligibility requirements may be invited to join the Alpha Theta Rho Chapter of the Phi Theta Kappa International Honor Society.

## Academic standards of progress

The following academic standards of progress apply to all students except those students taking institutional credit courses (see Academic Standards of Progress for Institutional Credit Courses in this section on page 59). Please note that the Nursing programs have departmental requirements in addition to these standards of academic progress (see information under ADN and LPN programs in the Programs of Study section of this catalog).

1. A student must maintain the following cumulative grade-point average (GPA), depending on the number of hours attempted at the College, to have *clear* academic status:

Hrs. Attempted	GPA
12-21 .....	1.50
22-32 .....	1.75
33 or more .....	2.00

2. When the cumulative GPA of a student is below the GPA required for the number of credit hours attempted at the institution, the student is placed on *academic probation*.

3. When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read *Suspended-One Semester*.
4. A student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one-semester suspension, the transcript will read *Suspended-One Semester/Readmitted Upon Appeal*.
5. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or been readmitted on appeal), and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution, but a semester GPA is 2.0 or above, will remain on Academic Probation. If the student does not earn the cumulative GPA of 2.0 or above for the required number of hours the student is Suspended for *One Academic Year*.
6. A student returning from a one-term or one-year suspension while on academic probation who fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be suspended for another calendar year.
7. The student must attain clear status before beginning the academic standards of progress cycle again.

## **Appeal process for readmission**

If a student does not contest the facts leading to suspension, but simply wishes to request consideration for readmission, the student may submit a request in writing for an “Appeal for Readmission” to the Admissions Committee no later than two working days before the beginning of regular registration. During the meeting of the Admissions Committee (which is not considered a “due process” hearing, but rather a petition for readmission), the student may present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, along with the materials presented by the student, is placed in the College’s official records. Additionally, a copy of the written decision is provided to the student.

## **Intervention for student success**

Students placed on academic warning, academic probation, one-semester suspension, or one-calendar-year academic suspension may be required to take study-skills courses, to take other specific courses designed to assist their success, to limit the number of hours taken during each semester, and/or to take other steps as designated by the Dean of Instruction, the student’s advisor, and/or the Admissions Committee.

## **Course forgiveness**

1. If a student repeats a course, the last grade awarded (excluding grades of W and WP) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected.
2. When a course is repeated more than once, all grades for the course (excluding the first grade) will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled.

3. The Course Forgiveness process will occur automatically after the course has been repeated and a new grade has been posted.
4. No course in which the last grade received was a “F” may be counted toward graduation. The student must be aware also that the last recorded grade may be regarded by a senior institution as the grade of record for transfer purposes.

**NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by that program (see pages 103-112).**

## **Academic bankruptcy**

1. A student may request in writing to the Director of Admissions/Registrar to declare academic bankruptcy under the following conditions:
  - a. If fewer than three calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of eighteen semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily during the semester for which academic bankruptcy is declared, will be disregarded in the cumulative GPA, but will remain on the permanent transcript.
  - b. If three or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during a one- to three-semester/term provided the student has taken a minimum of eighteen semester hours of coursework at the College since the bankruptcy term(s) occurred. All coursework taken, even hours completed satisfactorily, during the semester/term in which academic bankruptcy is declared, will be disregarded in the cumulative GPA, but will remain on the permanent transcript.
2. When academic bankruptcy is declared, the transcript will reflect the term *Academic Bankruptcy* for each semester/term affected. When academic bankruptcy is declared, the transcript will reflect the semester/term of its implementation and will include the term *Academic Bankruptcy Implemented*.
3. A student may declare academic bankruptcy only once.
4. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution(s).

**NOTE: Students enrolled in Nursing programs must adhere to the policies set forth by the program.**

## **Change of curriculum or program of study**

Students accepted and enrolled in a particular program of study who seek to pursue another program of study must meet the requirements for admission to the new program. They should also complete the necessary curriculum change form available at the Office of Admissions. An updated plan of study may be obtained from CVCC's web site. Students who change their program of study will follow the program requirements of the catalog current at the time of the program of study change.

## Academic standards of progress for transfer students

1. A transfer student who is admitted on *clear* academic status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally accredited postsecondary institutions are not included in the GPA calculation.
2. A transfer student who is admitted on academic probation retains that status until the student has attempted at least 12 semester credit hours at CVCC. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at CVCC, the cumulative GPA is below 1.5, the student is suspended for one semester. The transcript will read *Suspended-One Semester*.
3. If, at the conclusion of the semester in which the transfer student admitted on *academic probation* has attempted a total of 12 semester credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student’s status is *clear*.

## Academic standards of progress for institutional credit courses

1. Students who are enrolled in an institutional credit course and who receive a grade of U or IP for one semester may not take the course a second semester until they receive special academic advising.
2. After the second semester in which the student receives a grade of U or IP in the same course, the student must appeal through the institution’s appeal process before being allowed to re-enroll in the course.

## Academic standards of progress for nursing students (See pages 103-112.)

### Transfer of credits

Transfer students must furnish the official transcript(s) of all work attempted at all other institutions unless they have completed the baccalaureate degree. An applicant who has completed the baccalaureate degree is required to submit only the transcript from the institution granting the baccalaureate degree. However, applicants may submit transcripts from other institutions attended if they wish to have those credits considered for purposes of transferability.

Transferability of credits will be determined in the following manner:

1. If a student has a 2.0 cumulative grade point average in all previous college work attempted, all passing grades will be accepted if they are comparable to CVCC courses.
2. If the student’s cumulative grade point average is below 2.0 (C), only credits in which a grade of “C” or better was earned will be accepted.
3. Of the credits accepted, only those that are applicable to the student’s chosen curriculum may be used for purposes of meeting program and graduation requirements.
4. Students who have satisfactorily completed required English and mathematics courses will not be required to take the COMPASS Placement Test at CVCC.

### Evaluation of transfer credits

Official transcripts submitted by transfer students who enroll at the College normally will be evaluated by the Office of Admissions no later than two weeks after the semester begins and, in no case, later than the end of the first academic semester in which the student is enrolled.

Transfer students will be informed of the amount of acceptable credit in three ways:

1. The transferable courses and number of credit hours will be provided to the student's academic advisor who will, in turn, provide the information to the student.
2. The amount of transfer credit and the transferable courses will be provided on CVCC's web site after the evaluation.
3. The courses and the number of credits allowed through transfer are recorded on the student's official and unofficial CVCC transcript.

Students who have questions about the amount of credit accepted or specific courses accepted may address those questions to the Director of Admissions/Registrar. In some cases, students may be required to furnish catalogs containing course descriptions in order to determine course transferability. Students must be currently enrolled at the time transfer credit is awarded.

### Nontraditional credit

CVCC may award limited credit for advanced placement, challenge examinations, CLEP and DANTES examinations, armed forces and service schools training, certain professional certifications, portfolios (upon review), and statewide articulation agreements or programs.

### Credit by examination

	Available credit hours for degrees	Available credit hours for certificates
Advanced Placement	15	9
CLEP and/or DANTES	15	9
Military training and education	20	9
Professional certification		
*Criminal Justice (6) and Fire Science (3) only	3-6	3
Credit by examination (challenge)	15	9

\*See program requirements

Not more than 25 percent of total credit required for any program may be awarded through nontraditional means. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at CVCC.

Credit for subject examinations will be granted provided the student has not been previously enrolled in the course for which credit is to be earned. CLEP/DANTES credit will not be granted for college level courses previously failed, for disciplines in which credit for higher-level courses has already been earned, or for both subject examination and its course equivalent.

Credit through CLEP/DANTES examinations will not be recorded on the student's permanent record until the student has completed a minimum of twelve semester hours at CVCC. Notation will be made on the student's permanent record indicating the area in which credit was awarded, with the statement "Credit by Examination," followed by the number of semester hours granted.

*The policy of granting credit through CLEP/DANTES examinations may differ from policies at other colleges, and the student is cautioned to check with other colleges to obtain additional information.*

### College Level Examination Program (CLEP)

CVCC awards credit through selected CLEP examinations provided the student earns a minimum score as recommended by the American Council on Education (ACE).

CLEP examinations subject matter	Credit awarded	CVCC course equivalents
<b>Business</b>		
Information Systems and Computer Applications	3	CIS 146
Principles of Accounting I and II	6	BUS 241, 242
Introductory Business Law	3	BUS 261
Introduction to Management	3	MST 201
Introductory Macroeconomics I	3	ECO 231
Introductory Macroeconomics II	3	ECO 231
<b>Language and Fine Arts</b>		
American Literature with essay	6	ENG 251, 252
English Literature with essay	6	ENG 261, 262
Spanish	3	SPA 101
<b>Mathematics and Science</b>		
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus with Elementary Functions	4	MTH 125
<b>Social Science and Public Service Technologies</b>		
Western Civilization I	3	HIS 121
Western Civilization II	3	HIS 122
American History I	3	HIS 201
American History II	3	HIS 202
General Psychology	3	PSY 200
Introductory Sociology	3	SOC 200

### ***DANTES standardized examinations***

CVCC awards credit through selected DANTES examinations provided the student earns a minimum score as recommended by the American Council on Education (ACE).

DANTES examinations subject matter	Credit awarded	CVCC course equivalents
<b>Business</b>		
Introduction to Business	3	BUS 100
Principles of Accounting I	6	BUS 241
Introduction to Management	3	MST 201
Basic Marketing	3	BUS 285
Principles of Economics II	3	ECO 232
<b>Mathematics and Science</b>		
College Algebra	3	MTH 112
College Trigonometry	3	MTH 113
Calculus I	4	MTH 125
Calculus II	4	MTH 126
Linear Algebra	4	MTH 237
College Physics II	4	PHY 213
College Chemistry	4	CHM 111
<b>Social Science and Public Service Technologies</b>		
Western Civilization I	3	HIS 121
Western Civilization II	3	HIS 122
General Anthropology	3	ANT 200
Introduction to Criminology	3	CRJ 208

## **Other areas for credit by examination**

Credit-by-examination opportunities are available in some subject areas for which CLEP and DANTES examinations are not available or recognized by the College. Students should contact the Registrar for more information.

Credit by examination is subject to the following regulations and guidelines:

1. An admitted student must apply to the Dean of Instruction to request credit by examination.
2. A student may not challenge a specific course more than once.
3. A maximum of fifteen hours of credit toward the degree or nine toward the certificate may be earned through challenge examinations.
4. Students must be enrolled in the College and must not have audited or have been previously enrolled in the course for credit at any postsecondary institution. The student must enroll as a regular student in the course to take a challenge examination. This provision includes payment of the respective tuition charges and applicable fees for the course.
5. The student who passes a challenge examination will receive credit for the course, with a notation on the transcript of the method by which the credit was earned (credit by examination).
6. No credit earned through challenge examinations will be extended to any student until the student has completed twelve semester hours of credit at CVCC.
7. Challenge examinations will not be administered if the student has already received credit for advanced work in the subject area beyond the course for which the examination is being requested.
8. Credit by examination procedures may not be used to remove or supersede any grade previously earned in a given course or equivalent, including courses that were failed.
9. An administrative fee of \$40 will be charged for each credit-by-examination request.

## **Credit-by-examination refund policy**

To receive a grade for credit by examination, a student must pay tuition in addition to examination fees. Refunds will be given only in the same semester in which the student has applied. If students do not complete the examination in the semester in which they apply, a refund will not be given.

## **Credit through advanced placement**

CVCC will grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board, not to exceed 15 hours of credit. To be eligible, the student must take the examination before enrolling in college and must be enrolled at the College when credit is awarded.

## **Credit for military training and educational experiences**

CVCC will consider, on an individual basis, military experiences as a substitute for approved courses in the student's training and education curriculum. The student is responsible for requesting an AARTS transcript by contacting the AARTS Operations Center via e-mail at <http://aarts.army.mil>.

Credits extended by the College will be applied to the student's graduation requirements and, after the credit is extended, the student may not enroll in the course for which the credit was awarded.

Guidelines for extending credit are as follows:

**United States Armed Forces Institute (USAFI)** - Credit may be given for study or correspondence study applicable to the student's curriculum that was taken through the United States Armed Forces Institute (USAFI) provided the course is recommended by the American Council on Education. The student must submit official evidence of satisfactory completion of the work to the Office of Admissions.

**Military Service Schools** - Training courses completed in the armed forces that are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit. The student must submit official evidence of satisfactory completion of the work to the Office of Admissions.

**DANTES** - The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional Educational Services Support (DANTES). Credit awarded will be based on recommendations by the American Council on Education.

## Graduation

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### Degree requirements

Chattahoochee Valley Community College awards the Associate in Arts degree or the Associate in Science degree to eligible students who will transfer to senior colleges or universities and the Associate in Applied Science degree to students who have completed a specific career program of study.

To become eligible to receive an associate degree from CVCC, the student must fulfill the following requirements:

1. **Associate in Arts or Associate in Science degree** - Completion of a minimum of 60 semester hours credit in an approved Associate in Arts or Associate in Science degree program with sixteen semester hours taken at CVCC (the exact number of hours required in each program is specified in the Programs of Study section). Students must complete at least 25 percent of semester credit hours at CVCC.

**Associate in Applied Science degree** - Completion of a minimum of 60-76 semester hours credit in an approved Associate in Applied Science degree with 25 percent of the semester hours taken at CVCC (the exact number of hours required in each program is specified in the Programs of Study section).

2. Meet all requirements for graduation within a calendar year of the last semester/term of attendance.
3. Successfully complete the general education and other required courses as specified in the program of study.
4. Achieve a minimum cumulative grade point average of 2.00.
5. Fulfill all financial obligations to the College.



6. Complete a formal application for graduation by the specified deadline date.
7. Complete all incomplete grades.
8. Pay the specified graduation fee.
9. Participate in commencement ceremonies. Students must participate in ceremonies unless prevented from doing so by unusual or extenuating circumstances. Students may be excused from participation in commencement ceremonies **only** by submitting in writing a formal request to the Director of Admissions stating the nature of the unusual or extenuating circumstances. If the request is granted, the student must contact the Office of Admissions to arrange to receive the diploma.

Any exception or waiver of these requirements may be approved by the Vice President/Dean of the College.

## **Certificate requirements**

To become eligible to receive a Certificate from CVCC, the student must fulfill the following requirements:

1. Satisfactorily complete an approved program of study. (See the Programs of Study section for Certificate requirements.)
2. Achieve a minimum cumulative grade point average of 2.0.
3. Complete at least one-half of the total semester credit hours required in the program at CVCC.
4. Meet all requirements for graduation within a calendar year of the last semester/term of attendance.
5. Complete a formal application for the certificate by the specified deadline date.
6. Fulfill all financial obligations to the College.

## **Competency requirements**

To ensure that students have acquired appropriate competencies before they graduate, CVCC requires the following:

1. To develop competency in writing, reading, and computation, students must take the COMPASS Placement Test and must take and satisfactorily complete developmental courses, if indicated by the test results. Students must then take at least two written communications skills courses at the college level and reading courses, if required, until the exit level is at the twelfth grade or higher. Competencies required for completion of individual courses are designated on course syllabi.
2. Competency in computer use is required of all students. Students must take at least one computer course unless they can demonstrate computer literacy otherwise. Competencies required for completion of the computer literacy course are designated on the course syllabus.
3. Students must achieve a minimum cumulative grade point average of 2.0. They must satisfy objectives (competencies) included on the syllabus for each course.

Dual degrees

To qualify for a second associate degree, a student must complete an additional 16 semester hours above the degree requirements for the first associate degree, and maintain an average grade of “C” or higher.

Students may earn two or more A.A.S. degrees as long as they complete the specified requirements listed in the curriculum for each field of study.

Students seeking to earn an A.A.S. and an A.A. or A.S. degree must (1) complete the specified curriculum requirements for the A.A.S. degree, (2) complete the general education requirements for the A.A. or A.S. degrees, and (3) complete a sufficient number of elective hours.

Application for graduation

Students planning to graduate should apply for graduation in the Office of Admissions by the date specified in the College’s academic calendar. Compliance with this deadline will allow the College to evaluate the student’s eligibility for graduation and notify the student regarding remaining graduation requirements, if any.

Although students may complete requirements for graduation during any semester, degrees will not be officially conferred until commencement ceremonies at the end of Spring semester. The official date on which degree requirements have been completed for the degree will be specified on the student’s permanent transcript.

Graduation honors

*Degrees* - Superior academic achievement by graduating students is designated on transcripts by the following:

Summa Cum Laude .....	3.90-4.00 GPA
Magna Cum Laude .....	3.70-3.89 GPA
Cum Laude .....	3.50-3.69 GPA

*Certificates* - Superior academic achievement by students earning certificates is designated on transcripts as follows:

Graduation with Distinction .....	3.50-4.0 GPA
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**Note:** Calculation of the GPA for graduation honors is identical to the method used to calculate the GPA to fulfill graduation requirements for the degree or certificate earned. In addition, to be eligible for a graduation honor, the student must have completed a minimum of twenty-four semester hours at the College. All awards and honors are computed based on the student’s standing at the end of the Spring semester before graduation.

CVCC transcripts

Students desiring an official transcript of their permanent record must make the request to the Office of Admissions in person or in writing. The College reserves the right not to release a transcript if the student has outstanding financial obligations to the College.

## **Withholding graduation, diploma, and transcripts**

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**T**he position of the administration of CVCC is that a college degree or certificate has true merit and meaning only if it is granted when a student has demonstrated the level of effort and responsibility indicative of a worthy graduate. Therefore, it is the policy of the College that a student shall be entitled to a degree or certificate only by successfully completing a prescribed course of study; paying all tuition, fees, and other appropriate charges; and fully abiding by the College's policies, rules, and regulations. If a student fails to meet any of these three requirements for graduation, the College reserves the right to withhold official graduation and awarding of a degree or certificate to such student and, until such deficiency is rectified, to include a notation on the student's official transcript that the student is ineligible for graduation. Furthermore, it is the policy of CVCC that a student who has failed to make timely payment of tuition, fees, or other appropriate charges is ineligible to re-enroll for any subsequent academic semester at the College, except with special permission from the President, until appropriate payment is made. The College also reserves the right to withhold the issuance of the official transcript of any student who has failed to make timely payment of tuition, fees, or other appropriate charges, until full payment is made.

The Office of Admissions has the authority to withhold official graduation, certificates, and/or release of official transcripts as long as such authority is exercised in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student, withhold the degree or certificate, withhold the release of an official transcript, or declare a student ineligible for further enrollment, the Dean of Student Services will provide written notice to the student. The notice will be delivered by personal service or mailed to the student's last known home address. The notice will state the type of action the College intends to take.

A student who receives notice of any of the above-described actions has the right to meet with the Dean of Student Services and request that the action not be taken. If the student substantiates that the basis stated for the action is erroneous, or demonstrates to the satisfaction of the Dean that the respective problem will be resolved within an acceptable time frame, or if the Dean determines for any other appropriate reason that the intended action should be rescinded or modified, he/she may withdraw or modify the action. The Dean will provide written notice to the student of any such decision. The Dean also has the authority to make such a decision conditional based on the student's meeting certain stated requirements, and in such cases, the Dean retains the right to re-impose the action if the stated conditions are not met by the student.

## **Cooperative arrangements**

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### **Reciprocity agreements affecting tuition**

By approval of the Alabama State Board of Education, Georgia residents living in counties contiguous to Lee and Russell Counties in Alabama pay the same tuition and fees assessed Alabama residents. By approval of the Georgia Board of Regents, Alabama residents living in Alabama counties contiguous to Muscogee County, Georgia, pay the same tuition and fees at Columbus State University as those assessed Georgia residents (See Financial Information section, p. 23).

## **Servicemembers Opportunity Colleges (SOC)**

Chattahoochee Valley Community College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

### **Servicemembers Opportunity Colleges Consortium**

The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at <http://www.soc.aascu.org/>.

### **SOC Degree Network System Membership**

Chattahoochee Valley Community College is a member of the SOC Degree Network System, a subgroup of SOC Consortium member institutions selected by the military Services to deliver specific associate and bachelor's degree programs to servicemembers and their families. As a member of the DNS, we have agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion. Chattahoochee Valley Community College is approved for membership in SOCAD at the associate degree level.

Through prior agreement, Chattahoochee Valley Community College will:

- Limit institutional residency requirements for graduation to 25 percent of the total degree requirements.
- Permit military students to complete institutional residency at any time and avoid any "final year" or "final semester" residency requirement.
- Award credit appropriate to the degree for Service training school courses and military occupational experience based on recommendations in the American
- Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide).
- Award credit appropriate to the degree from at least one nationally-recognized standardized testing program, such as College Level Examination Program (CLEP), DSSTs, or Excelsior College Examination program (ECE), based on credit recommendations in the ACE Guide.
- Issue a Student Agreement for each eligible military student by the time he/she has completed 6 semester hours of credit with the home college, and honor the Student Agreement for the length of time established by the home college as indicated on its College Information Page in the SOC DNS Handbooks.
- Permit the student to complete his/her selected degree program under the terms of the Student Agreement even after separation from active military service or if the institution no longer participates in the SOC Degree Network System.



# **Programs of Study**



**Programs of study** offered at CVCC include **university parallel programs**, **career programs**, and **certificate programs**.

**University parallel programs** include the Associate in Arts and the Associate in Science degrees. These two-year degrees are intended to provide the general education core requirements of the first two years of a baccalaureate program and thus prepare baccalaureate-seeking students for transfer to a four-year college or university.

**Career programs** lead to the Associate in Applied Science degree. These programs are intended to prepare students for specific careers or occupational enhancement and they also include some general education courses. Although these programs are not designed primarily for transfer, many of the courses are transferable to four-year institutions.

**Certificate programs** are especially designed for students who wish to prepare for careers or career advancement through short-term, intensive programs.

## University parallel programs

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A university parallel program allows a student to complete the first two years of a baccalaureate degree. These programs are designed to transfer to a four-year college or university. CVCC offers two transfer degrees:

**Associate in Arts in Liberal Arts (A.A.)**

**Associate in Science in General Studies (A.S.)**

The Associate in Arts and Associate in Science degrees are awarded to students completing a planned university-parallel program to meet the requirements of the first two years of a Bachelor of Arts or Bachelor of Science degree. Since Area V requirements vary with individual four-year institutions, students must obtain approved university parallel degree plans from the appropriate academic divisions or Counseling Services. Associate in Arts and Associate in Science degrees contain a general education core requirements. Since not all courses will satisfy these requirements in all programs, courses should be chosen from an approved degree plan to ensure they meet the requirements. The degree plan will also indicate the courses needed in addition to the general education core to complete the degree.

Students in the **Associate in Arts in Liberal Arts** degree program usually transfer to a four-year institution in such fields as Art, Elementary or Secondary Education, Health, Physical Education and Recreation, Music, or Theater.

Students in the **Associate in Science in General Studies** degree program usually transfer to a four-year institution in the Natural Sciences, the Professional Sciences, Mathematics, Computer Science, Business Administration, or Nursing.

As part of a transfer degree, students will take freshman- and sophomore-level general education courses in a wide range of disciplines. All students are required to complete a specific number of semester hours in **English Composition** (Area I), **Humanities and Fine Arts** (Area II), **Natural Sciences and Mathematics** (Area III), and **History, Social, and Behavioral Sciences** (Area IV). These courses are referred to as **CORE** courses. In addition to CORE courses, students will choose **Electives** (Area V), which will more specifically prepare them for transfer in their particular field of interest.

While the College does not offer specific majors such as those offered at the bachelor's (four-year) degree level, the College is acutely aware that students should plan their course selection to

meet requirements at the transfer institution. Even though all general education course work in Areas I through V will transfer, the specific Area V courses required for a major at different four-year institutions may vary. It is, therefore, most important that students consult their advisors as well as the catalog of the institution to which they wish to transfer to ensure proper transfer credit. It is also advisable that students contact an academic advisor at the senior institution who can provide definitive advice on major course requirements.

## Planning for transferring

The Associate in Arts and Associate in Science degrees, requiring a minimum of sixty and a maximum of sixty-four semester hours, are planned sets of courses leading to baccalaureate degrees. Associate in Arts and Associate in Science degree students do not officially major in an academic discipline at CVCC. Majors are defined by the institution to which these students transfer. Associate in Arts and Associate in Science degree students are assigned to advisors on the basis of intended majors or fields of interest indicated. Students planning to transfer to a senior institution should decide as early as possible the college and program to which they will transfer.

Transfer guides have been developed for Alabama's colleges and universities. Chattahoochee Valley Community College provides transfer guides and agreements for state colleges and universities through the Statewide Transfer and Articulation Reporting System (STARS) program. Templates approved by the Articulation and General Studies Committee (AGSC) are available in CVCC advisors' offices and in the Office of Counseling and Advising. (Also see Internet <http://stars.troy.edu>.)

STARS is a computerized articulation and transfer planning system used to inform Alabama community college students about degree requirements, course equivalencies, and other transfer information pertaining to specific majors at each state-funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be based. The STARS database, if used properly, can prevent loss of course credit hours, provide direction for scheduling course work, and ease the transition from one institution to another. ***Students should request their guides or agreements when they meet with their academic advisors during orientation.***

To ensure proper interpretation of the AGSC guides/agreements, students who have completed postsecondary coursework at other institutions should request an evaluation of their courses by their intended transfer institutions before registering for classes at CVCC. While CVCC makes every effort through advising and printed materials to provide accurate information to meet transfer and degree requirements, it is the student's responsibility to select and register for courses needed to meet those requirements.

In addition to following the transfer guide, students are advised to personally contact their transfer schools to verify specific admissions and course requirements for their majors.

CVCC's academic advisors assist students in planning transfer programs. *Students should consult with their academic advisor before registering each term.*

**AGSC templates and/or articulation guides are available in the following areas.** Designations in parentheses refer to specific colleges.

- Accounting (use Business template/guide)
- Adult Education (AU only)
- Advertising
- Agricultural Economics (AU only)



- Agribusiness Economics (AA and MU only)
- Agricultural Science (AA and MU only)
- Agronomy and Soils (AU only)
- Allied Health (UAB only)
- Animal Science/Animal and Dairy Sciences
- Anthropology
- Apparel and Textiles (UA only)
- Apparel Merchandising, Design, and Production Management (AU only)
- Apparel, Merchandising and Design (AA and MU only)
- Applied Mathematics (AU only)
- Art Education
- Art History (BA)
- Art Studio (BA)
- Art Studio (BFA)
- Athletic Training
- Behavioral Science (Athens only)
- Biochemistry (AU only, covered under Chemistry template)
- Biology
- Biology Education (UAB only)
- Biomedical Science (USA only)
- Biosystems Engineering (AU only)
- Building Science
- Business
- Business Education: Middle/High School
- Career Technical Education (Athens only)
- Chemistry
- Chemistry Education
- Clinical Laboratory Sciences/Medical Technology
- Communication Studies
- Computer Science
- Criminal Justice
- Criminology (AU only)
- Cytotechnology (UAB only)
- Dance (UA only)
- Economics (BA Degree)
- Economics (BS Degree) (use Business template/guide)
- Elementary or Early Childhood Education
- Engineering - Aerospace
- Engineering - Chemical
- Engineering - Civil
- Engineering - Computer
- Engineering - Computer Science
- Engineering - Electrical
- Engineering - Industrial
- Engineering - Materials
- Engineering - Mechanical
- English (BA/BS)

- English/Language Arts Education: Middle/High School
- Environmental Science (AU only)
- Environmental Science and Soil (AA and MU only)
- Exercise Science and Wellness (JSU only)
- Family and Consumer Sciences (JSU only)
- Family and Consumer Sciences (UM only)
- Family and Consumer Sciences Education (AA and MU only)
- Finance (use Business template/guide)
- Fisheries Science (AU only)
- Food and Nutrition (UA only)
- Food Science and Technology (AA and MU only)
- Foreign Language
- Forest Management/Forest Science (AA and MU only)
- Forestry (AU only)
- French Education: Middle/High School
- General Science Education: Middle/High School
- General Studies in Human Environmental Sciences (UA only)
- Geography
- Geography Education: Middle/High School
- Geology
- Geomatics (Troy only)
- German Education: Middle/High School
- Health Education: Middle/High School
- Health Information Management (UAB only)
- Health Promotion (AU only)
- Health, P.E. and Recreation (UNA only)
- Health Science (Athens only)
- Health Sciences (UAB only)
- Health Services Administration (AU only)
- History
- History Education: Middle/High School
- Horticulture (AU only)
- Hotel and Restaurant Management (AU only)
- Human Development and Family Studies (AU only)
- Human Development and Family Studies (AA and MU only)
- Human Development and Family Studies (UA only)
- Human Environmental Sciences (UNA only)
- Human Resource Management (use Business template/guide)
- Human Services (Troy only)
- Industrial Design (AU only)
- Industrial Hygiene (UNA only)
- Instrumentation (Athens only)
- Interior Architecture (AU only)
- Interior Design (AU and UA only)
- International Business (use Business template/guide)
- International Studies (UAB only)
- Journalism

- Laboratory Technology (AU only)
- Management (use Business template/guide)
- Management Information Systems (use Business template/guide)
- Marketing (use Business template/guide)
- Mathematics
- Math Education: Middle/High School
- Meteorology (USA only)
- Music
- Music Education
- Nuclear Medicine Technology (UAB only)
- Nursing
- Nutrition and Food Science (AU only)
- Nutrition and Hospitality Management (AA and MU only)
- Occupational Therapy
- Operations Management (use Business template/guide)
- Philosophy
- Physical Education
- Physics
- Physics Education
- Plant Science (AA and MU only)
- Political Science
- Poultry Science (AU only)
- Psychology (BA or BS)
- Public Administration (AU only)
- Public Relations
- Public Safety Administration (Athens only)
- Radiologic Sciences
- Recreation Leadership (JSU only)
- Rehabilitation [noncertification program] (Troy only)
- Rehabilitation Services Education (AU only)
- Religious Studies
- Respiratory Therapy/Cardiopulmonary Sciences
- Restaurant and Hospitality Management (UA only)
- Sociology
- Social Science
- Social Studies Education: Middle/High School
- Social Work
- Spanish Education: Middle/High School
- Special Education
- Speech (Use Communications Studies or Speech template/guide)
- Speech Pathology
- Sports and Fitness Management (Troy only)
- Surgical Physician Assistant (UAB only)
- Technology, Industrial Technology or Engineering Technology
- Telecommunication and Film or Broadcasting
- Textile Engineering, Textile Chemistry, and Textile Management and Technology (AU only)
- Theatre

- Transportation or Physical Distribution (use Business template/guide)
- Wildlife Science (AU only)

### Associate in Science and Associate in Arts

A student enrolled at CVCC in an Associate in Science degree program in General Studies or an Associate in Arts degree program in Liberal Arts must complete 41 semester hours of core curriculum course work distributed among four core discipline areas (Areas I - IV), as indicated below. The student must then refer to a subsequent section of this catalog, or to the degree plan available from the academic advisor, to select 19 to 23 additional semester hours of course work in an Area V field of concentration appropriate to his/her future major. The student must complete 60 to 64 semester hours of appropriate course work to satisfy the requirements for graduation and to receive the Associate in Science degree in General Studies or the Associate in Arts degree in Liberal Arts.

### Degree requirements

**Area I:       Written Composition I and II .....6 credit hours**  
 ENG 101 and ENG 102

**Area II:       Humanities and Fine Arts ..... \*12 credit hours**  
 Must complete at least three semester hours in Literature.  
 Must complete at least three semester hours in Arts.  
 \*Students must complete a six-hour sequence in Literature or History  
 ENG 251 and ENG 252    or   ENG 271 and ENG 272  
 Remaining semester hours to be selected from Humanities and/or Fine Arts:

ART 100	ENG 272	PHL 206	SPA 201
ART 203	HUM 101	REL 100	SPH 106
ART 204	HUM 102	REL 151	SPH 107
ENG 251	HUM 103	REL 152	THR 120
ENG 252	HUM 299	SPA 101	THR 126
ENG 271	MUS 101	SPA 102	

**Area III:       Natural Science and Mathematics ..... 11 credit hours**  
 Must complete three semester hours in Mathematics at the Precalculus Algebra (MTH 112) or Finite Math (MTH 110) level or above. (Prerequisites and/or developmental courses may be required for some students before enrolling in these courses).  
 Must complete eight semester hours in the Natural Sciences, which must include laboratory experiences:

BIO 103	CHM 112	PHY 201	PHY 214
BIO 104	PHS 111	PHY 202	
CHM 111	PHS 112	PHY 213	

**Area IV:       History, Social, and Behavioral Sciences ..... \* 12 credit hours**  
 Must complete at least three semester hours in History.  
 \*Students must complete a six-hour sequence in Literature or History

HIS 121	HIS 201
HIS 122	HIS 202

Remaining semester hours to be selected from among other disciplines in the Social and Behavioral Sciences:

ANT 200	HIS 121	POL 200	SOC 200
ECO 231	HIS 122	POL 211	
ECO 232	HIS 201	PSY 200	
GEO 100	HIS 202	PSY 210	

**Areas I-IV: Minimum general education requirements ..... 41 credit hours**

AGSC approved CORE courses, including courses not offered by CVCC, transferred from another college will meet requirements for Areas I-IV.

**Area V: Preprofessional, pre-major, and elective courses ..... \*\*19-23 credit hours**

For additional courses, students must consult with their advisors to obtain Articulation Degree Plans for their specific areas of concentration.

The Articulation Degree Plan will list specific course requirements for transfer. However, since acceptance of transfer credits is ultimately determined by the senior institution, a student planning to transfer must consult with his/her advisor as well as the catalog of the institution to which he/she plans to transfer to ensure transfer credit.

**Additional degree requirements:**

ORI 101 (one credit hour) or ORI 105 (three credit hours) is required of all students except transfer students who have completed 14 or more semester hours prior to transferring to CVCC. If ORI 105 is taken to fulfill this requirement, the two additional credit hours may be used in Area V.

CIS 146 is required of all students except those who demonstrate computer literacy through testing administered by computer information systems faculty.

**Areas I-V: General studies curricula ..... \*\*\*60 credit hours**

**Maximum program semester credit hours ..... 64 credit hours**

**Semester credit-hour range by award ..... \*\*\*64 credit hours**

\* Students must complete a six-hour sequence in Literature or History

\*\* See the Articulation Degree Plan for specific course requirements for Areas II, III, and IV.

\*\*\*Respective programs of study for baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Depending on the total hours allocated for the bachelor's degrees, institutions in the Alabama Community College System are authorized to provide 50 percent of the total (60-64).

## Alabama Articulation and General Studies Committee (AGSC)

The AGSC was created to simplify the transfer of course credit between public institutions of higher education. To accomplish this task, the AGSC has developed and implemented a state-wide general studies and articulation program that facilitates the transferability of coursework

among all Alabama public colleges and universities. The AGSC continues to serve as a monitoring committee for the articulation program. They oversee and maintain the program on an on-going basis. Finally, the AGSC works to resolve any student appeals related to transfer of coursework as it relates to the articulation program.

General course listing

Area I:      **Written Communication** .....6

                  ENG 101   English Composition I

                  ENG 102   English Composition II

Area II:      **Humanities and Fine Arts** .....12

    \*Literature .....3

                  ENG 251   American Literature I

                  ENG 252   American Literature II

                  or

                  ENG 271   World Literature I

                  ENG 272   World Literature II

    Arts .....3

                  ART 100   Art Appreciation

                  ART 203   Art History I

                  ART 204   Art History II

                  MUS 101   Music Appreciation

                  THR 120   Theatre Appreciation

                  THR 126   Introduction to Theatre

    Additional Humanities and Fine Arts .....6

                  HUM 101   Introduction to Humanities I

                  HUM 102   Introduction to Humanities II

                  HUM 298   Directed Studies in Humanities

                  HUM 299   PTK Leadership Development

                  PHL 206   Ethics and Society

                  REL 100   World Religions

                  REL 151   Survey of the Old Testament

                  REL 152   Survey of the New Testament

                  SPH 106   Fundamentals of Oral Communication

                  SPH 107   Fundamentals of Public Speaking

                  SPA 101   Introductory Spanish I

                  SPA 102   Introductory Spanish II

                  SPA 201   Intermediate Spanish I

Area III:     **Natural Sciences and Mathematics** .....11

    Mathematics .....3

                  MTH 110   Finite Mathematics

                  MTH 112   Precalculus Algebra

                  MTH 113   Precalculus Trigonometry

                  MTH 120   Calculus and Its Applications

                  MTH 125   Calculus I

MTH 126	Calculus II	
MTH 227	Calculus III	
MTH 237	Linear Algebra	
MTH 238	Applied Differential Equations I	
Natural Science		8
BIO 103	Principles of Biology I	
BIO 104	Principles of Biology II	
CHM 104	Introduction to Inorganic Chemistry	
CHM 105	Introduction to Organic Chemistry	
CHM 111	College Chemistry I	
CHM 112	College Chemistry II	
PHS 111	Physical Science I	
PHS 112	Physical Science II	
PHY 201	General Physics I	
PHY 202	General Physics II	
PHY 213	General Physics with Calculus I	
PHY 214	General Physics with Calculus II	
<b>Area IV: History, Social, and Behavioral Sciences</b>		<b>12</b>
*History		3
HIS 121	World History I	
HIS 122	World History II	
HIS 201	United States History I	
HIS 202	United States History II	
**Additional History, Social and Behavioral Sciences		9
ECO 231	Macroeconomics	
ECO 232	Microeconomics	
GEO 100	World Regional Geography	
POL 211	American National Government	
PSY 200	General Psychology	
PSY 210	Human Growth and Development	
SOC 200	Introduction to Sociology	

\*As part of the General Studies Curriculum, students must complete a six-hour sequence in literature or history.

\*\*No more than six hours of history may be taken for Area IV.

## Career programs

### Associate in Applied Science (A.A.S.)

The Associate in Applied Science degree is awarded to students who complete the requirements of a specific career or professional program outlined in this catalog. These programs may contain no fewer than 60 and no more than 76 semester hours. Of the total hours in a program, a representative percentage must be courses chosen to ensure competency in reading, writing, oral communication, computer applications, and fundamental mathematics and to satisfy CVCC core requirements. The remaining hours must be taken in the specific area of concentration and

may include related courses and electives. This area of concentration must include 15 semester hours of coursework, with appropriate prerequisites, above the level of elementary courses. In addition, coursework in the area of concentration must follow an orderly, identifiable sequence.

Each career-oriented course and program at CVCC has a primary goal of preparing students for a productive and successful career after graduating from the College. Each curriculum contains college-level courses pertinent to that particular field as well as general education courses that provide a well-rounded college education.

Each program has been designed with the assistance of a community advisory committee composed of people currently working in the field who are aware of the job requirements and job potential. Although the primary objective of career programs is early job entry with potential for growth in the job, further education in these options is possible after two years of college. A growing number of colleges and universities now offer specialized programs leading to a bachelor's degree, and credits in these curricula may be transferable to such programs. An Associate in Applied Science degree candidate who is following a specific Associate in Applied Science program, taking courses in the proper sequence under the guidance of a designated program advisor, may be said to be majoring in that program of study.

All Associate in Applied Science degrees will contain the following General Education core requirements. Not all courses listed will satisfy these requirements in all programs; courses should be selected to ensure that they meet the requirements of an approved program.

Degree requirements

Area I:      Written Composition ..... 3 - 6 credit hours

Area II:     Humanities and Fine Arts ..... 3 - 6 credit hours

Requirements prescribe: Minimum of nine hours in Areas I and II, which could include six hours in Written Composition I and II and three hours in Area II; or three hours in Written Composition I and three hours in Applied Writing or Business Communications and three hours in Area II; or three hours in Area I and six hours in Area II or three hours in Area I with three hours in Speech in Area II, plus three additional hours in Area I or II. Students must choose from the following courses to satisfy the Area II requirement.

ART 100	ENG 272	PHL 206	SPA 201
ART 203	HUM 101	REL 100	SPH 106
ART 204	HUM 102	REL 151	SPH 107
ENG 251	HUM 103	REL 152	THR 120
ENG 252	HUM 299	SPA 101	THR 126
ENG 271	MUS 101	SPA 102	

Area III:    Natural Science and Mathematics ..... 9 - 11 credit hours

Requirements prescribe: Distributed in Mathematics or Science or Computer Science (Data Processing). Minimum of three hours in Mathematics is required. One Computer Science (Data Processing) course (two are preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s). Appropriate 100-level courses (or higher) as denoted in *The Alabama Community College System Course Directory* may be substituted.



Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220 to assure the transfer of courses within parameters of the AGSC Minimum General Education Semester-Hour Distribution requirements to successfully complete the system-wide biology placement examination.

**Area IV: History, Social, and Behavioral Sciences. . . . . 3 - 6 credit hours**

Programs in which the AAS represents the terminal award are not required to complete the six-semester-hour sequence in Area IV.

**Minimum general education requirements . . . . . 18 - 24 credit hours**

**Area V: Professional core, technical concentration, and electives\* . . . . . 58-52 credit hours**

Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the "General Studies" transfer courses whenever possible.

**Additional degree requirements:**

ORI 101 or ORI 105 is required of all students except transfer students who have completed 14 or more semester hours prior to transferring to CVCC and individuals completing the Associate of Applied Science in Nursing.

CIS 146 is required of all students except those who demonstrate computer literacy through testing administered by the Business Division.

**Area I -V: General studies curricula . . . . . 76 credit hours**

**Maximum program semester credit hours . . . . . 76 credit hours**

**Semester credit-hour range by award . . . . . 60 - 76 credit hours**

\* Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

A.A.S. - Applied Technology: Air Conditioning and Refrigeration (HVAC) option

This program emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

		credit hours
Area I:	Written Composition .....	3
	ENG 101 English Composition .....	3
Area II: Humanities and Fine Arts .....		6
	SPH 106 Fundamentals of Oral Communications .....	3
	or SPH 107 Fundamentals of Public Speaking .....	3
	*Humanities/Fine Arts Elective .....	3
Area III: Natural Science and Mathematics .....		10
	MTH 100 Intermediate College Algebra (or higher level math) .....	3
	CIS 146 Microcomputer Applications .....	3
	PHS 112 Physical Science II. ....	4
Area IV: History, Social, and Behavioral Sciences .....		3
	PSY 200 General Psychology .....	3
Area V: Preprofessional, Major, and Elective Courses .....		49
	ADM 100 Industrial Safety .....	3
	ADM101 Precision Measurement .....	3
	ADM 102 Computer Aided Design .....	3
	ADM 103 Intro to Computer Integrated Manufacturing/Material Processes .....	3
	ADM 104 Introduction to Thermal/Electrical Principles .....	3
	ADM 105 Fluid Systems .....	3
	ADM 106 Quality Control Concepts .....	3
	INT 101 DC Fundamentals .....	3
	INT 103 AC Fundamentals .....	3
	ACR 111 Principles of Refrigeration .....	3
	ACR 112 HVACR Service Procedures .....	3
	ACR 113 Refrigeration Piping Practices .....	3
	ACR 119 Fundamentals of Gas Heating Systems .....	3
	ACR120 Fundamentals of Electric Heating Systems .....	3
	ACR121 Principles of Electricity for HVACR .....	3
	ACR 148 Heat Pump Systems .....	3
	ACR 183 Special Topics in Air Conditioning and Refrigeration .....	1
Additional degree requirements .....		3
	**ORI 101 Orientation to College .....	1
	WKO 101 Workplace Skills Development .....	2
Total .....		74

\* Students must choose from among the courses listed on page 78.  
\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

## A.A.S. - Applied Technology: Automotive Manufacturing option

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

**credit hours**

<b>Area I:</b>	<b>Written Composition</b> .....	<b>3</b>
	ENG 101 English Composition .....	3
<b>Area II: Humanities and Fine Arts</b> .....		<b>6</b>
	SPH 106 Fundamentals of Oral Communications .....	3
	or SPH 107 Fundamentals of Public Speaking .....	3
	*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....		<b>10</b>
	MTH 100 Intermediate College Algebra (or higher level math) .....	3
	CIS 146 Microcomputer Applications .....	3
	PHS 112 Physical Science II. ....	4
<b>Area IV: History, Social, and Behavioral Sciences</b> .....		<b>3</b>
	PSY 200 General Psychology .....	3
<b>Area V: Preprofessional, Major, and Elective Courses</b> .....		<b>50</b>
	ADM 100 Industrial Safety .....	3
	ADM101 Precision Measurement .....	3
	ADM 102 Computer Aided Design .....	3
	ADM 103 Intro to Computer Integrated Manufacturing/Material Processes .....	3
	ADM 104 Introduction to Thermal/Electrical Principles .....	3
	ADM 105 Fluid Systems .....	3
	ADM 106 Quality Control Concepts .....	3
	INT 101 DC Fundamentals .....	3
	INT 103 AC Fundamentals .....	3
	INT 117 Industrial Mechanics .....	3
	INT 184 Intro to Programmable Logic Controllers .....	3
	INT 284 Advanced Programmable Logic Controllers .....	3
	INT 288 Applied Programmable Logic Controllers .....	3
	INT 134 Prin. of Industrial Maintenance Welding and Metal Cutting Techniques .....	3
	AUT 210 Industrial Robotics .....	3
	AUT 211 Industrial Robotics Lab .....	2
	AUT 212 Robot operation and Programming .....	3
<b>Additional degree requirements</b> .....		<b>3</b>
	**ORI 101 Orientation to College .....	1
	WKO 101 Workplace Skills Development .....	2
<b>Total</b> .....		<b>75</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

# A.A.S. - Applied Technology: Industrial Maintenance option

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery, and steam propulsion, refinery, and pipeline-distribution systems.

	credit hours
<b>Area I: Written Composition</b> .....	<b>3</b>
ENG 101 English Composition .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 106 Fundamentals of Oral Communications .....	3
or SPH 107 Fundamentals of Public Speaking .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>10</b>
MTH 100 Intermediate College Algebra (or higher level math) .....	3
CIS 146 Microcomputer Applications .....	3
PHS 112 Physical Science II. ....	4
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>3</b>
PSY 200 General Psychology .....	3
<b>Area V: Preprofessional, Major, and Elective Courses</b> .....	<b>48</b>
ADM 100 Industrial Safety .....	3
ADM101 Precision Measurement .....	3
ADM 102 Computer Aided Design .....	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes. .	3
ADM 104 Introduction to Thermal/Electrical Principles .....	3
ADM 105 Fluid Systems. ....	3
ADM 106 Quality Control Concepts. ....	3
INT 101 DC Fundamentals .....	3
INT 103 AC Fundamentals .....	3
INT 113 Motor Controls .....	3
INT 117 Industrial Mechanics .....	3
INT 253 Industrial Robotics .....	3
INT 184 Intro to Programmable Logic Controllers .....	3
INT 284 Advanced Programmable Logic Controllers .....	3
INT 288 Applied Programmable Logic Controllers .....	3
INT 134 Prin. of Industrial Maintenance Welding and Metal Cutting Techniques .....	3
<b>Additional degree requirements</b> .....	<b>3</b>
**ORI 101 Orientation to College .....	1
WKO 101 Workplace Skills Development .....	2
<b>Total</b> .....	<b>73</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

## A.A.S. - Applied Technology: Sustainable Construction/ Renewable Energy option

This program emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand held power tools, building codes, construction measurements, and construction materials. This course also integrates renewable energy topics such as solar / thermal principals, sustainable building materials, and photovoltaic principals and design. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. Students will also understand how sustainable construction affects the environment and future economy.

### credit hours

<b>Area I:</b>	<b>Written Composition</b> .....	<b>3</b>
	ENG 101 English Composition .....	3
<b>Area II: Humanities and Fine Arts</b> .....		<b>6</b>
	SPH 106 Fundamentals of Oral Communications .....	3
	or SPH 107 Fundamentals of Public Speaking .....	3
	*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....		<b>10</b>
	MTH 100 Intermediate College Algebra (or higher level math) .....	3
	CIS 146 Microcomputer Applications .....	3
	PHS 112 Physical Science II. ....	4
<b>Area IV: History, Social, and Behavioral Sciences</b> .....		<b>3</b>
	PSY 200 General Psychology .....	3
<b>Area V: Preprofessional, Major, and Elective Courses</b> .....		<b>43</b>
	ADM 100 Industrial Safety .....	3
	ADM101 Precision Measurement .....	3
	ADM 102 Computer Aided Design .....	3
	ADM 103 Intro to Computer Integrated Manufacturing/Material Processes .....	3
	ADM 104 Introduction to Thermal/Electrical Principles .....	3
	ADM 105 Fluid Systems .....	3
	ADM 106 Quality Control Concepts .....	3
	REN 105 Renewable Technology Awareness .....	1
	REN 115 Photovoltaic Principles and Design .....	3
	REN 205 Solar Thermal Principles .....	3
	REN 215 Photovoltaic Systems and Servicing Procedures .....	3
	BUC 112 Construction Measurements and Calculations .....	3
	BUC 133 Standard Building Codes .....	3
	BUC 210 Current Topics in Building Construction .....	3
	BUC 111 Basic Construction Layout .....	3
<b>Additional degree requirements</b> .....		<b>3</b>
	**ORI 101 Orientation to College .....	1
	WKO 101 Workplace Skills Development .....	2
<b>Total</b> .....		<b>68</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business

The Associate in Applied Science in Business program is designed for individuals who will be seeking employment in business, management, supervision, accounting, retail, technical, and office occupations or for professional development leading to increased job satisfaction and enhancement.

	credit hours
Area I: Written Composition .....	6
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
Area II: Humanities and Fine Arts .....	6
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
Area III: Natural Science and Mathematics .....	9
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
CIS 149 Introduction to Computers .....	3
Area IV: History, Social, and Behavioral Sciences.....	3
BUS 189 Human Relationships.....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
Area V: Preprofessional, major, and elective courses .....	42
<i>Required Business core</i> .....	21
BUS 100 Introduction to Business .....	3
BUS 241 Principles of Accounting I .....	3
BUS 242 Principles of Accounting II .....	3
BUS 275 Principles of Management .....	3
BUS 285 Principles of Marketing .....	3
ECO 231 Principles of Macroeconomics .....	3
ECO 232 Principles of Microeconomics.....	3
<i>**Electives (15 hours ACC, BUS, or MST and 6 hours CIS or OAD)</i> .....	21
ACC, BUS and MST Courses.....	15
CIS or OAD courses .....	6
Additional degree requirements .....	3
***ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
Total.....	69

\* Students must choose from among the courses listed on page 78.

\*\* Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

\*\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

## A.A.S. - Business: Accounting option

Accounting is a profession of development, evaluation, and communication of financial and managerial information concerning the performance of a business entity. The Accounting option provides students with the knowledge and technical skills necessary to obtain an entry-level accounting position.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>9</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
CIS 149 Introduction to Computers .....	3
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional, major, and elective courses</b> .....	<b>42</b>
<b>Required Business core</b> .....	<b>30</b>
ACC140 Payroll Accounting .....	3
ACC 149 Introduction to Accounting Spreadsheets	
(or CIS 113, or OAD 243) .....	3
ACC 150 Computerized General Ledger .....	3
BUS 150 Business Math .....	3
BUS 241 Principles of Accounting I .....	3
BUS 242 Principles of Accounting II .....	3
BUS 263 Legal and Social Environment of Business .....	3
CIS 185 Computer Ethics .....	3
ECO 231 Principles of Macroeconomics .....	3
OAD 130 Electronic Calculations .....	3
<b>**Electives (9 hours ACC, BUS, ECO or MST and 3 hours CIS or OAD)</b> .....	<b>12</b>
ACC, BUS, ECO, or MST Courses .....	9
CIS or OAD Courses .....	3
<b>Additional degree requirements</b> .....	<b>3</b>
***ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
<b>Total</b> .....	<b>69</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

\*\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Banking and Finance option

The Banking and Finance option is designed for individuals who are preparing to enter the banking industry and for those who are presently employed in the banking industry.

	credit hours
Area I: Written Composition .....	6
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
Area II: Humanities and Fine Arts .....	6
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
Area III: Natural Science and Mathematics .....	9
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
CIS 149 Introduction to Computers .....	3
Area IV: History, Social, and Behavioral Sciences.....	3
BUS 189 Human Relationships.....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
Area V: Preprofessional, major, and elective courses .....	42
Required Business core .....	24
ACC 149 Introduction to Accounting Spreadsheets	
(or CIS 113 or OAD 243) .....	3
ACC 150 Computerized General Ledger .....	3
BUS 150 Business Math .....	3
BUS 241 Principles of Accounting I .....	3
BUS 242 Principles of Accounting II .....	3
BUS 263 Legal and Social Environment of Business .....	3
ECO 231 Principles of Macroeconomics .....	3
OAD 130 Electronic Calculations .....	3
**Electives (12 hours ACC, BUS, ECO or MST and 6 hours CIS or OAD) .....	18
ACC, BUS, ECO, or MST Courses .....	12
CIS or OAD Courses.....	6
Additional degree requirements .....	3
***ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
Total.....	69

\* Students must choose from among the courses listed on page 78.

\*\* Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

\*\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.



## A.A.S. - Business: Management and Supervision option

The Management and Supervision option provides a broad background in the field of business and management. The program is designed for individuals who seek to enter management and supervisory positions in the private or public sector.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>9</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
CIS 149 Introduction to Computers .....	3
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional, major, and elective courses</b> .....	<b>42</b>
<i>Required Business core</i> .....	<b>24</b>
BUS 100 Introduction to Business .....	3
BUS 241 Principles of Accounting I .....	3
BUS 263 Legal and Social Environment of Business .....	3
BUS 275 Principles of Management .....	3
ECO 231 Principles of Macroeconomics .....	3
MST 111 Elements of Supervision .....	3
MST 201 Human Resource Management .....	3
MST 215 Small Business Management .....	3
<i>**Electives (12 hours ACC, BUS, ECO or MST and 6 hours CIS or OAD)</i> .....	<b>18</b>
ACC, BUS, ECO or MST Courses .....	12
CIS or OAD Courses .....	6
<b>Additional degree requirements</b> .....	<b>3</b>
***ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
<b>Total</b> .....	<b>69</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

\*\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

# A.A.S. - Business: Small Business Management option

The Small Business Management option is designed for individuals seeking employment or advancement in retailing and/or management of a small business.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>9</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
CIS 149 Introduction to Computers .....	3
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY or SOC Elective .....	3
<b>Area V: Preprofessional, major, and elective courses</b> .....	<b>42</b>
<i>Required Business core</i> .....	<b>30</b>
BUS 100 Introduction to Business .....	3
BUS 175 Retailing .....	3
BUS 241 Principles of Accounting I .....	3
BUS 242 Principles of Accounting II .....	3
BUS 275 Principles of Management .....	3
BUS 285 Principles of Marketing .....	3
ECO 231 Principles of Macroeconomics .....	3
MST 111 Elements of Supervision .....	3
MST 201 Human Resource Management .....	3
MST 215 Small Business Management .....	3
<b>**Electives (9 hours ACC, BUS, ECO or MST and 3 hours CIS or OAD)</b> .....	<b>12</b>
ACC, BUS, ECO, or MST Courses .....	9
CIS or OAD Courses .....	3
<b>Additional degree requirements</b> .....	<b>3</b>
***ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
<b>Total</b> .....	<b>69</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

\*\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

## A.A.S. - Business and Office Technology: Administrative Technology option

The Business and Office Technology program is designed for individuals seeking employment in office positions. The program consists of a core of 24 semester hours of general education courses, and the balance of hours selected from one of the areas of concentration, which include: Administrative Technology, Legal Administrative Technology, and Medical Administrative Technology. The Administrative Technology option is designed for individuals seeking office positions specializing in information processing leading to management and office supervisory positions.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>9</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
CIS 113 Spreadsheet Software Applications (or ACC149 or OAD 243) ..	3
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>3</b>
BUS 189 Human Relationships .....	3
or GEO, HIS, POL, PSY, or SOC Elective .....	3
<b>Area V: Preprofessional, major, and elective courses</b> .....	<b>42</b>
<i>Required Business and Office Technology core</i> .....	<b>27</b>
OAD 103 Intermediate Keyboarding .....	3
OAD 125 Word Processing (or CIS 111) .....	3
OAD 130 Electronic Calculations .....	3
OAD 138 Records and Information Management .....	3
OAD 200 Machine Transcription .....	3
OAD 218 Office Procedures .....	3
OAD 242 Office Internship .....	3
OAD 244 Database Applications (or CIS 117) .....	3
OAD 246 Office Graphics and Presentations (or CIS 115) .....	3
<i>Electives (6 hours in CIS and 9 hours in BUS, MST, or ECO)</i> .....	<b>15</b>
CIS courses .....	6
BUS, ECO, or MST courses .....	9
<b>Additional degree requirements</b> .....	<b>3</b>
**ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
<b>Total</b> .....	<b>69</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business and Office Technology:  
Legal Administrative Technology option

The Legal Administrative Technology option is designed for individuals seeking employment in attorney offices, courthouses, and government positions that specialize in preparing technical documents that are the basis for legal records.

	credit hours
Area I: <b>Written Composition</b> .....	6
ENG 101   English Composition I .....	3
BUS 215   Business Communications (preferred) .....	3
or ENG102   English Composition II .....	3
Area II: <b>Humanities and Fine Arts</b> .....	6
SPH 107   Fundamentals of Public Speaking .....	3
or SPH 106   Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
Area III: <b>Natural Science and Mathematics</b> .....	9
MTH 100   Intermediate College Algebra (or higher level MTH) .....	3
CIS 146   Microcomputer Applications .....	3
CIS 113   Spreadsheet Software Applications (or ACC 149 or OAD 243) ..	3
Area IV: <b>History, Social, and Behavioral Sciences</b> .....	3
BUS 189   Human Relationships .....	3
or GEO, HIS, POL, PSY, or SOC Elective .....	3
Area V: <b>Preprofessional, major, and elective courses</b> .....	45
<i>Required Business and Office Technology core</i> .....	30
OAD 103   Intermediate Keyboarding .....	3
OAD 125   Word Processing (or CIS 111) .....	3
OAD 130   Electronic Calculations .....	3
OAD 138   Records and Information Management .....	3
OAD 201   Legal Terminology .....	3
OAD 202   Legal Transcription .....	3
OAD 203   Legal Office Procedures .....	3
OAD 242   Office Internship (Last Semester) .....	3
OAD 244   Database Applications (or CIS 117) .....	3
OAD 246   Office Graphics and Presentations (or CIS 115) .....	3
<i>Electives (6 hours in CIS and 9 hours in BUS, ECO, or MST)</i> .....	15
CIS courses .....	6
BUS, ECO, or MST courses .....	9
Additional degree requirements .....	3
**ORI 101   Orientation to College .....	1
WKO 101   Workplace Skill Development I .....	2
Total .....	72

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

## A.A.S. - Business and Office Technology: Medical Administrative Technology option

The Medical Administrative Technology option is designed for individuals seeking employment in a physician's office, hospital, and medical facilities that specialize in the production of documents that are the basis for medical records.

<b>Area I:</b>	<b>Written Composition</b> .....	<b>6</b>
	ENG 101 English Composition I .....	3
	BUS 215 Business Communications (preferred) .....	3
	or ENG102 English Composition II .....	3
<b>Area II:</b>	<b>Humanities and Fine Arts</b> .....	<b>6</b>
	SPH 107 Fundamentals of Public Speaking .....	3
	or SPH 106 Fundamentals of Oral Communication .....	3
	*Humanities/Fine Arts Elective .....	3
<b>Area III:</b>	<b>Natural Science and Mathematics</b> .....	<b>9</b>
	CIS 146 Microcomputer Applications .....	3
	CIS 113 Spreadsheet Software Applications (or ACC149, or OAD 243) ..	3
	MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
<b>Area IV:</b>	<b>History, Social, and Behavioral Sciences</b> .....	<b>3</b>
	BUS 189 Human Relationships .....	3
	or GEO, HIS, POL, PSY, or SOC Elective .....	3
<b>Area V:</b>	<b>Preprofessional, major, and elective courses</b> .....	<b>45</b>
	<b><i>Required Business and Office Technology core</i></b> .....	<b>30</b>
	OAD 103 Intermediate Keyboarding .....	3
	OAD 125 Word Processing (or CIS 111) .....	3
	OAD 130 Electronic Calculations .....	3
	OAD 138 Records and Information Management .....	3
	OAD 211 Medical Terminology .....	3
	OAD 212 Medical Transcription .....	3
	OAD 214 Medical Office Procedures .....	3
	OAD 242 Office Internship (Last Semester) .....	3
	OAD 244 Database Applications (or CIS 117) .....	3
	OAD 246 Office Graphics and Presentations (or CIS 115) .....	3
	<b><i>Electives (6 hours in CIS and 9 hours in BUS, ECO, or MST)</i></b> .....	<b>15</b>
	CIS courses .....	6
	BUS, ECO, or MST courses .....	9
<b>Additional degree requirements</b> .....		<b>3</b>
	**ORI 101 Orientation to College .....	1
	WKO 101 Workplace Skill Development I .....	2
<b>Total</b> .....		<b>72</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

# A.A.S. - Computer Information Systems: CISCO Networking option

The CISCO Networking option prepares students for industry-recognized certification by using materials and curriculum that have been designed for the CCNA Program.

	credit hours
<b>Area I:      Written Composition</b> .....	<b>6</b>
ENG 101    English Composition I .....	3
BUS 215    Business Communications (preferred) .....	3
or ENG102    English Composition II .....	3
<b>Area II:     Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107    Fundamentals of Public Speaking .....	3
or SPH 106    Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III:    Natural Science and Mathematics</b> .....	<b>9</b>
MTH 100    Intermediate College Algebra (or higher level MTH) .....	3
CIS 150    Introduction to Computer Logic and Programming .....	3
CIS 146    Microcomputer Applications .....	3
<b>Area IV:    History, Social, and Behavioral Sciences</b> .....	<b>3</b>
GEO, HIS, POL, PSY, or SOC Elective .....	3
or BUS 189    Human Relationships .....	3
<b>Area V:     Preprofessional, major, and elective courses</b> .....	<b>39</b>
<i>Required Computer Information Systems core</i> .....	<b>15</b>
CIS 130    Introduction to Information Systems .....	3
CIS 149    Introduction to Computers .....	3
CIS 185    Computer Ethics .....	3
CIS 268    Software Support .....	3
CIS 269    Hardware Support .....	3
<i>Required Networking core</i> .....	<b>12</b>
CIS 270    CISCO 1 .....	3
CIS 271    CISCO 2 .....	3
CIS 272    CISCO 3 .....	3
CIS 273    CISCO 4 .....	3
<i>Electives</i> .....	<b>12</b>
**CIS courses .....	12
<b>Additional degree requirements</b> .....	<b>3</b>
***ORI 101    Orientation to College .....	1
WKO 101    Workplace Skill Development I .....	2
<b>Total</b> .....	<b>66</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may elect to take BUS 105 as a CIS elective.

\*\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

## A.A.S. - Computer Information Systems: Information Technology option

The Information Technology option provides the necessary competencies for individuals to be employed as computer programmers within the information technology industry.

	<b>credit hours</b>
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
BUS 215 Business Communications (preferred) .....	3
or ENG102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>9</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 150 Introduction to Computer Logic and Programming .....	3
CIS 146 Microcomputer Applications .....	3
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>3</b>
GEO, HIS, POL, PSY, or SOC Elective .....	3
<b>Area V: Preprofessional, major, and elective courses</b> .....	<b>40</b>
<b>Required Computer Information Systems core</b> .....	<b>15</b>
CIS 130 Introduction to Information Systems .....	3
CIS 149 Introduction to Computers .....	3
CIS 185 Computer Ethics .....	3
CIS 268 Software Support .....	3
CIS 269 Hardware Support .....	3
<b>Required Information Technology core</b> .....	<b>16</b>
CIS 191 Introduction to Computer Programming Concepts .....	3
and CIS 193 Introduction to Computer Programming Lab .....	1
or CIS 212 Visual Basic Programming .....	3
and CIS 210 Case Study in Computer Skills Application .....	1
CIS 270 CISCO 1 .....	3
CIS 275 Workstation Administration .....	3
CIS 276 Server Administration .....	3
CIS 280 Network Security .....	3
<b>Electives</b> .....	<b>9</b>
**CIS or VCM courses .....	9
<b>Additional degree requirements</b> .....	<b>3</b>
***ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
<b>Total</b> .....	<b>67</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may elect to take BUS 105 as a CIS elective.

\*\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

# A.A.S. - Criminal Justice

The Criminal Justice Program is designed for students with an interest in the criminal justice field and law enforcement professions. It prepares students for a career as a law enforcement officer, corrections officer, investigator, court administrator, private security officer, or customs agent. Program graduates are employed with local, state, and federal agencies or with private agencies. Students employed in related fields may use the program as a building block for career advancement or further education. Students gain knowledge of local, state, and federal statutes, civil liberties, policing, the justice system, ethics, constitutionalism, and public safety issues.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>10</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
PHS 111 Physical Science I .....	4
or BIO 103 Principles of Biology I .....	4
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>6</b>
PSY 200 General Psychology. ....	3
POL 220 State and Local Government .....	3
or POL 211 American National Government .....	3
or HIS 121/122/201/202 .....	3
<b>Area V: Preprofessional, major, and elective courses</b> .....	<b>41</b>
<i>Required Criminal Justice courses</i> .....	<i>14</i>
CRJ 100 Introduction to Criminal Justice .....	3
CRJ 110 Introduction to Law Enforcement .....	3
CRJ 178 Narcotics/Dangerous Drugs .....	3
CRJ 216 Police Organization and Administration .....	3
EMS 100 Cardiopulmonary Resuscitation I .....	1
EMS 104 First Aid for Students of Health Related Professions .....	1
<i>Electives (CRJ and/or HLS100)</i> .....	<i>24</i>
<b>Additional degree requirements</b> .....	<b>3</b>
**ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
<b>Total</b> .....	<b>69</b>

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.



## A.A.S. - Fire Science

The Fire Science program is a two-year technical program designed for individuals employed as fire fighters or for individuals who are seeking employment in the fire science field. Opportunities include fire safety specialists, inspectors, etc., in industry and commerce, as well as fire fighters in the public sector. The program provides educational experience in basic fire prevention, control, and loss. Individuals presently employed as fire fighters in government or industry will be especially interested in the program as a means of professional advancement. Fire science courses are scheduled to meet the needs of in-service fire fighting personnel.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>10</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
PHS 112 Physical Science II .....	4
or CHM 104 Introduction to Inorganic Chemistry (or higher level CHM) ...	4
or BIO 103 Principles of Biology I .....	4
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>6</b>
PSY 200 General Psychology. ....	3
POL 220 State and Local Government .....	3
or POL 211 American National Government .....	3
or HIS 121/122/201/202 .....	3
<b>Area V: Preprofessional, major, and elective courses</b> .....	<b>41</b>
<i>Required Fire Science courses</i> .....	<b>14</b>
**FSC 101 Introduction to Fire Science .....	3
FSC 110 Building Construction Principles .....	3
FSC 130 Introduction to Fire Suppression .....	3
FSC 299 Legal Aspects of Fire Service .....	3
EMS 100 Cardiopulmonary Resuscitation I .....	1
EMS 104 First Aid for Students of Health Related Professions .....	1
<i>Electives (FSC and/or EMS)</i> .....	<b>24</b>
<b>Additional degree requirements</b> .....	<b>3</b>
***ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development I .....	2
<b>Total</b> .....	<b>69</b>

\* Students must choose from among the courses listed on page 78.

\*\*After successful completion of Fire Fighter I Certification, three semester hours of credit will be granted in the A.A.S. Degree program for FSC 101. Successful completion requires a minimum overall score of 70 percent on the state certification examination and submission of official documentation from the appropriate state agency to the College.

\*\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

# A.A.S. - Homeland Security

The Homeland Security program provides the knowledge and skills necessary for security professionals, including business, industry, and corporate managers who are responsible for risk assessment, infrastructure management, physical and information security, and human capital management. Students will benefit from a dynamic real-world approach to actual and potential scenarios. From terrorism to emergency management, these programs will provide students with current information and transferable skills that are critical to meeting employer needs in both the homeland security and public safety sectors.

Students will build skills toward Incident Command System (ICS) and National Incident Management System (NIMS) Certifications. In performance-based labs, designed to develop proficiencies in Triage, Decontamination, and Hazardous Materials Command, Control, Communications, Computers, Information, and Intelligence (C<sup>4</sup>I<sup>2</sup>) as well as Response Management of Terrorist Threats and Natural Disasters, students will use equipment actually employed in the field. In computer-simulation logs and using Advanced Combat and Tactical Simulations (ACATS) software, originally designed for and used by the U.S. Departments of Defense and Homeland Security to practice and improve strategy development, students will design, develop, and implement terrorist and natural disaster exercises.

	credit hours
<b>Area I: Written Composition</b> .....	<b>6</b>
ENG 101 English Composition I .....	3
ENG 102 English Composition II .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>6</b>
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
*Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science and Mathematics</b> .....	<b>10</b>
MTH 100 Intermediate College Algebra (or higher level MTH) .....	3
CIS 146 Microcomputer Applications .....	3
PHS 112 Physical Science II .....	4
or CHM 104 Introduction to Inorganic Chemistry (or higher level CHM) ...	4
or BIO 103 Principles of Biology I .....	4
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>6</b>
PSY 200 General Psychology .....	3
POL 220 State and Local Government .....	3
or POL 211 American National Government .....	3
or HIS 121/122/201/202 .....	3
<b>Area V: Preprofessional, major, and elective courses</b> .....	<b>41</b>
<i>Required Homeland Security courses</i> .....	<b>14</b>
HLS 100 Introduction to Homeland Security and Public Safety .....	3
HLS 190 Critical Infrastructure Assessment and Protection .....	3
HLS 215 Mass Casualty and Triage Management .....	3
HLS 241 Incident Management Team Operations .....	3
EMS 100 Cardiopulmonary Resuscitation I .....	1
EMS 104 First Aid for Students of Health Related Professions .....	1
<i>Electives</i> .....	<b>24</b>
Must be HLS, HLS dual listed or EMS courses .....	24

\* Students must choose from among the courses listed on page 78.

<b>Additional degree requirements</b> .....	<b>3</b>
**ORI 101   Orientation to College .....	1
WKO 101   Workplace Skills Development I .....	2
<b>Total</b> .....	<b>69</b>

## A.A.S. - Medical Assisting

The Medical Assisting Program is intended to prepare students to perform administrative and clinical tasks to assist the physician in many areas of the medical practice. The duties of medical assistants may vary from administrative duties to clinical care and treatment of the patient. Students will learn to take and record medical histories, vital signs, administer medication, sterilize instruments, assist with minor office procedures, and handle patient emergencies. In the laboratory area, students will learn to obtain blood samples and perform routine laboratory procedures. In the administrative area, students will learn to update and file patient medical records, fill out insurance forms and arrange for hospital admissions and laboratory services. Additional administrative duties may include answering phones, greeting patients, handling correspondence, scheduling appointments and billing. Prior to completion of the course of study, students will complete a 250-hour preceptorship in a medical setting.

Upon completion of the program, the student will be awarded the A.A.S. – Associate in Applied Science degree and will be eligible to sit for a certification exam.

	<b>credit hours</b>
<b>Area I:    Written Composition</b> .....	<b>3</b>
ENG 101   English Composition I .....	3
<b>Area II:   Humanities and Fine Arts</b> .....	<b>6-7</b>
SPH 107   Fundamentals of Public Speaking .....	3
*Humanities/Fine Arts Elective .....	3-4
<b>Area III:   Natural Science and Mathematics</b> .....	<b>10</b>
MTH 100   Intermediate College Algebra (or higher) .....	3
BIO 103   Principles of Biology .....	4
CIS 146   Microcomputer Applications .....	3
<b>Area IV:   History, Social, and Behavioral Sciences</b> .....	<b>3</b>
Psychology Elective .....	3
<b>Area V:   Preprofessional, major, and elective courses</b> .....	<b>49</b>
<b>Required courses</b> .....	<b>47</b>
MAT 101   Medical Terminology .....	3
or HPS 105   Medical Terminology .....	3
MAT 102   Medical Assisting Theory I .....	3
MAT 103   Medical Assisting Theory II .....	3
MAT 111   Clinical Procedures I for the Medical Assistant .....	3
MAT 120   Medical Administrative Procedures I .....	3
MAT 121   Medical Administrative Procedures II .....	3
MAT 125   Laboratory Procedures I for the Medical Assistant .....	3
MAT128   Medical Law and Ethics for the Medical Assistant .....	3

\* Students must choose from among the courses listed on page 78.

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

MAT 200	Management of Office Emergencies . . . . .	3
MAT 211	Clinical Procedures II for the Medical Assistant. . . . .	3
MAT 215	Laboratory Procedures II for the Medical Assistant. . . . .	3
MAT 216	Medical Pharmacology for the Medical Office . . . . .	3
MAT 220	Medical Office Insurance . . . . .	3
MAT 221	Medical Transcription . . . . .	3
MAT 229	Medical Assisting Preceptorship . . . . .	3
EMS 100	Cardiopulmonary Resuscitation . . . . .	1

**Additional degree requirements . . . . . 3**

**ORI 101	Orientation to College . . . . .	1
WKO 101	Workplace Skills Development . . . . .	2

**Total . . . . . 71 - 72**

\*\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

**Suggested course sequence**

<b>First Term</b>	<b>Second Term</b>	<b>Third Term</b>
ORI 101/105	CIS 146	Humanities Elective
EMS 100	MTH 100	MAT 103
BIO 103	MAT 102	MAT 120
ENG 101	MAT 111	MAT 121
MAT 101		MAT 125
		MAT 211
<b>Fourth Term</b>	<b>Fifth Term</b>	
MAT 200	PSY 200	
MAT 215	SPH 106 or 107	
MAT 216	WKO 101	
MAT 220	MAT 128	
MAT 221	MAT 229	

**Admission requirements**

All students entering the Medical Assisting Program must meet the following admission requirements.

1. Must be high school graduates or possess a GED certificate.
2. Must submit all required health documents prior to preceptorship course (MAT 229/239). All required health documents must dated within six months of entering preceptorship.
3. Must complete a criminal background check and drug screen prior to preceptorship course (MAT 229/239). All criminal background checks and drug screens must be dated within 90 days of entering preceptorship.
4. Must have a valid CPR card prior to entering preceptorship.
5. Must meet the essential functions required for medical assisting. As a member of the healthcare team these essential functions include visual acuity with corrective lenses, if required; hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face; sufficient physical ability to question the client and relay information about the client verbally to others; and manual dexterity to provide

safe, effective procedures in delivery of health care. Reasonable accommodations will be considered if a student is unable to meet the essential functions.

6. All developmental coursework must be completed prior to entering the medical assisting program and may require additional time to complete the program.
7. Must be able to comply with any additional requirements as outlined by the clinical agencies such as dress code and confidentiality training.

### **Progression**

Each term, students are allowed to progress in the Medical Assisting Program as they meet the following criteria:

1. Receive a grade of 'C' or above in all MAT courses.
2. Receive a 'satisfactory' rating for all clinical, administrative, and laboratory skills components.
3. Receive a score of 80 percent or higher on any drug calculation exam.

Students are limited to a total of two attempts in any MAT course before advancing in the Medical Assisting Program. Withdrawals are allowed according to College policy. A grade of 'W' will be recorded as a withdrawal. Grades of 'F' and 'D' will be considered unsuccessful attempts

### **Readmission**

Students who are not enrolled in the Medical Assisting Program for two or more consecutive terms, excluding summer terms, are required to meet current admission criteria and to comply with the current program of study. Previous work is subject to reevaluation under the policies and program requirements in effect at the time of readmission to the Medical Assisting Program.

### **Transfer students**

Students who have been enrolled in other programs are evaluated individually to determine appropriate placement.

## **A.A.S. - Nursing (ADN)**

### **Associate Degree Nursing Curriculum**

The Associate Degree Nursing Program enables the student to complete a 5-semester curriculum leading to an Associate in Applied Science degree in Nursing. In order to graduate from the program, the student must complete a total of 72 semester hours, including 30 hours of general education credit and 42 hours of nursing core courses. Upon successful completion of the curriculum, the student will be qualified to apply to write the National Council Licensure Examination: NCLEX –RN.

The nursing program is approved by the Alabama Board of Nursing. All agencies used as clinical experience for students are approved by their appropriate accrediting organization.

It is important for nursing students to note however, that the review of candidates for eligibility for initial and continuing licensure in Alabama will include questions concerning such matters as whether they have ever been arrested or convicted of a criminal offense and whether they have ever been arrested for or convicted of driving under the influence of alcohol. Application to write the examination may be denied on the basis of the review.

<b>Area I:</b>	<b>Written and Oral Communication. ....</b>	<b>6</b>
	ENG 101 English Composition .....	3
	SPH 106 Fundamentals of Oral Communication .....	3
	or SPH 107 Fundamentals of Public Speaking .....	3
<b>Area II:</b>	<b>Humanities and Fine Arts .....</b>	<b>3</b>
	*Humanities/Fine Arts Elective .....	3
<b>Area III:</b>	<b>Natural Science, Mathematics, and Computer Science.....</b>	<b>15</b>
	BIO 201 Human Anatomy and Physiology I.....	4
	BIO 202 Human Anatomy and Physiology II .....	4
	BIO 220 Microbiology .....	4
	MTH 100 Intermediate College Algebra or higher.....	3
<b>Area IV:</b>	<b>History, Social, and Behavioral Sciences.....</b>	<b>6</b>
	PSY 200 General Psychology.....	3
	PSY 210 Human Growth and Development .....	3
<b>Area V:</b>	<b>Career and Technical Courses.....</b>	<b>44</b>
	Required Field of Concentration Courses	
	NUR 102 Fundamentals of Nursing .....	6
	NUR 103 Health Assessment .....	1
	NUR 104 Introduction to Pharmacology .....	1
	NUR 105 Adult Nursing .....	8
	NUR 106 Maternal and Child Nursing .....	5
	NUR 201 Nursing Through the Lifespan I .....	5
	NUR 202 Nursing Through the Lifespan II.....	6
	NUR 203 Nursing Through the Lifespan III.....	6
	NUR 204 Role Transition for the Registered Nurse.....	4
<b>Total.....</b>		<b>72</b>

### Suggested Course Sequence

First Term	Second Term	Third Term
MTH 100	ENG 101	PSY 200
BIO 201	BIO 202	BIO 220
NUR 102	NUR 105	NUR 201
NUR 103	NUR 106	
NUR 104		
Fourth Term	Fifth Term	
SPH 106	Humanities Elective	
or SPH 107	NUR 203	
PSY 210	NUR 204	
NUR 202		

### Minimum admission standards include:

1. Unconditional admission to the College.
2. Receipt of completed application for the Associate Degree Nursing Program by the published deadline.

\* Students must choose from among the courses listed on page 78.

3. A minimum of 2.50 GPA from the last 24 hours of college credit if prior college coursework exists.
4. A minimum of 2.50 cumulative high school GPA if no prior college coursework exists (GED acceptable in lieu of high school transcript).
5. Eligibility for:
  - a. English 101 and Math 100 as determined by college policy
  - b. BIO 201 during the first term of nursing courses. (as a prerequisite to BIO 201, student must successfully complete BIO 103 or achieve a passing score on the ACCS approved placement exam).
6. Good standing with the College.
7. Meeting the essential functions or technical standards required for nursing.
8. Completion of the Test of Essential Academic Skills (TEAS) must have been taken prior to application.
9. Official transcripts from every college attended must be submitted to the admissions office prior to the published deadline.
10. Unofficial transcripts from every college attended must be submitted with the nursing application prior to the published deadline.

Admission to the Associate Degree in 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. Your score from the Test of Essential Academic Skills (TEAS).
  - a. The TEAS must have been taken within the past three years for consideration. The applicant will be given points according to percentage score equivalent.
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)
  - a. Points are awarded according to grade earned: A = 30, B = 20, C = 10.
3. Students may be awarded up to 10 points as determined by college policy and procedures.
  - a. Students who have completed BIO 201, BIO 202, BIO 220 at CVCC will earn five (5) additional points.
  - b. Students who have completed ENG 101, MTH 100 (or higher), BIO 201, BIO 202, BIO 220, PSY 200, PSY 210, SPH 106 or SPH 107 and a Humanities Elective at CVCC will earn an additional ten (10) points.
4. A total of 250 points are possible.

**LICENSURE:** Each student is responsible for mailing his/her own application to the Board of Nursing in the state in which he/she is applying for initial licensure, as well as to NCLEX. Each student is also responsible for mailing the application and meeting deadlines that the Board may announce.

A.A.S - Nursing (Mobility)

The Mobility Program enables the Licensed Practical Nurse (LPN) to complete a one-year curriculum leading to an Associate in Applied Science degree. The program requires 72 semester hours for completion. NUR 200: Nursing Career Mobility Assessment, is a course designed to provide LPN mobility students with self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Graduates of the approved Alabama College System Practical Nursing standardized curriculum may be eligible to enter the ADN program during the third semester without taking these assessments if graduation occurred within the previous two years. All other Licensed Practical Nurses must successfully complete this course. This course must be taken and completed in the spring semester before entering the program in summer term. The nursing program is approved by the Alabama Board of Nursing.

Prerequisite Hours .....		14
Area I:	Written and Oral Communication. ....	3
	SPH 106 Fundamentals of Oral Communication or .....	3
	SPH 107 Fundamentals of Public Speaking .....	3
Area II:	Humanities and Fine Arts .....	3
	Humanities/Fine Arts Elective .....	3
Area III:	Natural Science, Mathematics, and Computer Science .....	4
	BIO 220 Microbiology .....	4
Area IV:	History, Social, and Behavioral Sciences .....	6
	PSY 200 General Psychology. ....	3
	PSY 210 Human Growth and Development .....	3
Area V:	Career and Technical Courses. ....	27
	Required Field of Concentration Courses	
	*NUR 200 Nursing Career Mobility Assessment .....	6
	NUR 201 Nursing Through the Lifespan I .....	5
	NUR 202 Nursing Through the Lifespan II. ....	6
	NUR 203 Nursing Through the Lifespan III. ....	6
	NUR 204 Role Transition for the Registered Nurse. ....	4
Total .....		72

\*Students who successfully complete this course are awarded 15 non-traditional hours.

Suggested course sequence

First Term	Second Term	Third Term	Fourth Term
NUR 200	PSY 200	SPH 106 or	Humanities Elective
	BIO 220	SPH 207	NUR 203
	NUR 201	PSY 210	NUR 204
		NUR 202	

Minimum admission standards include:

- 1. Unconditional admission to the College.
- 2. Receipt of completed application for the Associate Degree Nursing – Mobility Program by the published deadline.



3. A minimum of 2.50 GPA from the last 24 hours of college credit if prior college course-work exists.
4. Good standing with the College.
5. Meeting the essential functions or technical standards required for nursing.
6. Completion of the Test of Essential Academic Skills (TEAS) must have been taken prior to application.
7. Official transcripts from every college attended must be submitted to the admissions office prior to the published deadline.
8. Unofficial transcripts from every college attended must be submitted with the nursing application prior to the published deadline.
9. Completion of the following prerequisite courses:
  - a. ENG 101 – English Composition
  - b. MTH 100 or higher – Intermediate College Algebra (or higher)
  - c. BIO 201 – Human Anatomy and Physiology I
  - d. BIO 202 – Human Anatomy and Physiology II
  - e. NUR 200 – Students conditionally accepted to the Mobility program will be required to complete this course with a grade of “C” or better. Students are exempt from this course only if they have completed the Alabama Statewide Standardized Curriculum within two years of the published application deadline.
10. Proof of unencumbered Alabama licensure.
11. Employment Verification must be submitted documenting at least 500 clock hours worked within the past 12 months. Hours must be completed prior to the posted deadline.

Admission to the Associate Degree in Nursing – Mobility 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. Your score from the Test of Essential Academic Skills (TEAS).
2. The TEAS must have been taken within the past three years for consideration. The applicant will be given points according to percentage score equivalent.
3. Points from selected college courses (i.e. BIO 201, BIO 202, BIO 220).
4. Points are awarded according to grade earned: A = 30, B = 20, C = 10.
5. Students may be awarded up to 10 points as determined by college policy and procedures.
6. Students who have completed BIO 201, BIO 202, BIO 220 at CVCC will earn five (5) additional points.
7. Students who have completed ENG 101, MTH 100 (or higher), BIO 201, BIO 202, BIO 220, PSY 200, PSY 210, SPH 106 or SPH 107 and a Humanities Elective at CVCC will earn an additional ten (10) points.
8. A total of 250 points are possible.

**LICENSURE:** Each student is responsible for mailing his/her own application to the Board of Nursing in the state in which he/she is applying for initial licensure, as well as to NCLEX. Each student is also responsible for mailing the application and meeting deadlines that the Board may announce.

## **Academic standards of progress for nursing students**

### ***The Alabama Community College System Nursing Education Program Progression Policy***

Please note that these policies are subject to revision by the Alabama Community College System.

In order to continue in the nursing program, the student must:

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 previously completed, students must complete all required general education courses according to The Alabama Community College System Nursing Education curriculum. Exceptions must be approved by the nursing program director.
3. Be acceptable by clinical agencies for clinical experiences.
4. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
5. Students must successfully complete the nursing education program:
  - a. Within 48 months from initial enrollment in courses with an NUR prefix for ADN students; or
  - b. Within 24 months from initial enrollment in courses with an NUR prefix for PN students.
  - c. Within 24 months from initial enrollment in NUR201 for Mobility students.
6. Maintain current CPR at the health care provider level.
7. A student that has an unsuccessful attempt in a nursing course (W, D, or F) cannot progress until the course is completed successfully. Course repetition will be based on instructor availability and program resources.
8. 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 eligible for reinstatement, the following criteria must be met:
  - a. Students must apply for the nursing program and readmission to the college if not currently enrolled;
  - b. Requests must be received by published deadline;
  - c. Students must request reinstatement within one year from the term of withdrawal or failure;
  - d. Students must adhere to nursing curriculum and/or program policies and procedures effective at the point of reinstatement.
9. Withdrawal and/or a D or F in one or more nursing courses in a term is considered one unsuccessful attempt.
10. A total of two unsuccessful attempts (D, F, or withdrawal) in the nursing program will result in dismissal.
11. If a student has been unsuccessful in the associate degree nursing program, the student may apply for admission to the practical nursing program. If a student has been unsuccessful in the mobility program, the student may apply for admission to the generic program.
12. Students who have two unsuccessful attempts in a specific program (ADN/PN/Mobility) may apply for admission as a new student to any nursing program within the Alabama Community 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.

### **Reinstatement policy**

1. Students whose progression through the nursing program is interrupted and who desire reinstatement in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. Students must meet the following criteria :
  - a. Students must apply for the nursing program and readmission to the College if not currently enrolled;
  - b. Requests must be received by published deadline;
  - c. Students must request reinstatement within one year from the term of withdrawal or failure;
  - d. Students must adhere to nursing curriculum and/or program policies and procedures effective at the point of reinstatement.
2. Reinstatement to the nursing program is not guaranteed. Selection for reinstatement is based on GPA at the current institution and space availability. Reinstatement will be denied due to, but not limited to, any of the following circumstances:
  - a. Grade point average is less than 2.0 from courses completed at the current institution;
  - b. Refusal by clinical agencies to accept the student for clinical experiences;
  - c. Twelve months have elapsed since the student was enrolled in a nursing course;
  - d. Student has been dismissed from the program.
3. 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.

### **Transfer policy**

**Please note that these policies are subject to revision by the Alabama Community College System.**

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

#### **Must meet minimum admission standards for the nursing program.**

1. Must possess a grade of C or better in all general education taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
2. Students must successfully complete the program:
  - a. Within 48 months from initial semester for ADN students or;
  - b. Within 24 months from initial semester for PN and Mobility students.
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 percent 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 standards does not guarantee acceptance.

### **The Alabama Community College System Nursing programs essential functions**

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

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

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

### **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. Accepts 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

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to:

Vickie Williams, Student ADA Coordinator  
334-214-4803  
vickie.williams@cv.edu  
CVCC  
2602 College Drive  
Phenix City, AL 36869

## A.A.S. - Visual Communications: Multimedia Graphic Design option

The Visual Communications program prepares students for careers in graphics and design for print media, multimedia, and other applications of commercial art. The Multimedia option concentrates on creative and technical processes involved in print-media production (publishing and advertising, for example) as well as multimedia production for the World Wide Web and other Internet, presentation, and digital multimedia applications. Most courses require the student to use industry-standard software on a personal computer.

**credit hours**

<b>Area I:</b>	<b>Written Composition</b>	
	ENG 101 English 101 .....	3
<b>Area II:</b>	<b>Humanities and Fine Arts</b>	
	ART 100 Art Appreciation .....	3
	PHL 116 Logic .....	3
<b>Area III:</b>	<b>Natural Science and Mathematics</b>	
	MTH 100 Intermediate College Algebra or higher level MTH .....	3
	CIS 146 Microcomputer Applications .....	3
	CIS 150 Introduction to Computer Logic and Programming .....	3
<b>Area IV:</b>	<b>History, Social, and Behavioral Sciences</b>	
	Approved History, Sociology, or Psychology course .....	3
<b>Area V:</b>	<b>Preprofessional, major, and elective courses</b>	
	<b><i>Required Visual Communications core.....</i></b>	<b>30</b>
	ART 121 Two-Dimensional Composition .....	3
	CIS 151 Graphics for the Worldwide Web .....	3
	CIS 160 Multimedia for the World Wide Web .....	3
	CIS 207 Introduction to Web Development .....	3
	VCM 145 Introduction to Digital Photography .....	3
	VCM 150 Typography .....	3
	VCM 171 Graphics Software Applications .....	3
	VCM 172 Digital Illustration 1 .....	3
	VCM 185 Digital Imaging 1 .....	3
	VCM 254 Graphic Design .....	3
	<b><i>Required Multimedia core.....</i></b>	<b>15</b>
	ART 113 Drawing 1 .....	3
	VCM 193 Digital Publishing 1 .....	3
	VCM 253 Graphic Design Basics .....	3
	Approved elective in major .....	3
	VCM 270, VCM 273, or CIS 294 .....	3
<b>Additional Degree Requirements</b>		
	*ORI 105 Orientation to College .....	1
	WKO 101 Workplace Skill Development .....	2
<b>Total .....</b>		<b>69</b>

\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Visual Communications: Simulation and Modeling option

The Visual Communications program prepares students for careers in graphics and design for print media, multimedia, and other applications of commercial art. The Simulation and Modeling option concentrates on creative and technical processes involved in production of interactive three-dimensional and virtual-reality for use in military applications (crisis management simulation, for example) as well as industrial applications, which include 3-D animation for gaming.

credit hours

Area I:	<b>Written Composition</b>	
	ENG 101	English 101 ..... 3
Area II:	<b>Humanities and Fine Arts</b>	
	ART 100	Art Appreciation ..... 3
	PHL 116	Logic ..... 3
Area III:	<b>Natural Science and Mathematics</b>	
	MTH 100	Intermediate College Algebra or higher level MTH ..... 3
	CIS 146	Microcomputer Applications. .... 3
	CIS 150	Introduction to Computer Logic and Programming ..... 3
	or CIS 153	Introduction to Unity 3D Scripting ..... 3
Area IV:	<b>History, Social, and Behavioral Sciences</b>	
	Approved History, Sociology, or Psychology course. .... 3	
Area V:	<b>Preprofessional, major, and elective courses</b>	
	<i>Required Visual Communications core</i> ..... 30	
	ART 121	Two-Dimensional Composition ..... 3
	CIS 160	Multimedia for the World Wide Web ..... 3
	CIS 207	Introduction to Web Development ..... 3
	VCM 145	Introduction to Digital Photography ..... 3
	VCM 150	Typography ..... 3
	VCM 171	Graphics Software Applications ..... 3
	VCM 172	Digital Illustration 1 ..... 3
	VCM 185	Digital Imaging 1 ..... 3
	VCM 254	Graphic Design ..... 3
	CIS 151	Graphics for the Worldwide Web ..... 3
	<i>Required Simulation and Modeling core</i> ..... 16	
	CIS 191	Introduction to Computer Programming Concepts. .... 3
	CIS 193	Lab for CIS 191 ..... 1
	CIS 223	Three-Dimensional Computer Modeling. .... 3
	CIS 224	Three-Dimensional Computer Animation. .... 3
	VCM 250	Introduction to Technical Illustration ..... 3
	VCM 270, VCM 273, or CIS 294	..... 3
	(Supervised Study in Graphics/Computer Graphics; Special Topics)	
	Approved Elective in Major. .... 3	
<b>Additional Degree Requirements</b>		
	ORI 101	Orientation to College ..... 1
	WKO 101	Workplace Skill Development ..... 2
<b>Total</b>		<b>..... 70</b>



## Certificate programs

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**C**ertificate programs, consisting of college courses primarily in the major area of concentration, are designed for individuals already employed who desire to acquire new skills, and for individuals who desire to obtain an employable skill in the least possible time. Students should consult the course descriptions in this catalog to determine course prerequisites.

Standard certificate programs are comprised of at least 30 credit-hours but not more than 60 credit-hours. Short-term certificate programs, which are highly specific to a particular job and may be completed in one or two semesters, total at least 9 credit-hours but not more than 29 credit-hours.

### Certificate program requirements

To be eligible for a Certificate of Completion, a student must satisfy the following requirements:

1. Meet all requirements for admission to the program.
2. Complete at least one-half the total semester credit hours in the program at Chattahoochee Valley Community College.
3. Fulfill all the course requirements listed for a specific certificate program.
4. Earn a 2.0 cumulative GPA.
5. Be enrolled at the College during the semester in which the certificate requirements are completed or, with approval of the Dean of Student Services, within a calendar year of the last semester of attendance, receive the certificate by transferring from a regionally accredited institution no more than the last six semester hours required for completion of the program of study with a minimum grade of "C" in each course transferred.
6. Fulfill all financial obligations to the College.

**Certificate - Applied Technology:  
Air Conditioning and Refrigeration (HVAC) option**

This program emphasizes the fundamental principles for air conditioning, and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

	credit hours
<b>Required general education courses</b> .....	<b>12</b>
ENG 101 English Composition I .....	3
MTH 100 Intermediate College Algebra or higher level MTH. ....	3
SPH 106 Fundamentals of Oral Communication .....	3
or SPH 107 Fundamentals of Public Speaking .....	3
CIS 146 Microcomputer Applications .....	3
<b>Required Air Conditioning and Refrigeration courses</b> .....	<b>43</b>
ADM 100 Industrial Safety .....	3
ADM101 Precision Measurement. ....	3
ADM 102 Computer Aided Design .....	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes .....	3
ADM 104 Introduction to Thermal/Electrical Principles .....	3
ADM 105 Fluid Systems .....	3
ADM 106 Quality Control Concepts .....	3
ACR 111 Principles of Refrigeration .....	3
ACR 112 HVACR Service Procedures .....	3
ACR 113 Refrigeration Piping Practices .....	3
ACR 119 Fundamentals of Gas Heating Systems .....	3
ACR120 Fundamentals of Electric Heating Systems. ....	3
ACR121 Principles of Electricity for HVACR. ....	3
ACR 148 Heat Pump Systems .....	3
ACR 183 Special Topics in Air Conditioning and Refrigeration. ....	1
<b>Additional certificate requirements</b> .....	<b>3</b>
*ORI 101 Orientation to College .....	1
WKO 101 Workplace Skills Development. ....	2
<b>Total</b> .....	<b>58</b>

## Short Certificate - Applied Technology: Air Conditioning and Refrigeration (HVAC) option

This program emphasizes the fundamental principles for air conditioning, heating and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system.

	credit hours
<b>Required courses.....</b>	<b>22</b>
ACR 111 Principles of Refrigeration .....	3
ACR 112 HVACR Service Procedures .....	3
ACR 113 Refrigeration Piping Practices .....	3
ACR 119 Fundamentals of Gas Heating Systems .....	3
ACR120 Fundamentals of Electric Heating Systems.....	3
ACR121 Principles of Electricity for HVACR.....	3
ACR 148 Heat Pump Systems .....	3
ACR 183 Special Topics in Air Conditioning and Refrigeration.....	1
<b>Total.....</b>	<b>22</b>

## Certificate - Applied Technology: Automotive Manufacturing option

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

	credit hours
<b>Required general education courses .....</b>	<b>12</b>
ENG 101 English Composition I.....	3
MTH 100 Intermediate College Algebra or higher level MTH.....	3
SPH 106 Fundamentals of Oral Communication .....	3
or SPH 107 Fundamentals of Public Speaking .....	3
CIS 146 Microcomputer Applications .....	3
<b>Required Automotive Manufacturing courses.....</b>	<b>45</b>
ADM 100 Industrial Safety .....	3
ADM101 Precision Measurement.....	3
ADM 102 Computer Aided Design .....	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes .....	3
ADM 104 Introduction to Thermal/Electrical Principles .....	3
ADM 105 Fluid Systems .....	3
ADM 106 Quality Control Concepts .....	3
INT 101 DC Fundamentals .....	3
INT 103 AC Fundamentals .....	3
INT 117 Industrial Mechanics .....	3
INT 184 Intro to Programmable Logic Controllers.....	3
INT 284 Advanced Programmable Logic Controllers.....	3
INT 288 Applied Programmable Logic Controllers .....	3

INT 253	Industrial Robotics. . . . .	3
INT 134	Prin. of Industrial Maintenance Welding and Metal Cutting Techniques	3
<b>Additional certificate requirements . . . . .</b>		<b>3</b>
*ORI 101	Orientation to College . . . . .	1
WKO 101	Workplace Skills Development. . . . .	2
<b>Total . . . . .</b>		<b>60</b>

## Short Certificate - Applied Technology: Automotive Manufacturing option

This program prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. This program includes instruction in machine operations, production line operations, engineering analysis, systems analysis, instrumentation, physical controls, automation, computer-aided manufacturing (CAM), manufacturing planning, quality control, and informational infrastructure.

	credit hours
<b>Required courses. . . . .</b>	<b>24</b>
INT 101 DC Fundamentals . . . . .	3
INT 103 AC Fundamentals. . . . .	3
INT 117 Industrial Mechanics . . . . .	3
INT 184 Intro to Programmable Logic Controllers. . . . .	3
INT 284 Advanced Programmable Logic Controllers. . . . .	3
INT 288 Applied Programmable Logic Controllers . . . . .	3
INT 253 Industrial Robotics. . . . .	3
INT 134 Prin. of Industrial Maintenance Welding and Metal Cutting Techniques . . . .	3
<b>Total . . . . .</b>	<b>24</b>

## Certificate - Applied Technology: Industrial Maintenance option

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery, and steam propulsion, refinery, and pipeline-distribution systems.

	credit hours
<b>Required general education courses . . . . .</b>	<b>12</b>
ENG 101 English Composition I. . . . .	3
MTH 100 Intermediate College Algebra or higher level MTH. . . . .	3
SPH 106 Fundamentals of Oral Communication . . . . .	3
or SPH 107 Fundamentals of Public Speaking . . . . .	3
CIS 146 Microcomputer Applications . . . . .	3
<b>Required Industrial Maintenance courses . . . . .</b>	<b>45</b>
ADM 100 Industrial Safety . . . . .	3
ADM101 Precision Measurement. . . . .	3
ADM 102 Computer Aided Design . . . . .	3
ADM 103 Intro to Computer Integrated Manufacturing/Material Processes . . . .	3
ADM 104 Introduction to Thermal/Electrical Principles . . . . .	3
ADM 105 Fluid Systems . . . . .	3
ADM 106 Quality Control Concepts . . . . .	3

INT 101	DC Fundamentals .....	3
INT 103	AC Fundamentals.....	3
INT 113	Motor Controls.....	3
INT 117	Industrial Mechanics.....	3
INT 253	Industrial Robotics.....	3
INT 184	Intro to Programmable Logic Controllers.....	3
INT 284	Advanced Programmable Logic Controllers.....	3
INT 288	Applied Programmable Logic Controllers .....	3
<b>Additional certificate requirements .....</b>		<b>3</b>
ORI 101	Orientation to College .....	1
WKO 101	Workplace Skills Development.....	2
<b>Total .....</b>		<b>60</b>

## Short Certificate - Applied Technology: Industrial Maintenance option

This program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes, pumps, engines and motors, pneumatic tools, conveyor systems, production machinery, marine deck machinery, and steam propulsion, refinery, and pipeline-distribution systems.

		<b>credit hours</b>
<b>Required courses.....</b>		<b>27</b>
INT 101	DC Fundamentals .....	3
INT 103	AC Fundamentals.....	3
INT 113	Motor Controls.....	3
INT 117	Industrial Mechanics.....	3
INT 253	Industrial Robotics.....	3
INT 184	Intro to Programmable Logic Controllers.....	3
INT 284	Advanced Programmable Logic Controllers.....	3
INT 288	Applied Programmable Logic Controllers .....	3
INT 134	Prin. of Industrial Maintenance Welding and Metal Cutting Techniques.....	3
<b>Total .....</b>		<b>27</b>

## Certificate - Applied Technology: Sustainable Construction/Renewable Energy Option

This program emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand held power tools, building codes, construction measurements, and construction materials. This course also integrates renewable energy topics such as solar /thermal principals, sustainable building materials, and photovoltaic principals and design. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. Students will also understand how sustainable construction affects the environment and future economy.

		<b>credit hours</b>
<b>Required general education courses .....</b>		<b>12</b>
ENG 101	English Composition I.....	3
MTH 100	Intermediate College Algebra or higher level MTH.....	3
SPH 106	Fundamentals of Oral Communication .....	3
or SPH 107	Fundamentals of Public Speaking .....	3
CIS 146	Microcomputer Applications .....	3

<b>Required Sustainable Construction/Renewable Energy courses</b>	<b>43</b>
ADM 100 Industrial Safety	3
ADM101 Precision Measurement	3
ADM 102 Computer Aided Design	3
ADM 103 Intro to Computer Integrated Manufacturing/ Material Processes	3
ADM 104 Introduction to Thermal/Electrical Principles	3
ADM 105 Fluid Systems	3
ADM 106 Quality Control Concepts	3
REN 105 Renewable Technology Awareness	1
REN 115 Photovoltaic Principles and Design	3
REN 205 Solar Thermal Principles	3
REN 215 Photovoltaic Systems and Servicing Procedures	3
BUC 112 Construction Measurements and Calculations	3
BUC 133 Standard Building Codes	3
BUC 210 Current Topics in Building Construction	3
BUC 111 Basic Construction Layout	3
<b>Additional certificate requirements</b>	<b>3</b>
*ORI 101 Orientation to College	1
WKO 101 Workplace Skills Development	2
<b>Total</b>	<b>58</b>

## Short Certificate- Applied Technology: Sustainable Construction/Renewable Energy option

This program emphasizes the tools and materials used in the construction industry. Topics include safety, hand tools, hand held power tools, building codes, construction measurements, and construction materials. This course also integrates renewable energy topics such as solar / thermal principals, sustainable building materials, and photovoltaic principals and design. Upon completion, students should be able to work safely within the industry and operate various hand tools and power equipment. Students will also understand how sustainable construction affects the environment and future economy.

	<b>credit hours</b>
<b>Required courses</b>	<b>22</b>
REN 105 Renewable Technology Awareness	1
REN 115 Photovoltaic Principles and Design	3
REN 205 Solar Thermal Principles	3
REN 215 Photovoltaic Systems and Servicing Procedures	3
BUC 112 Construction Measurements and Calculations	3
BUC 133 Standard Building Codes	3
BUC 210 Current Topics in Building Construction	3
BUC 111 Basic Construction Layout	3
<b>Total</b>	<b>22</b>

\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

## Short Certificate - Business and Office Technology: Administrative Technology option

The Administrative Technology certificate program is designed for persons seeking immediate employment and for professional development for persons who are already employed in office and business positions. Credits earned may be applied toward the Associate in Applied Science degree in Business Technology.

	credit hours
<b>Required courses</b> .....	<b>18</b>
OAD 101     Beginning Keyboarding .....	3
OAD 103     Intermediate Keyboarding .....	3
OAD 125     Word Processing .....	3
OAD 130     Electronic Calculations .....	3
ENG 101     English Composition I .....	3
CIS 146     Microcomputer Applications .....	3
<b>Electives (3 hours in CIS and 3 hours in BUS, MST, or ECO)</b> .....	<b>6</b>
CIS Elective .....	3
BUS, MST, or ECO Elective .....	3
<b>Additional certificate requirements</b> .....	<b>3</b>
*ORI 101     Orientation to College .....	1
WKO 101     Workplace Skill Development I .....	2
<b>Total</b> .....	<b>27</b>

## Short Certificate - Child Care and Development

The Child Care and Development program provides training in child care and development for day care teachers, aides, and others who wish to pursue careers as day care or nursery school teachers, HeadStart professionals, etc. This program consists of courses offered on demand during the evening hours to accommodate the needs of individuals presently employed. This program allows child care workers to meet the minimum requirements of Alabama Head Start and Child Care Standards. The state of Georgia requires additional training in CPR, First Aid, and in identifying, reporting and meeting the needs of abused, neglected or deprived children.

### Courses needed for Child Development CDA Credential

Students interested in meeting the educational component of the nationally recognized CDA credential in a formal education setting should take at least three Child Care courses (3 semester hours each). The Council for Professional Recognition headquartered in Washington, D.C., operates the Child Development (CDA) national credentialing program. As one criterion, students must have completed 120 hours (clock hours) of approved training within the last five years.

	credit hours
<b>Required courses</b> .....	<b>24</b>
CHD 100     Introduction to Early Care and Education of Children .....	3
CHD 201     Child Growth and Development Principles .....	3
CHD 203     Children's Literature .....	3
CHD 204     Methods and Materials for Teaching Children .....	3
CHD 205     Program Planning for Educating Young Children .....	3
ART 286     Art for Teachers .....	3

\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
<b>Additional certificate requirements</b>		<b>3</b>
*ORI 101	Orientation to College	1
WKO 101	Workplace Skill Development I	2
<b>Total</b>		<b>27</b>

## Short Certificate - Child Care and Development: Administrator

		credit hours
<b>Required courses</b>		<b>24</b>
CHD 201	Child Growth and Development Principles	3
CHD 204	Methods and Materials for Teaching Children	3
CHD 206	Children's Health and Safety	3
CHD 208	Administration of Child Development Program	3
CHD 214	Families and Communities	3
ENG 101	English Composition I	3
MST 111	Elements of Supervision	3
MTH 100	Intermediate College Algebra	3
<b>Additional certificate requirements</b>		<b>3</b>
*ORI 101	Orientation to College	1
WKO 101	Workplace Skill Development I	2
<b>Total</b>		<b>27</b>

## Short Certificate - Child Care and Development: Paraprofessional/Teacher Aide

		credit hours
<b>Required courses</b>		<b>24</b>
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
SPA 101	Introductory Spanish	3
CHD 100	Introduction to Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature	3
CIS 146	Microcomputer Applications	3
<b>Additional certificate requirements</b>		<b>3</b>
*ORI 101	Orientation to College	1
WKO 101	Workplace Skill Development	2
<b>Total</b>		<b>27</b>

\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.



## Short Certificate - Child Care and Development: Advanced Paraprofessional/Teacher Aide

	credit hours
<b>Required courses</b> .....	<b>21</b>
ENG 102 English Composition II .....	3
MTH 231 Math for the Elementary Teacher I .....	3
MTH 232 Math for the Elementary Teacher II .....	3
PHS 111 Physical Science I .....	3
CHD 204 Methods and Materials for Teaching Children.....	3
CHD 210 Educating Exceptional Young Children.....	3
CHD 217 Math and Science for Young Children .....	3
<b>Additional certificate requirements</b> .....	<b>3</b>
*ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development .....	2
<b>Total</b> .....	<b>24</b>

## Short Certificate - Computer Information Systems: Networking Technology option

The CISCO Networking Technology certificate program is designed for persons seeking employment, for professional development, or for persons seeking the IC3, A+ and CISCO CCENT professional certifications. Credits earned may be applied toward the Associate in Applied Science degree in Computer Information Systems with the CISCO Networking option.

	credit hours
<b>Required courses</b> .....	<b>15</b>
CIS 149 Introduction to Computers .....	3
CIS 268 Software Support .....	3
CIS 269 Hardware Support .....	3
CIS 270 CISCO 1 .....	3
CIS 271 CISCO 2 .....	3
<b>Total</b> .....	<b>15</b>

## Certificate - Computer Information Systems: Information Technology option

The Information Technology certificate provides the necessary competencies for individuals to be employed as computer programmers in the information technology industry.

	credit hours
<b>Required general education courses</b> .....	<b>12</b>
ENG 101 English Composition I .....	3
MTH 100 Intermediate College Algebra or higher level MTH. ....	3
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Human Communication (Recommended) .....	3
CIS 146 Microcomputer Applications .....	3
<b>Required courses</b> .....	<b>22</b>
CIS 130 Introduction to Information Systems .....	3
CIS 149 Introduction to Computers .....	3

\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

CIS 150	Introduction to Computer Logic and Programming.....	3
CIS 185	Computer Ethics .....	3
CIS 191	Introduction to Computer Programming Concepts .....	3
CIS 193	Introduction to Computer Programming Lab .....	1
CIS 268	Software Support .....	3
CIS 269	Hardware Support .....	3

**Electives (must be in CIS or VCM Courses)..... 6**

**Additional certificate requirements ..... 3**

*ORI 101	Orientation to College ....	1
WKO 101	Workplace Skill Development .....	2

**Total .....43**

## Certificate - Criminal Justice

This program is designed for students with interest in criminal justice and law enforcement professions. Additionally, this program is designed for current law enforcement officers who wish to pursue academic credits, as well as for those with no previous academic background.

**credit hours**

**Required general education courses ..... 12**

ENG 101	English Composition I.....	3
MTH 100	Intermediate College Algebra or higher level MTH.....	3
SPH 107	Fundamentals of Public Speaking .....	3
or SPH 106	Fundamentals of Human Communication (Recommended) .....	3
CIS 146	Microcomputer Applications .....	3

**Required Criminal Justice courses ..... 8**

CRJ 100	Introduction to Criminal Justice .....	3
CRJ 110	Introduction to Law Enforcement .....	3
EMS 100	Cardiopulmonary Resuscitation I .....	1
EMS 104	First Aid for Students of Health-Related Professions .....	1

**Electives in Criminal Justice ..... 18**

**Additional certificate requirements ..... 3**

*ORI 101	Orientation to College ....	1
WKO 101	Workplace Skill Development .....	2

**Total .....41**

## Short Certificate - Emergency Medical Technician - Basic

Chattahoochee Valley Community College offers emergency medical training for the EMT program. The EMT program consists of one semester of classes and clinical training. The student registers for eleven (11) semester hours (2 hours of CPR, if needed) of instruction and clinical rotation. Upon successful completion of the EMT program, the student is eligible to take the National Registry Exam. After passing the National Registry Exam, the student is eligible for State of Alabama licensure as an EMT Technician. Students enrolled in the EMT program are responsible for additional costs and fees related to the program and not included in tuition. Such costs can include, but are not limited to: physicals, criminal background checks, random drug screening, clinical uniforms, and required clinical supplies.

\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

	credit hours
<b>Required EMT courses</b> .....	<b>11</b>
EMS 100     Cardiopulmonary Resuscitation I .....	1
EMS 118     Emergency Medical Technician .....	9
EMS 119     Emergency Medical Technician Clinical .....	1
<b>Total</b> .....	<b>11</b>

## Short Certificate – Advanced Emergency Medical Technician

This program is designed to offer emergency medical training for the Advanced EMT program. The Advanced EMT program consists of one semester of classes and clinical training. The student registers for ten (10) semester hours of instruction and clinical rotation. If the student does not hold a current CPR card, they must complete CPR courses. The AEMT course and training are designed to provide additional training, knowledge, and skills in specific areas of ALS. Skills above the EMT-Basic level include EV therapy and the administration of certain medications. Upon successful completion of the Advanced EMT program, the student is eligible to take the National Registry Exam. After passing the National Registry Exam, the student is eligible for State of Alabama licensure as an Advanced Emergency Medical Technician. Students enrolled in the Advanced EMT program are responsible for additional costs and fees related to the program and not included in tuition. Such costs can include, but are not limited to: physicals, criminal background checks, random drug screening, clinical uniforms, and required clinical supplies.

	credit hours
<b>Required AEMT courses</b> .....	<b>10</b>
EMS 155     Advanced Emergency Medical Technician .....	8
EMS 156     Advanced Emergency Medical Technician Clinical .....	2
<b>Total</b> .....	<b>10</b>

## Short Certificate - Fire Science

This program is designed for individuals employed or seeking employment as fire fighters. The program is also designed to be an intermediate recognition step for individuals working toward the Fire Science associate degree. All coursework in the Certificate program is applicable toward the Associate in Applied Science degree.

	credit hours
<b>Required Fire Science courses</b> .....	<b>12</b>
FSC 101     Introduction to Fire Science .....	3
FSC 110     Building Construction Principles .....	3
FSC 130     Introduction to Fire Suppression .....	3
FSC 299     Legal Aspects of Fire Science .....	3
<b>Electives in Fire Science</b> .....	<b>12</b>
<b>Additional certificate requirements</b> .....	<b>3</b>
*ORI 101     Orientation to College .....	1
WKO 101     Workplace Skill Development .....	2
<b>Total</b> .....	<b>27</b>

\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

## Certificate - Homeland Security

The Homeland Security certificate program provides the knowledge and skills necessary for security professionals, including business, industry, and corporate managers who are responsible for risk assessment, infrastructure management, physical and information security, and human capital management. Students will benefit from a dynamic real-world approach to actual and potential scenarios. From terrorism to emergency management, these programs will provide students with current information and transferable skills that are critical to meeting employer needs in both the homeland security and public safety sectors.

Students will obtain certification in Incident Command System (ICS) and National Incident Management System (NIMS). The program is also designed to provide an intermediate recognition for individuals working toward the Homeland Security associate degree. All coursework in the Certificate program is applicable to the Associate in Applied Science degree.

	credit hours
<b>Required general education courses</b> .....	<b>13</b>
ENG 101 English Composition I .....	3
SPH 107 Fundamentals of Public Speaking .....	3
or SPH 106 Fundamentals of Oral Communication .....	3
MTH 100 Intermediate Algebra or higher level MTH .....	3
CIS 146 Microcomputer Applications .....	3
<b>Required courses</b> .....	<b>13</b>
HLS 100 Introduction to Homeland Security and Public Safety .....	3
HLS 190 Critical Infrastructure Assessment and Protection .....	3
EMS 100 Cardiopulmonary Resuscitation I .....	1
HLS 215 Mass Casualty Triage Management .....	3
HLS 241 Incident Management Team Operations .....	3
<b>Homeland Security Electives</b> .....	<b>21</b>
<b>Additional Certificate Requirements</b> .....	<b>3</b>
*ORI 101 Orientation to College .....	1
WKO 101 Workplace Skill Development .....	2
<b>Total</b> .....	<b>49</b>

## Short Certificate - Homeland Security

The Homeland Security certificate program provides the knowledge and skills necessary for security professionals, including business, industry, and corporate managers who are responsible for risk assessment, infrastructure management, physical and information security, and human capital management. Students will benefit from a dynamic real-world approach to actual and potential scenarios. From terrorism to emergency management, these programs will provide students with current information and transferable skills that are critical to meeting employer needs in both the homeland security and public safety sectors.

Students will obtain certification in Incident Command System (ICS) and National Incident Management System (NIMS). The program is also designed to provide an intermediate recognition for individuals working toward the Homeland Security associate degree. All coursework in the Certificate program is applicable to the Associate in Applied Science degree.

	credit hours
<b>Required courses</b> .....	<b>13</b>
HLS 100 Introduction to Homeland Security and Public Safety .....	3
HLS 190 Critical Infrastructure Assessment and Protection .....	3

EMS 100	Cardiopulmonary Resuscitation I	1
HLS 215	Mass Casualty Triage Management	3
HLS 241	Incident Management Team Operations	3
<b>Homeland Security Electives</b>		<b>12</b>
<b>Additional certificate requirements</b>		<b>3</b>
*ORI 101	Orientation to College	1
WKO 101	Workplace Skill Development	2
<b>Total</b>		<b>28</b>

## Short Certificate - Medical Assisting

The Medical Assisting Certificate Program requires the student to complete 20 semester hours in medical assisting courses. This program will prepare students for careers in the health care field by offering courses in both the clinical and administrative functions of a physician's office.

		<b>credit hours</b>
<b>Required courses</b>		<b>20</b>
MAT 101	Medical Terminology	3
or HPS 105	Medical Terminology	3
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
MAT 111	Clinical Procedures I	3
MAT 120	Medical Admin. Procedures I	3
MAT 121	Medical Admin. Procedures II	3
WKO 101	Workplace Skill Development I	2
<b>Total</b>		<b>20</b>

## Short Certificate - Medical Assisting: Phlebotomy

Prerequisites for required courses in the Phlebotomy short certificate must be met before students may register for MAT 239 Phlebotomy Preceptorship. (See course description on page 186.)

The College offers a 10-hour short-term certificate in phlebotomy, which prepares the student for work in acute care settings such as major hospital laboratories, minor emergency centers, and free-standing laboratories, working under the supervision of medical laboratory technologists or laboratory managers. The courses will provide both classroom and clinical experiences.

		<b>credit hours</b>
<b>Required courses</b>		<b>10</b>
MAT 125	Laboratory Procedures I	3
MAT 215	Laboratory Procedures II	3
MAT 239	Phlebotomy Preceptorship	3
EMS 100	Cardiopulmonary Resuscitation I	1
<b>Total</b>		<b>10</b>

## Certificate - Licensed Practical Nursing (LPN)

The Licensed Practical Nursing (LPN) Program enables the student to complete a one-year curriculum leading to a certificate in Licensed Practical Nursing. This qualifies the graduate to apply to write the National Council Licensure Examination: NCLEX-PN. It is important for

\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

nursing students to note, however, that the review of candidates for initial and continuing licensure in Alabama will include questions concerning such things as whether they have ever been arrested or convicted of a criminal offense and whether they have ever been arrested for or convicted of driving under the influence of drugs/alcohol. Application to write the examination may be denied by the State Board on the basis of this review. Therefore, successful completion of the LPN Program does not guarantee eligibility to write the NCLEX-PN. Other states have similar stipulations regarding licensure. When the examination is passed, the student then becomes a Licensed Practical Nurse (LPN).

	<b>credit hours</b>
<b>Area I:</b>	<b>Written and Oral Communication. .... 3</b>
ENG 101	English Composition ..... 3
<b>Area III:</b>	<b>Natural Science, Mathematics, and Computer Science ..... 11</b>
BIO 201	Human Anatomy and Physiology I. .... 4
BIO 202	Human Anatomy and Physiology II ..... 4
MTH 100	Intermediate College Algebra or higher. .... 3
<b>Area V:</b>	<b>Career and Technical Courses. .... 35</b>
	<b>Required Field of Concentration Courses</b>
NUR 102	Fundamentals of Nursing ..... 6
NUR 103	Health Assessment ..... 1
NUR 104	Introduction to Pharmacology ..... 1
NUR 105	Adult Nursing ..... 8
NUR 106	Maternal and Child Nursing ..... 5
NUR 107	Adult/Child Nursing ..... 8
NUR 108	Psychosocial Nursing ..... 3
NUR 109	Role Transition for the Licensed Practical Nurse ..... 3
<b>Total.....</b>	<b>49</b>

**Suggested Course Sequence**

<b>First Term</b>	<b>Second Term</b>	<b>Third Term</b>
MTH 100	ENG 101	NUR 107
BIO 201	BIO 202	NUR 108
NUR 102	NUR 105	NUR 109
NUR 103	NUR 106	
NUR 104		

**Licensed practical nursing program minimum admission standards**

- Minimum admission standards for the Licensed Practical Nursing Program include:
1. Unconditional admission to the College.
  2. Receipt of completed application for the Licensed Practical Nursing Program by the published deadline.
  3. A minimum of 2.50 GPA from the last 24 hours of college credit if prior college coursework exists.
  4. A minimum of 2.50 cumulative high school GPA if no prior college coursework exists (GED acceptable in lieu of high school transcript).
  5. Eligibility for:
    - a. English 101 and Math 100 as determined by college policy

- b. BIO 201 during the first term of nursing courses. (As a prerequisite to BIO 201, student must successfully complete BIO 103 or achieve a passing score on the ACS approved placement exam)
6. Good standing with the College.
7. Meeting the essential functions or technical standards required for nursing.
8. Completion of the Test of Essential Academic Skills (TEAS) must have been taken prior to application.
9. Official transcripts from every college attended must be submitted to the admissions office prior to the published deadline.
10. Unofficial transcripts from every college attended must be submitted with the nursing application prior to the published deadline.

Admission to the Licensed 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.

### ***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. Your score from the Test of Essential Academic Skills (TEAS).
  - a. The TEAS must have been taken within the past three years for consideration. The applicant will be given points according to percentage score equivalent.
2. Points from selected college courses (i.e. ENG 101, MTH 100) or selected high school courses (i.e. Algebra II or higher level math, highest level Biology)
  - a. Points are awarded according to grade earned: A = 30, B = 20, C = 10.
3. Students may be awarded up to 10 points as determined by college policy and procedures.
  - a. Students who have completed ENG 101 and MTH 100 (or higher) at CVCC will earn five (5) additional points.
  - b. Students who have completed ENG 101, MTH 100 (or higher), BIO 201, and BIO 202 at CVCC will earn an additional ten (10) points.

A total of 220 points are possible.

## **Nursing Assistant Program**

The Nursing Assistant Program is one semester in length, requiring the successful completion of NAS 100 - Long Term Care Nursing Assistant, a four-hour classroom and clinical course, which fulfills the requirements of the seventy-five (75) hour Omnibus Budget Reconciliation Act (OBRA) for the training of long-term care nursing assistants. After passing NAS 100, a student is eligible to take the Nurse Aide Certification Exam. Students who demonstrate competency on the exam will be placed on the Alabama Nurse Aide Registry maintained by the Alabama Department of Public Health.

Certified Nursing Assistants (CNAs) provide basic patient care under the direction of licensed nursing staff. Duties may include bathing, grooming, and feeding patients; obtaining and monitoring vital signs; ambulatory assistance; and comfort measures. Nursing assistants care for patients confined to acute care hospitals, nursing homes, rehabilitation centers, mental health centers, and their homes. Because many CNAs are employed in long-term care facilities, and because the population of older Americans is growing, there are many job opportunities available for the Certified Nursing Assistant.

Short Certificate - Visual Communications:  
Multimedia Graphic Design option

The Multimedia Certificate program in Visual Communications is designed for persons seeking employment and for professional development for persons already employed. Credits earned may be applied toward the Associate in Applied Science degree in Visual Communications with the Print Media or Multimedia option.

	credit hours
<b>Required courses</b> .....	<b>24</b>
ART 121 Two-Dimensional Composition .....	3
CIS 150 Introduction to Computer Logic and Programming .....	3
or CIS 153 Introduction to Unity Scripting .....	3
CIS 151 Graphics for the World Wide Web .....	3
CIS 207 Introduction to Web Development .....	3
ENG 101 English Composition .....	3
VCM 150 Typography .....	3
VCM 172 Digital Illustration I .....	3
VCM 185 Digital Imaging I .....	3
VCM 254 Graphic Design .....	3
<b>Additional certificate requirements</b> .....	<b>3</b>
*ORI 101 Orientation to College ....	1
WKO 101 Workplace Skill Development .....	2
<b>Total</b> .....	<b>27</b>

Short Certificate - Visual Communications:  
Simulation and Modeling option

The Simulation and Modeling short certificate teaches the theory, tools and techniques necessary for creating high-quality graphics. Students will learn the principles of interactive 3D, 3D modeling, GIS, and programming. They are introduced to 2D and 3D editing software and programming tools. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games.

	credit hours
<b>Required courses</b> .....	<b>12</b>
CIS 153 Introduction to Unity 3D Scripting .....	3
CIS 223 Three-Dimensional Computer Modeling .....	3
CIS 294 Special Topics: Capstone .....	3
CIS 196 Commercial Software Applications – Photoshop .....	3
or VCM 185 Digital Imaging .....	3
<b>Total</b> .....	<b>12</b>

\* Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.





# **Course Descriptions**



**Course descriptions** are arranged in alphabetical order by subject area. Each description includes a course abbreviation followed by a course number, course title, and indications of number of lecture/theory hours, number of lab/experimental hours, and number of semester credit hours. The sum of the number of lecture/theory hours plus the number of lab/experimental hours is equal to the total number of clock hours the student will spend in class per week. For example, “ART 100 Art Appreciation (3-0-3)” includes three hours of lecture/theory only for a total of three semester credit hours. “BIO 103 Principles of Biology I (3-2-4)” includes three hours of lecture/theory, two hours of lab/experimental for a total of five clock hours and a total of four semester credit hours.

Courses which are offered only in specified semesters carry the appropriate designation for the terms (F, Sp, and/or Su) in which they are offered. Other courses in the General Education curriculum are normally offered each semester. **The College reserves the right to change the listed schedule of course offerings during any semester.**

## Abbreviations

The following are the official catalog course abbreviations used by Chattahoochee Valley Community College.

ACC	Accounting	HLS	Homeland Security
ACR	Air Conditioning	HUM	Humanities
ADM	Advanced Manufacturing	INT	Industrial Maintenance Technology
ANT	Anthropology	MAT	Medical Assisting
ART	Art	MST	Management and Supervision
AUT	Automotive Manufacturing Technology	MTH	Mathematics
BIO	Biology	MUL	Music Ensembles
BSS	Basic Study Skills/Personal Development	MUP	Music Performance
BUC	Building Construction	MUS	Music
BUS	Business	NAS	Nursing Assistant
CHM	Chemistry	NUR	Nursing
CHD	Child Care and Development	OAD	Business and Office Technology
CIS	Computer Information Systems	ORI	Orientation
CRJ	Criminal Justice	PHL	Philosophy
ECO	Economics	PED	Physical Education
EDU	Education	PHS	Physical Science
EMS	Emergency Medical Technology/Technician	PHY	Physics
ENG	English	POL	Political Science
FRN	French	PSY	Psychology
FSC	Fire Science	RDG	Reading
GEO	Geography	REL	Religion
GER	German	REN	Renewable Energy
GIS	Geographic Information Systems	SOC	Sociology
HED	Health Education	SPA	Spanish
HIS	History	SPH	Speech
		THR	Theatre Arts
		VCM	Visual Communications
		WKO	Workplace Skills Enhancement

## Descriptions

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The Alabama Community College System Course Directory lists common course names, numbers, and descriptions used by all of Alabama's two-year colleges. Courses that satisfy Areas I-IV of the General Studies curriculum at all public Alabama colleges and universities are indicated by the appropriate Area notation. Other courses that may transfer and may meet requirements for articulated programs have the following codes:

**Code A - AGSC** - approved transfer courses in Areas I-IV that are common to all institutions.

**Code B** - Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.

**Code C** - Potential Area V transfer courses that are subject to approval by respective receiving institutions.

Catalog numbers ending with the number one (as ENG 101) indicate that the course is ordinarily to be considered as the first part of a course sequence consisting of two semester's work; the catalog number of the second part of the sequence ends with the number two (as ENG 102). While credit is earned separately for each course, to satisfy requirements in such subjects, it is generally necessary to take both courses.

Courses numbered 001-099 are offered for institutional credit. These courses are not designed to transfer and do not count toward graduation. Courses numbered 100 through 199 are primarily for freshmen; courses numbered 200 through 299 are primarily for sophomores. Courses requiring no prerequisites are open to all students regardless of the catalog number.

The College reserves the right to cancel any course for which the demand is insufficient. The term "credit" indicates the number of semester-hours of credit granted after successfully completing a course. Prerequisite or co-requisite requirements are listed with the course description in the catalog. It is the responsibility of the student to know these requirements and follow them when registering. The instructor of the course and the appropriate division chair must approve any waiver of these requirements.

A complete list of the courses being offered is published each term in the class schedule.

**Note:** Theory, lab and credit hours are indicated in parenthesis at the end of each course title below and are presented in the following format: (theory hours, lab hours, credit hours).

## Advanced Manufacturing

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### ADM 100. Industrial Safety (3-0-3)

This course is an introduction to general issues, concepts, procedures, hazards, and safety standards found in an industrial environment. This safety course is to make technicians aware of safety issues associated with their changing work environment and attempt to eliminate industrial accidents.

### ADM 101. Precision Measurement (2-2-3)

This course covers the use of precision measurement instruments utilized in inspection. In addition, basic print reading techniques, reverse engineering, and related industry standards required in advanced manufacturing disciplines are covered. Upon completion, students should be able to demonstrate correct use of precision measuring instruments, interpret basic prints and apply basic reverse engineering techniques. This is a CORE course and is aligned with NIMS certification standards.

### **ADM 102 Computer Aided Design (1-4-3)**

This course is an introduction to basic Computer Aided Design functions and techniques using “hands-on” applications. Topics include terminology, hardware, basic computer aided design (CAD) and operating system functions, file manipulation, industry standards for CAD drawings, and basic CAD software applications in producing softcopy and hardcopy. At the completion of this course, students should be proficient in the production of two-dimensional drawings that meet technical standards including setting up print styles and exporting drawings to the appropriate format. This is a CORE course.

### **ADM 103. Introduction to Computer Integrated Manufacturing (CIM) and Materials & Processes (2-2-3)**

This course provides an overview of the materials and processes used in advanced manufacturing. In addition, this course is a basic introduction to concepts related to the computer integrated manufacturing (CIM) process. The student will be exposed to the theory behind the complete automation of a manufacturing plant with all processes functioning under computer control and digital information tying them together. The technician’s role in the process improvement of not only the cell but the full CIM system, related safety, and inspection and process adjustment are also covered. This is a CORE course.

### **ADM 104. Introduction to Thermal/Electrical Principles (1-4-3)**

This course serves as an introduction to electrical/electronic, air conditioning, and refrigeration principles. Instruction is provided in electrical theory and a fundamental overview of circuit analysis of resistive, capacitive, resonant, and tuned circuits. In addition, the basic theory and principles of heating, ventilation, air conditioning, and refrigeration (HVAC/R) system components; common and specialty tools for HVAC/R; and applications of the concepts of basic compression refrigeration are covered. Upon completion, the student should have a basic knowledge of electricity/electronics theory and be able to identify and understand the functions of HVAC/R system components, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. This is a CORE course.

### **ADM 105. Fluid Systems (1-4-3)**

This course includes the fundamental concepts and theories for the safe operation of hydraulic and pneumatic systems used with industrial production equipment. Topics include the physical concepts, theories, laws, air flow characteristics, actuators, valves, accumulators, symbols, circuitry, filters, servicing safety, and preventive maintenance and the application of these concepts to perform work. Upon completion, students should be able to service and perform preventive maintenance functions on hydraulic and pneumatic systems. This is a CORE course.

### **ADM 106. Quality Control Concepts (3-0-3)**

This course provides an overview of the materials and processes and quality assurance topics used in commercial and specialized manufacturing products. Emphasis is placed on process evaluation techniques that can be extrapolated to other system areas such as new products and new technology. Emphasis is also placed on quality assurance including the history of the quality movement, group problem solving, and statistical methods such as statistical process control (SPC), process capability studies, and the concepts associated with lean manufacturing.

## Accounting

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### **ACC 115. College Accounting (3-2-4)**

This course introduces basic accounting principles for a sole proprietorship. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. **Code C**

### **ACC 129. Individual Income Taxes (2-2-3)**

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course. **Code C**

### **ACC 140. Payroll Accounting (1-2-2)**

**Prerequisite:** ACC 115 or BUS 241

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries. **Code C**

### **ACC 149. Introduction to Accounting Spreadsheets (3-0-3)**

**Prerequisite:** CIS 146

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting. **Code C (Dual listed as CIS113, OAD243)**

### **ACC 150. Computerized General Ledger (2-2-3)**

**Prerequisite:** ACC 115, BUS 241 or consent of instructor

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. **Code C**

### **ACC 220. Intermediate Accounting I (3-2-4)**

**Prerequisite:** BUS 242

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. **Code C**

## **ACC 221. Intermediate Accounting II (3-2-4)**

**Prerequisite:** ACC 220, BUS 242

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. **Code C**

## **Air Conditioning/Refrigeration Technology**

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### **ACR 111. Principles of Refrigeration (1-4-3)**

This course emphasizes the fundamental principles for air conditioning and refrigeration. Instruction is provided in the theory and principles of refrigeration and heat transfer, HVAC/R system components, common, and specialty tools for HVAC/R, and application of the concepts of basic compression refrigeration. Upon completion, students should identify system components and understand their functions, identify and use common and specialty HVAC/R tools, and maintain components of a basic compression refrigeration system. This is a CORE course.

### **ACR112. HVACR Service Procedures (1-4-3)**

This course covers system performance checks and refrigerant cycle diagnosis. Emphasis is placed on the use of refrigerant recovery/recycle units, industry codes, refrigerant coils and correct methods of charging and recovering refrigerants. Upon completion, students should be able to properly recover/recycle refrigerants and demonstrate safe, correct service procedures which comply with the no-venting laws.

### **ACR 113. Refrigeration Piping Practices (1-4-3)**

The course introduces students to the proper installation procedures of refrigerant piping and tubing for the heating, ventilation, air conditioning and refrigeration industry. This course includes various methods of working with and joining tubing. Upon completion, students should comprehend related terminology, and be able to fabricate pipe, tubing, and pipe fittings. This is a CORE course.

### **ACR 119. Fundamentals of Gas Heating Systems (1-4-3)**

This course provides instruction on general service and installation for common gas furnace system components. Upon completion, students will be able to install and service gas furnaces in a wide range of applications.

### **ACR 120. Fundamentals of Electric Heating Systems (1-4-3)**

This course covers the fundamentals of electric heating system systems. Emphasis is placed on components, general service procedures, and basic installation. Upon completion, students should be able to install and service electric heating systems and heat pumps.

### **ACR 121. Principles of Electricity for HVAC/R (1-4-3)**

This course is designed to provide the student with the basic knowledge of electrical theory and circuitry as it pertains to air conditioning and refrigeration. This course emphasizes safety, definitions, symbols, laws, circuits, and electrical test instruments. Upon completion students should understand and be able to apply the basic principles of HVACR circuits and circuit components. This is a CORE course.

### **ACR 148. Heat Pump SYSTEMS I (1-4-3)**

This course provides basic instruction on the operation and servicing of heat pump systems. Additional emphasis is placed on basic theory and application of refrigerants for heat pump systems and on basic service of components. Upon completion students will be able to install and service heat pumps.

### **ACR 183. Special Topics in Air Conditioning and Refrigeration (1)**

This course provides students with opportunities to experience hands-on application of specialized instruction in various areas related to the air conditioning and refrigeration industry.

## **Anthropology**

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### **ANT 200. Introduction to Anthropology (3-0-3)**

#### **Core, Area IV**

This course is a survey of physical, social, and cultural development and behavior of human beings. Code A

## **Art**

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### **ART 100. Art Appreciation (3-0-3)**

#### **Core, Area II**

**Prerequisite:** Completion of developmental English and reading coursework if needed. (ENG 093 and RDG 085)

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original art work. Upon completion, students should understand the fundamentals of art, the materials used and have a basic overview of the history of art. Code A

### **ART 113. Drawing I (0-6-3)**

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

### **ART 114. Drawing II (0-6-3)**

**Prerequisite:** ART 113

This course advances the students drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings. Code B

### **ART 121. Two-Dimensional Composition I (0-6-3)**

This course introduces the basic of concepts of two-dimensional design. Topics include the elements and principles of design with emphasis on the arrangements and relationships among them. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions. Code B



### **ART 203. Art History I (3-0-3)**

**Core, Area II**

**Prerequisite:** Completion of developmental English and reading coursework if needed. (ENG 093 and RDG 085)

This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts. **Code A**

### **ART 204. Art History II (3-0-3)**

**Core, Area II**

**Prerequisite:** Completion of developmental English and reading coursework if needed. (ENG 093 and RDG 085)

This course covers a study of the chronological development of different forms of art, such as sculpture, painting and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles and of the impact of society on the arts. **Code A**

### **ART 231. Watercolor Painting I (0-6-3)**

**Prerequisite:** ART 113, ART 121, or consent of instructor

This course introduces materials and techniques appropriate to painting on paper with water-based medium. Emphasis is placed on developing the technical skills and the expressive qualities of watercolor painting. Upon completion, students should be able to demonstrate a basic proficiency in handling the techniques of watercolor and how it can be used for personal expression. **Code C**

### **ART 233. Painting I (0-6-3)**

**Prerequisite:** ART 113, ART 121, or consent of instructor

This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting. **Code C**

### **ART 234. Painting II (0-6-3)**

**Prerequisite:** ART 233

This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas. **Code C**

### **ART 286. Art for Teachers (3-0-3)**

This course provides the opportunity for prospective teachers to experience and analyze art in order to effectively incorporate the art curriculum into the classroom. Emphasis is placed on the exploration of teaching skills using art knowledge and the aesthetic experience. Upon completion, students should be able to demonstrate the ability to communicate art knowledge and the validity of the art curriculum. **Code C**

## **Automotive Manufacturing Technology**

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### **AUT 210. Industrial Robotics (3-0-3)**

This course covers principles of electro-mechanical devices. Topics include the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion, students should be able to apply the principles of electro-mechanical devices.

### **AUT 211. Industrial Robotics Lab (0-4-2)**

This lab covers the principles, concepts, and techniques involved in interfacing microcomputers to various electro-mechanical devices to produce geographical movement. Upon completion students should be able to apply the principles of electro-mechanical devices.

### **AUT 212. Robot Operation and Programming (2-2-3)**

This training course is designed to provide the basic skills needed to operate and program the robot cell. The course provides both classroom and performance based hands on training in the use of controls, operations, and part programming.

## **Basic Study Skills/Personal Development**

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### **BSS 100. Career Planning and Personal Development (1-0-1) or (3-0-3)**

This courses is designed to provide an awareness of and preparation for the world of work. It provides direction in career planning by evaluating individual interest, values, skills, and personality needs to set career goals and establish strategies to achieve those goals. **Code C**

### **BSS 118. College Study Skills (1-0-1)**

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan. **Code C**

### **BSS 121. Managing a Team (1-0-1)**

This course focuses on the process of the individual with an awareness of the reality in the collective teamwork approach for the workplace emphasizing process-orientation. Topics include how teams work, team effectiveness, team-building techniques, positive thinking, and leadership principles. Upon completion, students should be able to demonstrate an understanding of how teamwork strengthens ownership, involvement, and responsibility in the workplace. **Code C**

### **BSS 220. Professional Transition (1-0-1)**

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions. **Code C**

## **Biology**

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### **BIO 103. Principles of Biology I (3-2-4)**

**Core, Area III**

**Prerequisite:** Regular admission status; MTH 098

**All developmental coursework as identified by the COMPASS Test should be completed or appropriate mathematics placement score.**

This is an introductory course for science and non-science majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120-minute laboratory is required. **Code A**

### **BIO 104. Principles of Biology II (3-3-4)**

**Core, Area III**

**Prerequisite:** BIO 103

This course is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity, including classification, morphology, physiology, and reproduction. A 180-minute laboratory is required. **Code A**

### **BIO 201. Human Anatomy and Physiology I (3-2-4)**

**Prerequisite:** BIO 103

Human Anatomy and Physiology I covers the structure and function of the human body. Included is an orientation of the human body, basic principles of chemistry, a study of cells and tissues, metabolism, joints, and integumentary, skeletal, muscular, and nervous systems, and the senses. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. **Code B**

### **BIO 202. Human Anatomy and Physiology II (3-2-4)**

**Prerequisite:** BIO 103 and BIO 201

Human Anatomy and Physiology II covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance, the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120-minute laboratory is required. **Code B**

### **BIO 220. General Microbiology (2-4-4)**

**Prerequisite:** BIO 103; 4 semester hours of chemistry recommended

This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120-minute laboratories are required. **Code B**

## **Building Construction**

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### **BUC 111. Basic Construction Layout (1-4-3)**

This course provides students basic building layout skills. Topics include the builder's level, transit, and basic site layout techniques. Upon completion, students should be able to solve differential leveling problems, set up and operate the builder's level and transit, build batter boards, and perform basic construction layout procedures.

### **BUC 112. Construction Measurements and Calculations (3-0-3)**

This course focuses on the mathematics and calculations used in building construction. Topics include direct and computed measurements and practical applications of mathematical formulas. Upon completion, students should be able to apply measurement and mathematical formulas used in building construction.

### **BUC 133. Standard Building Codes (3-0-3)**

This course focuses on building codes, real estate, and project scheduling. Topics include real estate, project planning, specifications, company structure and organization, building codes and related legal aspects. Upon completion, students should be able to identify the components of the construction process, locate information in building code books, plan construction projects and understand the implications of various real estate issues.

### **BUC 210. Current Topics in Building Construction (1-4-3)**

This course focuses on current trends and emerging technologies in construction trades. Emphasis is placed on, but not limited to, field engineering, ironwork, concrete system design, materials and methods of construction, supervision, construction scheduling, sketching for builders, craft foremanship, and the total station. Upon completion, students should have developed new skills in areas of specialization.

## **Business**

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### **BUS 100. Introduction to Business (3-0-3)**

This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation. **Code C**

### **BUS 105. Customer Service (3-0-3)**

This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The student will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty. **Code C**

### **BUS 146. Personal Finance (3-0-3)**

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases. **Code C**

### **BUS 150. Business Math (3-0-3)**

This course is a study of practical business mathematics. Topics include fundamental processes of arithmetic with emphasis on decimals and percentages, markup, discounts, bank reconciliation, simple and compound interest discounting notes, depreciation methods and present value. **Code C**

### **BUS 175. Retailing (3-0-3)**

This course is a study of the principles and practices of retailing. Topics include planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management. **Code C**

### **BUS 186. Elements of Supervision (3-0-3)**

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor for management employee relations, organizational structure, project management, and employee training and rating. (Dual listed as MST 111) **Code C**

### **BUS 189. Human Relationships (3-0-3)**

This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace. **Code C**

### **BUS 215. Business Communication (3-0-3)**

**Prerequisite:** ENG 101 or ENG 131

This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications. **Code C**

### **BUS 241. Principles of Accounting I (3-0-3)**

This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle and financial statement preparation. **Code B**

### **BUS 242. Principles of Accounting II (3-0-3)**

**Prerequisite:** BUS 241

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis, introductory cost accounting, and use of information for planning, control, and decision-making. **Code B**

### **BUS 263. The Legal and Social Environment of Business (3-0-3)**

This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment, and personal property. **Code B**

### **BUS 271. Business Statistics I (3-0-3)**

**Prerequisite:** MTH 100 or equivalent

This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, and introduction to hypothesis testing. **Code B**

### **BUS 272. Business Statistics II (3-0-3)**

**Prerequisite:** BUS 271

This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory. **Code B**

### **BUS 275. Principles of Management (3-0-3)**

This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications. **Code B**

### **BUS 276. Human Resource Management (3-0-3)**

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees. **(Dual listed as MST 201) Code C**

### **BUS 279. Small Business Management (3-0-3)**

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. **(Dual listed as MST 215) Code C**

### **BUS 280. Industrial Management (3-0-3)**

This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages, and employee motivation. **(Dual listed as MST 217) Code C**

### **BUS 285. Principles of Marketing (3-0-3)**

This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research and consumer behavior. **Code B**

## **Chemistry**

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### **CHM 104. Introduction to Inorganic Chemistry (3-3-4)**

**Core, Area III**

**Prerequisite:** MTH 098 or equivalent math placement score

This survey course of general chemistry is for students who do not intend to major in science or engineering and may not be substituted for CHM 111. Lecture will emphasize the facts, principles, and theories of general chemistry, including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions. Laboratory is required. **Code A**

## **CHM 105. Introduction to Organic Chemistry (3-3-4)**

**Core, Area III**

**Prerequisite:** CHM 104 or CHM 111

This is a survey course of organic chemistry and biochemistry for students who do not intend to major in science or engineering. Topics will include basic nomenclature, classification of organic compounds, typical organic reactions, reactions involved in life processes, the function of biomolecules, and the handling and disposal of organic compounds. Laboratory is required. **Code A**

## **CHM 111. College Chemistry I (3-3-4)**

**Core, Area III**

**Prerequisite:** MTH 112 or equivalent math placement score

This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required. **Code A**

## **CHM 112. College Chemistry II (3-3-4)**

**Core, Area III**

**Prerequisite:** CHM 111

This is the second course in a two-semester sequence designed primarily for the science and engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction in organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry, including the metals, nonmetals, semimetals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required. **Code A**

## **CHM 221. Organic Chemistry I (3-3-4)**

**Prerequisite:** CHM 112

This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis and typical reactions for aliphatic, alicyclic, and aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. **Code B**

## **CHM 222. Organic Chemistry II (3-3-4)**

**Prerequisite:** CHM 221

This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques. **Code B**

## **Child Care and Development**

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### **CHD 100. Introduction to Early Care and Education of Children (3-0-3)**

This course introduces the child care profession, including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom, and planning a schedule. Upon completion students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control and self-motivation.

### **CHD 201. Child Growth and Development Principles (3-0-3)**

This course introduces students to the child education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age 8/9 years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings. This is a CORE course.

### **CHD 202. Children's Creative Experiences (3-0-3)**

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math and movement with observation and participation with young children required. On completion, student will be able to select and implement creative and age-appropriate experiences for young children.

### **CHD 203. Children's Literature and Language Development (3-0-3)**

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, prereading, and writing skills. Emphasis is placed on developmental appropriateness as related to language. Upon completion, students should be able to create, evaluate, and demonstrate activities that support a language-rich environment for young children. This is a CORE course

### **CHD 204. Methods and Materials for Teaching Children (3-0-3)**

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations. Course includes observations of young children in a variety of childcare environments. This is a CORE course.

### **CHD 205. Program Planning for Educating Young Children (3-0-3)**

This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.



### **CHD 206. Children's Health and Safety (3-0-3)**

This course introduces basic health, nutrition and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young children including specific procedures for infants and toddlers and procedures regarding childhood illnesses and communicable diseases. This is a CORE course.

### **CHD 208. Administration of Child Development Programs (3-0-3)**

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

### **CHD 210. Educating Exceptional Children (3-0-3)**

This course explores the many different types of exceptionalities found in young children. Topics include speech, language, hearing and visual impairments, gifted and talented children, mental retardation, emotional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with children.

### **CHD 211. Child Development Seminar (1-0-1)**

This course provides students with knowledge of a variety of issues and trends related the child-care profession. Subject matter will vary according to industry and student needs. Upon completion students should be able to discuss special topics related to current trends and issues in child development.

### **CHD 214. Families and Communities in Early Care and Education Programs (3-0-3)**

**Prerequisite:** CHD 101

This course will provide students information about how to work with diverse families and communities. Students will be introduced to family and community settings, their important relationship to children, and the pressing needs of today's society. Students will study practice techniques for developing these important relationships and effective communication skills.

### **CHD 217. Math and Science for Young Children (3-0-3)**

This course provides students with information on children's conceptual development and the fundamental basic concepts of both math and science. Students learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about integrated curriculum.

## **Computer Information Systems**

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### **CIS 101B. Computer Applications Lab (Blackboard) (0-2-1)**

This lab is designed to allow instructors to provide additional implementation of computer concepts as needed. This course may be duplicated with an alpha suffix added to the course number. This course may be scheduled as an Experimental Lab (2:1) or Manipulative Lab (3:1). (See Board Policy 705.01).

### **CIS 111. Word Processing Applications (3-0-3)**

**Prerequisite:** CIS 146

This course provides students with hands-on experience using word processing software. Students will develop skills common to most word processing software by developing a wide variety of documents. Emphasis is on planning, developing, and editing functions associated with word processing. Dually listed as OAD 125) Code C

### **CIS 113. Spreadsheet Software Applications (3-0-3)**

**Prerequisite:** CIS 146

This course provides students with hands-on experience using spreadsheet software. Students will develop skills common to most spreadsheet software by developing a wide variety of spreadsheets. Emphasis is on planning, developing, and editing functions associated with spreadsheets. (Dual listed as ACCI49 and OAD243) Code C

### **CIS 115. Presentation Graphics Software Applications (3-0-3)**

**Prerequisite:** CIS 146

This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations. (Dual listed as OAD246) Code C

### **CIS 117. Database Management Software Applications (3-0-3)**

**Prerequisite:** CIS 146

This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. (Dual listed as OAD244) Code C

### **CIS 130. Introduction to Information Systems (3-0-3)**

**Prerequisite:** CIS 146

This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion, students should be able to describe and use the major components of selected computer software and hardware. Code B

### **CIS 146. Microcomputer Applications (3-0-3)**

**Prerequisite:** MTH 098, OAD 161 or CIS 149 recommended

This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications, such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC<sup>3</sup> certification. This course or an equivalent is CORE for the A.A.S. CIS programs. Code B

### **CIS 147. Advanced Microcomputer Applications (3-0-3)**

**Prerequisite:** CIS 146

This course is a continuation of CIS 146 in which students utilize the advanced features of topics covered in CIS 146. Advanced functions and integration of word processing, spreadsheets, database, and presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course will help prepare students for the MOS certification. **Code B**

### **CIS 149. Introduction to Computers (3-0-3)**

**Prerequisite:** Must have completed all development courses

This course is an introduction to computers and their impact on society. The course covers the development of computers, their impact on society, as well as future implications of development of computer and related communication technologies. This course introduces programming and computer operating systems. Upon completion, a student will have the basic knowledge of computer technology and will be able to perform basic functions with a computer system. The course will help prepare students for the IC<sup>3</sup> certification. **Code C**

### **CIS 150. Introduction to Computer Logic and Programming (3-0-3)**

**Prerequisite:** MTH 098

This course includes logic, design and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudo code will be covered and students will be expected to apply the techniques to designated situations and problems. This is a CORE course for CIS. **Code C**

### **CIS 151. Graphics for the World Wide Web (3-0-3)**

This course will provide an overview to the theory, tools and techniques necessary for creating high-quality graphics using design software tools. This course may be substituted with CAT 150 Imaging I: Principles of Photography and Introduction to Photoshop and CAT 180 Imaging II: Techniques of Photoshop and Painter or equivalent. **Code C**

### **CIS 153. Introduction to Unity 3D Scripting (1-4-3)**

This course teaches Unity 3D in game scripting along with programming basics. This course will prepare students with basic knowledge of Namespaces and Classes, Conditional statements and loops, Unity 3D GUI, Unity's Mono Behaviors, proper formatting skills, and firm understanding of Unity and .Net data types.

### **CIS 160. Multimedia for the World Wide Web (3-0-3)**

**Prerequisite:** CIS 150

This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia. **Code C**

## **CIS 171. Fundamentals of Unix/Linux (2-2-3)**

**Prerequisite:** CIS 130

This course presents fundamental applications in Unix/Linux. Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting. Additionally, the course presents security features from an administrative and user consideration. **Code C**

## **CIS 182. Help Desk Applications (3-0-3)**

**Prerequisite:** CIS 146

The main purpose of this course is to provide students with a comprehensive understanding of the helpdesk environment and the knowledge, skills, and abilities necessary to work in the user support industry. Students will learn problem-solving and communications skills that are very valuable when providing user support. Through hands-on exercises and case projects students will learn how to apply their knowledge and develop their ideas and skills. **Code C**

## **CIS 185. Computer Ethics (3-0-3)**

**Prerequisite:** CIS 146 or consent of instructor

This course will survey the various issues surrounding computer ethics. **Code C**

## **CIS 189. Co-op for CIS I (0-6-3)**

**Prerequisite:** Consent of instructor and minimum of 12 hours in CIS

This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract. **Code C**

## **CIS 191. Introduction To Computer Programming Concepts (3-0-3)**

**Prerequisite:** CIS 150; **Corequisite:** CIS 193

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures, and simple data structures are introduced. Students are expected to write programs as part of this course. **Code B**

## **CIS 193. Introduction to Computer Programming Lab (0-2-1)**

**Corequisite:** CIS 191

This lab is designed to allow instructors to provide additional implementation of programming concepts as needed. This course may be duplicated with an alpha suffix added to the course number. **Code C**

## **CIS 196. Commercial Software Applications (3-0-3)**

**Prerequisite:** CIS 146

This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to repeat for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language or program. Upon completion, students will be able to use the features selected for the application covered. **Code C**

### **CIS 207. Introduction to Web Development (3-0-3)**

At the conclusion of this course, students will be able to use specified markup languages to develop basic Web pages. **Code C**

### **CIS 208. Intermediate Web Development (3-0-3)**

**Prerequisite:** CIS 207

This course builds upon basic skills in Web authoring. Various Web authoring tools are introduced. Upon completion, students will be able to use these tools to enhance Web sites. **Code C**

### **CIS 210. Case Study in Computer Skills Application (0-2-1)**

**Corequisite:** CIS 212

This course is designed to provide students with a capstone experience incorporating the knowledge and skills learned in the Computer Information systems program into student projects/case studies. Special emphasis is given to student skill attainment. **Code C**

### **CIS 212. Visual Basic Programming (3-0-3)**

**Prerequisite:** CIS 150; **Corequisite:** CIS 210

This course emphasizes BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code B**

### **CIS 214. Security Analyst (Pen Testing) (3-0-3)**

This course introduces students to the concept of security analysis, or penetration testing, of information systems. Students will evaluate the security of a computer system or network, assessing security risks from the position of a potential attacker. Emphasis is on identifying security flaws and providing technical solutions.

### **CIS 215. C# Programming (3-0-3)**

**Prerequisite:** CIS 130 or CIS 150

This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. **Code C**

### **CIS 222. Database Management Systems (3-0-3)**

**Prerequisite:** CIS 130 or CIS 150

This course will discuss database system architectures, concentrating on Structured Query Language (SQL). It will teach students how to design, normalize and use databases with SQL, and to link those to the Web. **Code C**

### **CIS 223. Three-Dimensional Computer Modeling (3-0-3)**

This course is a study in 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use. **Code C**

### **CIS 224. Three-Dimensional Computer Animation (3-0-3)**

This course is a study in 3D computer animation. Course contents include a review of 3D modeling, rendering the 3D animations, compositing and special effects for both video and digital editing, video and film recording, storyboarding and sound design, technical testing and production estimates and scheduling. **Code C**

### **CIS 245. Cyberterrorism (3-0-3)**

This course focuses on ways that computers can be used to assist in terrorist activity. Students will learn to assess the potential of various kinds of cyber attacks and will learn to devise plans and contingencies against future attacks. Topics include current U.S. policy regarding infrastructure protection and various avenues of addressing threats. **Code C**

### **CIS 246. Ethical Hacking (3-0-3)**

This course emphasizes scanning, testing, and securing computer systems. The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems. With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner. **Code C**

### **CIS 249. Microcomputer Operating Systems (3-0-3)**

**Prerequisite:** CIS 146

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion, students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management. **Code C**

### **CIS 251. C++ Programming (3-0-3)**

**Prerequisite:** CIS 130 or CIS 150

This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design; control structures; objects and events; user interface construction; and document and program testing. **Code B**

### **CIS 252. Advanced C++ Programming (3-0-3)**

**Prerequisite:** CIS 251

This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered, and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code C**

### **CIS 261. COBOL Programming (3-0-3)**

**Prerequisite:** CIS 150 or CIS 130

This course is an introduction to the COBOL programming language. Included are structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code B**

### **CIS 268. Software Support (3-0-3)**

This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This course is a suitable substitute for CIS 239, Networking Software. If used this is a CORE course for the AAT and AAS CIS programs. **Code C**

### **CIS 269. Hardware Support (3-0-3)**

This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA. This is a suitable substitute for CIS 240, Networking Hardware. If used this is a CORE course for the AAT and AAS CIS programs. **Code C**

### **CIS 270. CISCO I (3-0-3)**

This course is the first part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on the physical part of networking including basic electronics, computer basics, network basics, addressing, number conversions, cabling, and planning. After completing this course the student will be able to: identify the functions of each layer of the OSI reference model; describe data link and network addresses; define and describe the function of the MAC address; explain the five conversion steps of data encapsulation; describe the different classes of IP addresses and subnetting; identify the functions of the TCP/IP network-layer protocols. **Code C**

### **CIS 271. CISCO II (3-0-3)**

#### **Prerequisite: CIS 270**

This course is the second part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on router configuration. After completing this course the student will be able to: prepare the initial configuration of a router and enable IP; control router passwords and identification; configure IP addresses; add the RIP and IGRP routing protocols to a configuration. **Code C**

### **CIS 272. CISCO III (3-0-3)**

#### **Prerequisite: CIS 271**

This course is the third part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on LAN design, routing, switching, and network administration. After completing this course the student will be able to: describe LAN segmentation using bridges, routers, and switches; distinguish between cut-through and store and forward LAN switching; describe the operation of the Spanning Tree Protocol and its benefits; describe the benefits of virtual LANs. **Code C**

### **CIS 273. CISCO IV (3-0-3)**

#### **Prerequisite: CIS 272**

This course is the fourth part of a four part curriculum leading to CISCO Certified Network Associate (CCNA) certification. This course concentrates on WANs and WAN design. After completing this course the student will be able to: differentiate between LAPB, Frame Relay, ISDN, HDLC, PPP, and DDR; list commands to configure Frame Relay LMIs, maps, and sub-interfaces; identify PPP operations to encapsulate WAN data on CISCO routers; identify ISDN protocols, function groups, reference points, and channels; describe CISCO's implementation of ISDN BRI. **Code C**

### **CIS 275. Workstation Administration (3-0-3)**

**Prerequisite:** CIS 130 or CIS 269

This course provides a study of client system administration in a network environment. Topics include installing, monitoring, maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations. **Code C**

### **CIS 276. Server Administration (3-0-3)**

**Prerequisite:** CIS 130 or CIS 269

This course introduces network operating system administration. Topics included in this course are network operating system software installation, administration, monitoring, and maintenance; user, group, and computer account management; shared resource management; and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment. **Code C**

### **CIS 277. Network Services Administration (3-0-3)**

**Prerequisite:** CIS 130 or CIS 199

This course provides an introduction to the administration of fundamental networking services and protocols. Topics included in this course are implementing, managing and maintaining essential network operating system services such as those for client address management, name resolution, security, routing and remote access. Students gain hands-on experience performing common network infrastructure administrative tasks. **Code C**

### **CIS 278. Directory Services Administration (3-0-3)**

**Prerequisite:** CIS 130 or CIS 270

This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment. **Code C**

### **CIS 280. Network Security (3-0-3)**

**Prerequisite:** CIS 130 or CIS 270

This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures. **Code C**

### **CIS 281. System Analysis and Design (3-0-3)**

**Prerequisite:** CIS 146 and one programming language

This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, and documenting computer systems. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. **Code C**



### **CIS 282. Computer Forensics (3-0-3)**

**Prerequisite:** CIS 130 or CIS 270

This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification. **Code C**

### **CIS 284. CIS Internship (0-6-3)**

**Prerequisite:** Consent of instructor and minimum of 18 semester hours in CIS

This course is designed to provide the student with an opportunity to work in a degree/program related environment. Emphasis is placed on the student's "real world" work experience as it integrates academics with practical applications that relate meaningfully to careers in the computer discipline. Significance is also placed on the efficient and accurate performance of job tasks as provided by the "real world" work experience. Grades for this course will be based on a combination of the employer's evaluation of the student, and the contents of a report submitted by the student. Upon completion of this course, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to a "real world" work experience. **Code C**

### **CIS 285. Object Oriented Programming (3-0-3)**

**Prerequisite:** CIS 150

This course is an advanced object-oriented programming course and covers advanced program development techniques and concepts in the context of an object-oriented language, such as C++ or Java. Subject matter includes object-oriented analysis and design, encapsulation, inheritance, polymorphism (operator and function overloading), information hiding, abstract data types, reuse, dynamic memory allocation, and file manipulation. Upon completion, students should be able to develop a hierarchical class structure necessary to the implementation of an object-oriented software system. **Code B**

### **CIS 287. SQL Server (3-0-3)**

**Prerequisite:** CIS 269

This course will provide students with the technical skill required to install, configure, administer and troubleshoot SQL Server client/server database management system. At the completion of this series students will be able to: identify the features of SQL Server and the responsibilities and challenges in system administration; identify the benefits of integrating SQL Server and setup clients for SQL Server; install and configure SQL Server; manage data storage using database devices and partition data using segments; manage the user accounts; manage user permissions; identify the various task scheduling and alerting abilities of SQL Executive; identify the concepts used in replication and implement replication of data between two SQL Services; identify the types of backup and create backup devices; identify the factors effecting SQL Server performance and the need for monitoring and tuning; locate and troubleshoot problems that occur on the SQL Server. **Code C**

### **CIS 289. Wireless Networking (3-0-3)**

**Prerequisite:** CIS 130 or CIS 270

The purpose of this course is to allow students to explore current issues related to wireless technology. Students will be able to develop and maintain wireless networks using advancements in current technology. **Code C**

### **CIS 291. Case Study in Computer Science (3-0-3)**

#### **Prerequisite: Consent of instructor**

This course is a case study involving the assignment of a complete system development project for analysis, programming, implementation, and documentation. Topics include planning system analysis and design, programming techniques, coding and documentation. Upon completion, students should be able to design, code, test and document a comprehensive computer information system. **Code C**

### **CIS 294. Special Topics (3-0-3)**

#### **Prerequisite: Consent of instructor**

This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate knowledge of the course topic through completion of assignments and appropriate tests. **Code C**

### **CIS 299. Directed Studies in Computer Science (3-0-3)**

#### **Prerequisite: Consent of instructor**

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor. **Code C**

## **Criminal Justice**

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### **CRJ 100. Introduction to Criminal Justice (3-0-3)**

This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities. **Code B**

### **CRJ 110. Introduction to Law Enforcement (3-0-3)**

This course examines the history and philosophy of law enforcement, as well as the organization and jurisdiction of local, state, and federal agencies. It includes the duties and functions of law enforcement officers. **Code B**

### **CRJ 117. Community Relations (3-0-3)**

This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service and mobilizing community involvement and cooperation. **Code C**

### **CRJ 140. Criminal Law and Procedure (3-0-3)**

This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the contents of the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are also covered. **Code C**

### **CRJ 146. Criminal Evidence (3-0-3)**

This course considers the origins of the law of evidence and current rules of evidence. Types of evidence and their definitions and uses are covered as well as the functions of the court regarding evidence. **Code C**

**CRJ 147. Constitutional Law (3-0-3)**

This course involves constitutional law as it applies to criminal justice. It includes recent Supreme Court decisions affecting criminal justice professionals, such as the right to counsel, search and seizure, due process, and civil rights. **Code C**

**CRJ 150. Introduction to Corrections (3-0-3)**

This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered. **Code B**

**CRJ 160. Introduction to Security (3-0-3)**

This course surveys the operation, organization and problems in providing safety and security to business enterprises. Private, retail, and industrial security is covered. **Code B**

**CRJ 177. Criminal and Deviant Behavior (3-0-3)**

This course analyzes criminal and deviant behavior systems. An emphasis is placed on sociological and psychological theories of crime causation. (Dual listed as SOC 217) **Code C**

**CRJ 178. Narcotics/Dangerous Drugs (3-0-3)**

This course surveys the history and development of drug abuse in society. Theories of drug abuse and identification and classification of drugs are covered. Strategies for combating the drug problem are discussed. **Code C**

**CRJ 208. Introduction to Criminology (3-0-3)**

This course delves into the nature and extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. This study includes criminal personalities, principles of prevention, control, and treatment. **Code B**

**CRJ 209. Juvenile Delinquency (3-0-3)**

This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency as well as the role of the courts. (Dual listed as SOC 209) **Code B**

**CRJ 216. Police Organization and Administration (3-0-3)**

This course examines the principles of organization and administration of law agencies. Theories of management, budgeting, and various personnel issues are covered. **Code C**

**CRJ 220. Criminal Investigation (3-0-3)**

This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized. **Code C**

**CRJ 227. Homicide Investigation (3-0-3)**

This course covers the principles, techniques, and strategies of homicide investigation. Topics emphasized include ballistics, pathology, toxicology, immunology, jurisprudence, and psychiatry. **Code C**

**CRJ 290. Selected Topics-Seminar in Criminal Justice [ (1-3)-0-(1-3)]**

This course involves reading, research, writing, and discussion of selected subjects relating to criminal justice. Various contemporary problems in criminal justice are analyzed. This course may be repeated with approval from the department head. **Code C**

## Economics

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### **ECO 231. Principles of Macroeconomics (3-0-3)**

Core, Area IV

**Prerequisite:** MTH 098

This course is an introduction to macroeconomic theory, analysis and policy applications. Topics include the following: scarcity, demand and supply theory, national income analysis, major economic theories concerning monetary and fiscal policies such as stabilization measures, the banking system, and economic issues or problems including international trade. **Code A**

### **ECO 232. Principles of Microeconomics (3-0-3)**

Core, Area IV

**Prerequisite:** MTH 098

This course is an introduction to microeconomic theory, analysis, and applications. Topics include scarcity, the theories of consumer behavior, production and cost, markets, output and resource pricing, and international aspects of microeconomics. **Code A**

## Education

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### **EDU 100. Exploring Teaching as a Profession (2-0-2)**

This course provides students with an opportunity to explore teaching as a career. The role of the teacher, the benefits of teaching, and the steps to becoming a teacher are some of the topics that will be explored. Students will be exposed to examples of good teaching and self-assess their personal and professional qualities. **Code C**

## Emergency Medical Technology/Technician

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### **EMS 100. Cardiopulmonary Resuscitation I (1-0-1)**

This course provides students with concepts as related to areas of basic life support to include coronary artery disease, prudent heart living, symptoms of heart attack, adult one-and-two rescuer CPR, first aid for choking, pediatric basic life support, airway adjuncts, EMS system entry access, automated external defibrillation (AED), and special situations for CPR. Upon course completion, students should be able to identify situations requiring action related to heart or breathing conditions and effectively implement appropriate management for each condition. Students successfully completing this course will receive appropriate documentation of course completion.

### **EMS 104. First Aid for Students of Health Related Professions (1-0-1)**

This course is designed for students who plan to enter a health related profession and provides educational concepts related to first aid for various health disciplines. The course includes instruction in the emergency administration of oxygen, use of airway adjuncts, medication administration techniques, equipment for mechanical breathing, suctioning techniques, and automated external defibrillation (AED). Upon course completion, students should have the ability to recognize emergency situations requiring immediate action and appropriately manage these situations.

### **EMS 118. Emergency Medical Technician (6-6-0-9)**

This course is required to apply for certification as an EMTB. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technician-Basic National Standard Curriculum.

### **EMS 119. Emergency Medical Technician Clinical (0-0-3-1)**

This course is required to apply for certification as an EMT basic. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician. This course helps student prepare for the National Registry Exam. Students will be required to complete clinical skills in a hospital setting or an ambulance.

### **EMS 155. Advanced Emergency Medical Technician (5-6-0-8)**

#### **Corequisite: EMS 156**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a co-requisite.

### **EMS 156. Advanced Emergency Medical Technician Clinical (0-0-6-2)**

#### **Corequisite: EMS 155**

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a co-requisite. Students will be required to complete clinical skills in a hospital setting or an ambulance.

## **English**

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### **ENG 080. English Laboratory (0-1-11C)**

This course, which may be repeated as needed, provides students with a laboratory environment where they can receive help from qualified instructors on English assignments at the developmental level. Emphasis is placed on one-to-one guidance to supplement instruction in English courses. A student's success in this course is measured by success in those other English courses in which the student is enrolled.

### **ENG 093. Basic English II (3-0-3IC)**

**Prerequisite:** Appropriate COMPASS score

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures in the composing process and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays.

### **ENG 101. English Composition I (3-0-3)**

**Core, Area I**

**Prerequisite:** Successful completion of ENG 093; or a score of 62 or better on the writing section of COMPASS; or a score of 16 or better on the ACT (or equivalent SAT score)

English Composition I provides instruction and practice in the writing of at least six extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I may include instruction and practice in library usage. **Code A**

### **ENG 102. English Composition II (3-0-3) Core, Area I**

**Prerequisite:** A grade of "C" or better in ENG 101 or the equivalent

English Composition II provides instruction and practice in the writing of six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills in the composition process. English Composition II may include instruction and practice library usage. **Code A**

### **ENG 131. Applied Writing I (3-0-3)**

**Prerequisite:** Appropriate score on the COMPASS placement test or the equivalent

This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents. **Code C**

### **ENG 246. Creative Writing I (3-0-3)**

**Prerequisite:** ENG 102 or consent of instructor

This course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. **Code C**

### **ENG 247. Creative Writing II (3-0-3)**

**Prerequisite:** ENG 246 or consent of instructor

A continuation of ENG 246, this course provides instruction and practice in the writing of critical analysis of imaginative forms of literature. Emphasis is placed on originality in the creative writing process, and this course may include instruction on publishing. Students will compose a significant body of imaginative literature, which may be read by or to the class. **Code C**

### **ENG 251. American Literature I (3-0-3)**

**Core, Area II**

**Prerequisite: A grade of "C" or better in ENG 102 or the equivalent**

This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

### **ENG 252. American Literature II (3-0-3)**

**Core, Area II**

**Prerequisite: A grade of "C" or better in ENG 102 or the equivalent**

This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

### **ENG 261. English Literature I (3-0-3)**

**Core, Area II**

**Prerequisite: A grade of "C" or better in ENG 102 or the equivalent**

This course is a survey of English literature from the Anglo-Saxon period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

### **ENG 262. English Literature II (3-0-3)**

**Core, Area II**

**Prerequisite: A grade of "C" or better in ENG 102 or the equivalent**

This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

### **ENG 271. World Literature I (3-0-3)**

**Core, Area II**

**Prerequisite: A grade of "C" or better in ENG 102 or the equivalent**

This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

## **ENG 272. World Literature II (3-0-3)**

### **Core, Area II**

#### **Prerequisite: A grade of "C" or better in ENG 102 or the equivalent**

This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate them to their historical and literary contexts, and understand relevant criticism and research. **Code A**

## **Fire Science**

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### **FSC 100. Orientation and Terminology of the Fire Service (3-0-3)**

This course provides the student with basic information on the organization and function of paid and volunteer fire services, the role of the firefighter in the department, firefighter safety, the science of fire, and fire behavior. Specific course topics surveyed include: Orientation and Safety, Apparatus Familiarization, Fire Behavior, Personal Protective Equipment, Rescue, and Forcible Entry. **Code C**

### **FSC 101. Introduction to the Fire Service (3-0-3)**

This course teaches the many functions of the fire service, its importance and origins. It is designed to acquaint the student with the philosophy and history of the fire service and fire protection, the exacting loss of life and property, and the organization and function of public and private fire protection agencies. Emphasis is placed on the organization and function of federal, state, county, city, and private fire protection. **Code C**

### **FSC 105. Chemistry for the Fire Service (3-0-3)**

This is a survey of general chemistry as applied to the fire service. Emphasis is on fundamental facts, principles, theories, and applications. Course will include study of states of matter, energy, common substances, laws that govern the movement of gases, chemical formulas and structure, the study of atoms and molecules, chemical reactions related to firefighting, and hazardous materials. **Code C**

### **FSC 110. Building Construction Principles (3-0-3)**

This course highlights and assesses the problems and hazards to fire personnel when a building is attacked by fire or is under stress from other factors dealing with collapse. Emphasis is placed on construction principles: wood, ordinary, steel, concrete, and truss construction. **Code C**

### **FSC 120. National Incident Management System (NIMS) I (3-0-3)**

This course introduces the student to the incident command system, its organizational structure, history, principles, and features and the National Incident Management System as a template for integration of public and private entities working together on emergency incidents. Tabletop exercises and scenarios will be used to give the student opportunity to apply the practical aspects of the incident command system and to demonstrate its relationship to the National Incident Management System. The course will also introduce students to the concepts and principles of the National Response Framework and the National Response Plan. Students will be given the opportunity to take online exams of certification for FEMA IS-100, IS-200, IS-700 and IS-800. This course will meet the NIMS baseline training requirements for the above mentioned courses. **Code C**



### **FSC 130. Introduction to Fire Suppression (3-0-3)**

This course is a study of organizational structure, fire suppression, fire suppression equipment, characteristics and behavior of fire, and fire hazard properties of ordinary materials. Emphasis is placed on the most common structural, vehicle, and urban interface fires. **Code C**

### **FSC 131. Fire Extinguishment Principles (3-0-3)**

This is a study of water supplies and services, fire extinguishing chemicals, and the selection and use of extinguishing agents. Emphasis is placed on dry chemical, dry powder, foam and halogenated agents. **Code C**

### **FSC 151. Introduction to Fire Prevention/Education (3-0-3)**

This course is an introduction to the history and philosophy of fire prevention and the need for fire prevention education. Course includes fire prevention functions, development, and enforcement of fire prevention codes and regulations. It also includes the design and implementation of age appropriate education materials and benefits of community relations, support, and programs. **Code C**

### **FSC 160. Hazard Awareness (3-0-3)**

This course includes the basic awareness of characteristics and behavior of solids, liquids, and gases when involved in fire. Emphasis is placed on characteristics, storage, and handling of various materials. **Code C**

### **FSC 161. Hazardous Materials Awareness and Operations (3-0-3)**

This course is for emergency response personnel who may be first on the scene of a hazardous materials emergency. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, secure the area, and call for trained personnel. At the operational level, the first responder uses the knowledge gained from the awareness level to act in a defensive posture to protect people, the environment, or property from the effects of an unplanned hazardous materials release. This course meets the requirements of the mandatory Awareness/Operational training in hazardous materials required by Title III - Emergency Planning and Community Right-to-Know Act of 1986 and NFPA 472, Standard on Professional Competence of Responders to Hazardous Materials Incidents current edition. **Code C**

### **FSC 170. Fire Hydraulics and Water Supply (3-0-3)**

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water and fire protection and to apply hydraulic principles to analyze and resolve water supply problems. **Code C**

### **FSC 201. Fire Instructor I (3-0-3)**

A course that trains participants to teach a class from a prepared lesson plan. This course introduces the student to the concept of utilizing training aids to enhance his/her presentation, how to properly select these training aids, and how to use the training aid selected. Subject areas for this course include: Communication, Concepts of Learning, Methods of Teaching, Organizing the Class, Performance Evaluations, Testing and Evaluations, The Lesson Plan, Teaching Techniques, and the Use of Instructional Materials. The student will give several presentations during the week, all leading to the final fifteen minute graded presentation on the final day of class. **Code C**

### **FSC 202. Fire Instructor II (3-0-3)**

This course provides the Fire Instructor I with the next level of understanding for the training of personnel. This course trains the participants to perform job and task analysis, develop goals and objectives, and develop a lesson plan along with the coordinating training aids, and student tests and evaluation. During the course, the students are divided into groups, each of which is responsible for the development of a lesson plan to be presented to the class on the final day. **Code C**

### **FSC 203. Fire Instructor III (3-0-3)**

This course is intended for the instructor who is ready to assume a leadership role by moving into the upper management level of his/her department. This course consists of subjects designed to give the instructor more knowledge of management and supervision so that he/she can make basic evaluations of employee relations and assume a more proactive role in their department. If you bring your own laptop computer the required soft ware is Microsoft Word and PowerPoint. **Code C**

### **FSC 208. Fire Combat Tactics and Strategy (3-0-3)**

This course is designed to offer the advanced firefighter or beginning fire officer the necessary information and related techniques to ensure effective fire scene operations. Topics of study include: Pre-fire Planning, Tactical Operations, and Scene Management Techniques. Students are given the opportunity to participate in group activities, discussions, and practical exercises to further enhance the learning experience and reinforce methodology discussed. **Code C**

### **FSC 210. Tactical Considerations for Building Construction (3-0-3)**

This course includes a detailed study of known hazards of various construction types and tactical and operational considerations for safe fireground/incident operations. Emphasis is placed on firefighter safety and survival. **Code C**

### **FSC 220. National Incident Management System (NIMS) II (3-0-3)**

This course will extend the students understanding of NIMS I and allow them to operate in several complex roles in a Unified Command system. These positions may include Command and General Staff, Incident Command, and deputies and/or assistants to the Incident Commander. This is accomplished by utilizing tabletop exercises and real-time scenarios. This course will meet the baseline requirements for the NIMS 300 and NIMS 400. **Code C**

### **FSC 230. Rescue Technician: Rope (3-0-3)**

This course in rope rescue techniques includes a classroom review of equipment, knots and rope safety. Instruction events include: establishing need for rope rescue; uses and limitations of equipment; knotcraft ; safety aspects; anchoring systems; rescue rappelling; third man rescue; lowering systems and other aspects of rope rescue. **Code C**

### **FSC 231. Rescue Technician: Confined Space (3-0-3)**

This course is designed for both fire department personnel and private industry, this course provides responders with a comprehensive understanding of accidents involving a confined space. It teaches the responder how to recognize the hazard, access the victim, stabilize the victim and the proper procedures for retrieval. Practical and classroom sessions focus on the three primary hazards associated with confined space rescue: physical, atmospheric, and physiological. Realistic training evolutions using the latest in equipment and techniques ensure student retention of this material. **Code C**

### **FSC 232. Rescue Technician: Trench (3-0-3)**

A course designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to make open trenches and excavations safe for victim access and removal. The class is made realistic by actual sheeting and shoring operations of “unsafe” trenches, by using shoring equipment, and practice in developing skills in lifting practices within the trench environment. **Code C**

### **FSC 233. Rescue Technician: Structural Collapse (3-0-3)**

This course is designed to comply with NFPA 1006, Standard for Rescue Technician Professional Qualifications. It is an intense course which addresses heavy construction collapse and emphasizes the following discipline areas: breaching and breaking, lifting and moving, interior shoring, exterior shoring, and cutting and burning. **Code C**

### **FSC 234. Rescue Technician: Surface Water (3-0-3)**

This course combines classroom and field instruction that includes, but is not limited to: water hydrology, preplanning water sites, safety, self-rescue, boat operations, in-water/shore-based rescues, rope techniques, highline rescues, and command of water incidents. Emphasis is placed on rope techniques and knots, and experience with both is highly recommended, but not required. **Code C**

### **FSC 235. Rescue Technician: DIVE (3-0-3)**

This course is a certification course being written by the Fire College. The description will be inserted when completed. **Code C**

### **FSC 236. Rescue Technician: Boat Operator (3-0-3)**

This course is a certification course being written by the Fire College. The description will be inserted when completed. **Code C**

### **FSC 237. Rescue Technician: Vehicle And Machinery Extrication (3-0-3)**

This course is designed to offer a combination of classroom and practical evolutions that allow the student to learn proper techniques to plan for a vehicle/machinery incident, establish fire protection, stabilize a vehicle or machine, isolate potential harmful energy sources, determine vehicle access and egress points, create access and egress openings for rescue, disentangle victims, remove a packaged victim to a designated safe area, and terminate a vehicle/machinery incident. **Code C**

### **FSC 239. Breathing Apparatus Specialist Course (3-0-3)**

Smoke Diver is a physically demanding, advanced firefighter course with a focus on fire suppression and structure fire rescue. Smoke Diver emphasizes rapid intervention techniques along with firefighter survival skills. The course provides realistic fire ground working conditions, requiring the participant to learn the limitations of his/her equipment. The curriculum teaches team building through intensive activities that include attack hose evolutions and multiple search team rescues. Upon completion of the Smoke Diver course, the student will return to their department with an added sense of confidence in his/her abilities and equipment. Tactics learned can be shared with other members to enhance the safety of fellow firefighters. Successful completion of the course allows the participant to receive certification and special Smoke Divers patch. **Code C**

### **FSC 241. Fire Investigator I (3-0-3)**

This course targets fire investigators, police officers, and company-level officers with a desire to learn more about determining the origin and cause of fire. Students wishing to attend this course should be prepared for an intense week of training and practical skills application. Topics covered include: Determining the Point of Origin, Burn Patterns, Evidence Collection and Analysis, Interviewing Techniques, and Court Procedure and Testifying. **Code C**

### **FSC 242. Fire Investigator II (3-0-3)**

This is an introduction to arson and incendiarism, arson laws, methods of determining fire causes, evidence, interviewing and detaining witnesses, procedures in handling juveniles, and court procedures. **Code C**

### **FSC 243. Fire Investigator III (3-0-3)**

This course is a certification course being written by the Fire College. The description will be inserted when completed. **Code C**

### **FSC 251. Fire Inspector I (3-0-3)**

A beginning level course for firefighters and other interested parties wishing to become more involved in the aspect of fire prevention and inspections. This course is primarily designed for those entering into fire service inspections and would be extremely useful to city inspectors and company level officers. Some of the topics covered in this course include: Building Construction, Decorative Materials and Furnishings, Fire Drills, Inspection Procedure, Code Enforcement, and Fire Alarm and Communications. **Code C**

### **FSC 252. Fire Inspector II (3-0-3)**

This course delves deeper into the interpretation of applicable codes and standards, covers the procedure involved in various types of inspections, and prepares the inspector for the plans review process. It is an advanced level course which covers a wide range of topics some of which are: Inspection Procedure, Building Construction, Occupancy Classification and Means of Egress, Fire Protection and Water Supply Systems, Plans Review, and the Storage of Hazardous Materials. **Code C**

### **FSC 253. Fire Inspector III (3-0-3)**

This course provides the participant with an in-depth view of the skills and duties required of the Fire Inspector III. The Fire Inspector III is an individual at the third and most advanced level of progression, who has met the job performance requirements specified in NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plans Examiner, current edition. The Fire Inspector III performs all types of fire inspections, plans review duties, and resolves complex code-related issues. **Code C**

### **FSC 254. The ISO (AIA) Standards (3-0-3)**

This course is a study of insurance theory and practice, the economics of the ISO grading system and a city's fire defense and insurance rates. Included is a detailed analysis of a city's water supply, fire department, fire alarm, fire prevention, and other grading methods of fire defense. **Code C**

### **FSC 255. The Public Fire and Life Safety Educator (3-0-3)**

With the leading cause of death among children being unintentional injuries, the need for fire and life safety education has become evident in today's society. This course will train the student to coordinate and deliver existing comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, and the environment. **Code C**

### **FSC 261. Hazardous Materials Technician (3-0-3)**

This course is designed for the student already certified at the Hazardous Materials Awareness and Operational level, this course develops the skills already learned and provides in-depth training in the mitigation of hazardous materials incidents. Through both classroom and practical training the student becomes familiar with health and safety issues, incident management, hazard and risk analysis, personal protective clothing, and decontamination. **Code C**

### **FSC 262. Hazardous Materials Incident Commander (3-0-3)**

This course supplies the incident commander with the knowledge and skills to perform their role as the person responsible for all decisions relating to the management of the incident. The candidate will learn about personal protective clothing, decontamination, branch functions with the Incident Management System, and the overall tactics to properly mitigate a hazardous materials incident. **Code C**

### **FSC 264. Airport Fire Fighter (3-0-3)**

Designed for fire departments, both civilian and military, whose primary mission is aircraft fire and rescue. This course meets the training requirements of both NFPA 1003 and FAA FAR Part 139.319. The course covers such topics as: Airport Familiarization, Aircraft Rescue and Firefighting Apparatus, Aircraft Types, Engines and Systems, and Aircraft Rescue and Firefighting Procedures. These classroom sessions are followed by practical exercises in turret operations, and extinguishment of wheel/brake, engine, interior cabin, and fuel spill fires through the use of handlines. This course will be held at a facility where various aircraft and apparatus are available. **Code C**

### **FSC 266. Wildland Fire Fighter (3-0-3)**

This course introduces the student to basic wildland firefighting and the strategies and tactics involved during suppression operations including fire line safety, and emphasizing the wildland fire orders and watch-out situations. This course covers fire behavior, fire weather, fuel types, safety equipment and guidelines, incident size up, determining resource needs, direct vs. indirect attack, burn-out, and backfiring. **Code C**

### **FSC 268. Industrial Fire Protection (3-0-3)**

This course introduces the student to the problem of fire loss and fire safety in an industrial setting and the methods, techniques and programs commonly applied to industrial fire protection. Topics include loss control processes, emergency action options, safety devices and procedures, basic organization and training for industrial fire personnel and special problems in industrial settings. **Code C**

### **FSC 270. Industrial Fire Protection Systems (3-0-3)**

This course will teach students the design and operation of fire protection systems for commercial, residential, and special hazard environments. Students will understand the general principals of automatic sprinkler systems, heat and smoke control systems, standpipe systems, and fire detection/ alarm systems, and portable extinguishing systems. **Code C**

### **FSC 280. Fire Apparatus and Equipment (3-0-3)**

This course is designed to familiarize the students with the basics of modern fire apparatus and related equipment. The course will include examination of pumpers, ladders, quints, hazardous materials vehicles, and other emergency response vehicles. Students will understand the basic operation and purpose of each vehicle and identify the purpose and use of equipment routinely carried by each vehicle. **Code C**

### **FSC 281. Fire Apparatus Operator: Pumper (3-0-3)**

This course is designed for the firefighter who wishes to advance to the next level of his/her profession. This course consists of six modules: Preventive Maintenance, Test and Inspections, Driving/Operating, Water Supply, Sprinklers and Standpipes, and Operations. Requires valid drivers license, 16 hours of apparatus training that must be completed and documented by the student's fire department prior to attending class. **Code C**

### **FSC 282. Fire Apparatus Operator: Aerial (3-0-3)**

A course designed to provide the structural firefighter with the needed knowledge and skills to successfully operate aerial apparatus. A must for departments using aerial apparatus, this course covers topics such as: Types and Construction of Aerial Apparatus, Positioning Aerial Apparatus, Stabilizing Systems, and Maintenance and Testing. **Code C**

### **FSC 291. Fire Officer I (3-0-3)**

The Fire Officer I curriculum identifies the requirements necessary to perform the duties of a first line supervisor. This course introduces the student to the basic concepts of management and supervision by concentration on such topics as: Organizational Structure, Communication Skills, Human Resource Management, Public Relations, Planning, Emergency Service Delivery, and Safety. **Code C**

### **FSC 292. Fire Officer II (3-0-3)**

This course is structured for the fire officer who is ready to assume a leadership role by moving into the middle management level of his/her department. This course gives the officer more knowledge of management and supervision so that he/she can make basic evaluations of employee relations and assume a proactive role in their department. This course expands on the knowledge base attained in Fire Officer I by revisiting some of the same subjects and adding additional material. Some new subject areas include information management, government structure, and department budget planning and management. **Code C**

### **FSC 293. Fire Officer III (3-0-3)**

This course is specialized for the chief officer who is ready to advance into the upper management level of his/her department. This course consists of subjects designed to give the officer more knowledge of management and administration so that he/she can make basic evaluations of employee relations and assume a more proactive role in their department. This is a projects-based class. **Code C**

### **FSC 294. Fire Officer IV (3-0-3)**

This course meets executive management level needs. The course is designed to meet the elements of NFPA 1021, Chapter 7. Fire Officer IV will emphasize management of fire protection services to include human resource management, multi-agency emergency service delivery with horizontal/vertical communication requirements and risk management. There will be group interactive exercises, which will reinforce class lectures. **Code C**

### **FSC 295. Fire Department Safety Officer (3-0-3)**

The purpose of this course is to provide training for fire officers and firefighters on the role and responsibilities of the Incident Safety Officer, and to allow participants to practice some of the key skills needed for competency as an Incident Safety Officer. This training program is for Fire Officers who could be asked to assume the duties of the Incident Safety Officer either as a staff assignment or an on-scene appointment. The program is also appropriate for firefighters who will be working on-scene with the Incident Safety Officer and must understand and appreciate the scope and duties of the job. **Code C**

### **FSC 297. Selected Topics in Fire Service Operations (3-0-3)**

This course provides directed reading and discussion of selected topics related to fire service operations. Emphasis is placed on student needs. Upon completion, students should be able to demonstrate skills developed to meet specific needs. **Code C**

### **FSC 298. Public Safety Telecommunicator (3-0-3)**

This is the only course which meets both the professional qualification objectives established by both NFPA 1061 and the Alabama Department of Public Health/Emergency Medical Dispatch. Designed for the entry level dispatcher/telecommunicator, this course will familiarize them with the basic concepts of alarm transmission and emergency dispatch procedure along with learning the skills involved with using the EMDPRS. With the emergency dispatch system, enhanced 9-1-1 centers, and the rapid development of metro dispatch centers, telecommunication training has become critical for all departments regardless of size. **Code C**

### **FSC 299. Legal Aspects of The Fire Service (3-0-3)**

This course introduces students to the legal obligations and responsibilities within the fire service along with the limitations and restrictions placed on emergency responders. Students will discuss and apply federal and state laws, codes, regulations and standards relevant to the fire service. Both civil and criminal law will be addressed. **Code C**

## **French**

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### **FRN 101. Introductory French I (4-0-4)**

This course provides an introduction to French. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas. **Code A**

### **FRN 102. Introductory French II (4-0-4)**

**Prerequisite:** FRN 101 or equivalent

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of French-speaking areas. **Code A**

### **FRN 201. Intermediate French I (3-0-3)**

**Prerequisite:** FRN 102 or equivalent

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. **Code A**



## **Geographic Information Systems**

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### **GIS 106. Geographic Information Systems (2-1-3)**

This course includes instruction on capturing, storing, analyzing, and managing data and associated attributes, which are spatially referenced on earth. The instruction encompasses industry standards and a practical application into computer system software capable of integrating, storing editing, analyzing, sharing, and displaying geographically-referenced information. Upon completion students will be able to create interactive queries, analyze the spatial information, edit data maps, and present the results of all these in a real time format. **Code C**

## **Geography**

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### **GEO 100. World Regional Geography (3-0-3)**

#### **Core, Area IV**

This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, and external and internal organization problems and potentials. **Code A**

### **GEO 201. Principles of Human Geography (3-0-3)**

#### **Core, Area IV**

#### **Prerequisite: GEO 100**

This course surveys the science of location with emphasis on human activities as it relates to agricultural and industrial activities, and cities as market and production centers. Emphasis will be placed on human networks. **Code A**

## **Health Education**

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### **HED 224. Personal and Community Health (3-0-3)**

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative disease, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized. **Code B**

### **HED 226. Wellness (3-0-3)**

This course provides health-related education to those individuals seeking advancement in the area of personal wellness. The course has five major components: (1) fitness and health assessment, (2) physical work capacity, (3) education, (4) reassessment, and (5) retesting. **Code C**

### **HED 230. Safety and First Aid (3-0-3)**

HED 230 is divided into two parts. The first part concerns itself with the development of a safety education program within an organization (i.e., school, office, shop, etc.). The second part deals with physical injuries, emergency care, and treatment of those injuries. CPR certification standard Red Cross cards are given upon successful completion of American Red Cross requirements. **Code B**

### **HED 232. Care and Prevention of Athletic Injuries (3-0-3)**

This course provides a study of specific athletic injuries, their treatment, and preventive measures. **Code C**



## **HED 299. Special Topics in Health Education (3-0-3)**

This course will permit the student to focus on, examine, and address current specific issues and topics in the general area of health and disease. Topics covered will vary and this course may be repeated for credit. **Code C**

## **History**

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### **HIS 121. World History I (3-0-3)**

#### **Core, Area IV**

This course surveys social, intellectual, economic, and political developments that have molded the modern world. Focus is on both nonwestern and western civilizations from the prehistoric to the early modern era. **Code A**

### **HIS 122. World History II (3-0-3)**

#### **Core, Area IV**

This course is a continuation of HIS 121; it covers world history, both western and nonwestern, from the early modern era to the present. **Code A**

### **HIS 201. United States History I (3-0-3)**

#### **Core, Area IV**

This course surveys United States history during colonial, Revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction. **Code A**

### **HIS 202. United States History II (3-0-3)**

#### **Core, Area IV**

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present. **Code A**

### **HIS 216. History of World Religions (3-0-3)**

This course presents a comparison of the major religions of the world from a historical perspective. Emphasis is placed on the origin, development, and social influence of Christianity, Judaism, Islam, Hinduism, Buddhism, and others. (Dual listed as REL100) **Code C**

### **HIS 220. Contemporary Studies (3-0-3)**

This course provides a survey of contemporary problems and issues within a historical context. Topics might include nationalism, the rise of Islam as a powerful influence in the post-Cold War environment, environmental issues, and the impact of colonialism on modern, Third-World Society. **Code C**

### **HIS 256. African-American History (3)**

This course focuses on the experience of African-American people in the western hemisphere, particularly the United States. It surveys the period from the African origins of the slave trade during the period of exploration and colonization to the present. The course presents a comparison between the African experience in the United States and in Mexico and South America. **Code B**

## Homeland Security

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### **HLS 100. Introduction to Homeland Security and Public Safety (3-0-3)**

This course explores technical and academic qualification requirements and the interdisciplinary nature and regimen associated with first responders careers, including the Fire Service, Law Enforcement, Emergency Medical, Emergency Management, Homeland Security, and Natural Disaster Response and Recovery. This comprehensive course provides insight into federal mandates for unification of interagency information-sharing among emergency management agencies. Topics include inter- and intra-departmental communications; federal, regional, state, and local coordination; policies, procedures, and organizational levels of authority; qualifications, certifications, professional development and continuing education programs in First Responder and Public Safety professions. **Code C**

### **HLS 120. Homeland Security Strategies and Operational Techniques (3-0-3)**

This course provides an overview of the administrative, legislative, and operational elements of Homeland Security programs. Topics surveyed include bioterrorism, pandemic influenza, nuclear security, biometric aspects of the US-VISIT Program, intersection of homeland security and immigration, and suicide bombings, as well as a review of the history, policies, programs, and internal processes of the Department of Homeland Security, the National Strategy for Homeland Security, and the Alabama State Homeland Security Strategy. **Code C**

### **HLS 142. Drug Investigations and Operations (3-0-3)**

This course outlines the criminal nature of drug investigations and operations, the potential for terrorist activities in these areas, the working relationship required between law enforcement and the multiple disciplines in the Homeland Security community, and the vital nature of that relationship to the nation's counter-terrorism strategy. Topics highlighted include differences of drug-related terrorism concerns and anti-terrorism responsibilities compared with those typical of criminal or military issues; effects of definitions to help or hinder anti-terrorism work at the federal, state and local levels; and a brief overview of the tools each discipline contributes to the challenge. (Dual listed as: CRJ 178) **Code C**

### **HLS 155. Cyber Forensics and Information Security (3-0-3)**

This course examines techniques for analyzing risks to a computer system, extracting and documenting computer evidence stored as data or magnetically encoded information, and implementing a security policy that protects information assets from potential intrusion. Course materials parallel those of the U.S. Department of Homeland Security National Computer Forensics Institute in Hoover, Alabama. Founded in March 2007, the institute aims to provide criminal investigators, prosecutors and judges from the U.S. and other countries the training and support needed to better understand and investigate digital crimes. **Code C**

### **HLS 160. Infectious Disease and Pandemic Viruses (3-0-3)**

Materials for this course parallel those issued by the Centers for Disease Control, Atlanta, GA, and include the U.S. Department of Health and Human Services (HHS) Pandemic Influenza Plan. A review of the HHS's blueprint for pandemic influenza preparation and response supports discussion and scenario generation with guidance from national, state, and local policy makers and health departments. Highlighting specific needs and opportunities to build robust preparedness for and response to pandemic influenza, topics include the threat of pandemic influenza, the relationship of the HHS's Pandemic Influenza Plan to other Federal plans, and key roles and corresponding responsibilities during a pandemic. **Code C**

### **HLS 190. Critical Infrastructure Assessment and Protection (3-0-3)**

This course surveys the challenges faced in asset identification, strategic evaluation, pre-planning methodologies, and post-event procedures associated with critical infrastructure assessment and protection in many settings, including government facilities, local communities, businesses, industries, and ground, sea and air transportation. Topics include threats to human capital safety, assessment planning, physical plant and mechanical infrastructure threat analysis, and security procedures for cyber and information technologies. **Code C**

### **HLS 205. Homeland Security Legal Issues (3-0-3)**

This course provides a comprehensive introduction to the legislative underpinnings of domestic homeland security and emergency management processes within all areas of public safety: Criminal Justice, Fire Science, Emergency Medical, and Homeland Security. Significant legislation is reviewed with special consideration of concepts that define legal duties and consequences for first responders and emergency managers. Stressing the need for interagency communication and cross-agency knowledge of requirements and responsibilities, examples of topics examined include the careful approach to evidence, transfer of custody, preservation of crime scene, and evidence collection. **(Multi-Prefixed as CRJ/FSC/HLS) Code C**

### **HLS 207. Language Barriers in First Responder Environments (3-0-3)**

Based on the need to surmount language barriers during times of crisis, this course is designed to provide a basic but well-rounded first responder language and communication skill-set, tailored to locally prevalent languages, to enable better communication and allow rapid, safe, and legal intervention, as required. **(Multi-Prefixed as CRJ/FSC/HLS) Code C**

### **HLS 210. GPS and GIS Support to First Responder Careers (3-0-3)**

#### **Prerequisite: CIS 130 or equivalent**

This course introduces students to the concepts, techniques, and tools of Geographic Information Systems (GIS) and the use of Global Positioning Systems (GPS) for location and range finding. Topics include data acquisition, management, manipulation and analysis, and cartographic output for applications of GIS/GPS techniques in scientific and technological operations such as environmental assessment, analysis, or natural hazards, site analysis for business and industry, resource management, and land-use planning. Through hands-on exercises with ArcGIS and/or projects with related software packages, students will acquire basic skills in GIS. **Code C**

### **HLS 215. Mass Casualty and Triage Management (3-0-3)**

This course addresses and provides overview of the more grave aspects of Homeland Security and first responder activities. If all prevention and preemptive actions toward a natural or man-made disaster have failed and mass casualty events occur, it is first responders who provide care, support, and triage, and implement recovery methods and procedures. Topics in mass casualty and triage management include responses to chemical, biological, radiological, nuclear, and explosive devices (CBRNE), floods, wind, fire, and transportation (land, sea, air) disasters; including transportation, coordination, prioritization, and management of care for victims, relatives, and surrounding communities. **(Multi-Prefixed CRJ/FSC/HLS) Code C**

### **HLS 216. Management Systems in Disaster Response and Recovery (3-0-3)**

Information and technologies are worthless in disaster response without in-place management systems capable of assisting decision makers in the coordination and dissemination of the correct information to all necessary agencies and departments as quickly as possible. This course provides an overview of management systems utilized during the integration of emergency functions, response structures, technology use, information management, and decision-making during disaster response and recovery operations. The National Response Plan and the National Incident Management System will be addressed. Code C

### **HLS 217. Multi-Organizational Communications and Report Writing (3-0-3)**

Expanding upon the need for rapid and accurate interagency communications, this course highlights the necessity of standardized reporting for proper adjudication of criminal activity. The course focuses on review of the various types of local, state, and federal reporting procedures and guidelines, including incident, investigative, and progress reports and analysis of the different forms of written communications used throughout the law enforcement and Homeland Security communities. (Multi-Prefixed as CRJ/FSC/HLS) Code C

### **HLS 221. Weapons of Mass Destruction (Unclassified) (3-0-3)**

This course surveys characteristics of and trends associated with weapons of mass destruction (WMD) that are relevant to Homeland Security and defense operations. WMDs include multiple mechanisms and agents in chemical, biological, radiological, nuclear, and explosive devices (CBRNE). Topics include basic CBRNE weapons designs, general effects of weapon use, characteristics of important CBRNE agents and technologies for detection and identification of those agents, and approaches to protection from WMD (including shielding, protective equipment, decontamination, prophylaxis, etc.). Code C

### **HLS 227. Disaster Management and Recovery (3-0-3)**

This course reviews and critiques actual plans and engages students in components of effective disaster planning, exercise and scenario design, development, execution, and follow-through evaluations within and across all first responder agencies and jurisdictions. Introduced in this course is the Advanced Combat and Tactical Simulations (ACATS) software designed and developed by Lawrence Livermore National Labs at the University of California, Livermore. Natural and manmade disasters will be addressed and exercise scenarios generated for each with follow-on exercise and simulation execution. (Multi-Prefixed as CRJ/FSC/HLS) Code C

### **HLS 231. Crisis Management (3-0-3)**

This course provides an overview of issues related to crisis management, including the design and implementation of comprehensive emergency management and integrated emergency management strategic plans, and it covers key legislation impacting all first responder fields. Specific focus is given to issues relevant to planning, development, and execution of crisis communications programs for businesses and organizations, and to public relations techniques for communications throughout all crisis phases: Pre-Crisis, Crisis, and Post Crisis. (Multi-Prefixed CRJ/FSC/HLS.) Code C

### **HLS 241. Incident Management Team Operations (3-0-3)**

This course is tailored toward supervisors and managers in the first responder communities, but can be taken by all levels. The primary purpose is to provide students with training in team management operations in collaboration with the Citizens Emergency Response Training program, the Incident Command System (ICS) from the Department of Homeland Security, as mandated via Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents of March 2004 and modified on September 18, 2009. **(Multi-prefixed CRJ/FSC/HLS) Code C**

### **HLS 245. Bio-Defense and Agro-Terrorism (3-0-3)**

This course provides a broad introduction and awareness of the threat of bio- and agro-terrorism to national and global security. In-depth discussions will provide a comprehensive coverage of biological and chemical agents and the threat they pose to society. A review of global concerns for bio-security, including the history of biological warfare, bioterrorism, concerns for agro-terrorism, and current initiatives in bio-defense will be included. cursory reviews of specific agents, diseases caused, detection methods, and consequence management and follow up considerations will also be considered, including topics within: GAO food processing security and recalls; security in container storage and import/export controls; meat, poultry, and fish contaminant vulnerabilities; and water and sewage monitoring. **Code C**

### **HLS 250. Capstone First Responder Computer Simulation Exercise (3-0-3)**

This capstone course is an advanced applications, outcome-based, research project designed to encompass all concepts and applications studied throughout the Homeland Security Certificate and/or Degree programs. Course requirements integrate all prior coursework in an applied and experiential framework through case studies, exercises, applied research, and analytical activities. Course content will be entirely real-world focused, instructor guided, and student driven. The course provides a complete real-world problem identification approach to solution-application in a comprehensive outcome-based, performance-measured program using the Advanced Combat and Tactical Simulations (ACATS) software designed and developed by Lawrence Livermore National Labs at the University of California, Livermore. Natural and manmade disasters will be addressed and exercise scenarios generated for each with follow-on exercise and simulation opportunities and executions. **(Multi-Prefixed CRJ/FSC/HLS) Code C**

### **HLS 290. Selected Topics Seminar in Homeland Security (3-0-3)**

The examination of current issues and concerns with Homeland Security, including upcoming National Special Security Events that mandate comprehensive security planning and response capabilities. Challenges of implementing and maintaining homeland security will be covered. The purpose of the Special Topics course is to provide students with an extra focus on 2 or 3 major issues that have current visibility in real world application or debate throughout Homeland Security and first responder arenas. **Code C**

## **Humanities**

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### **HUM 101. Introduction to Humanities I (3-0-3)**

This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme. **Code A**

### **HUM 102. Introduction to Humanities II (3-0-3)**

This course offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relate to a unifying theme. Code A

### **HUM 130 Mankind and His Art (3-0-3)**

This course is an introduction to mankind's search for self-expression revealed in the music, art, and architecture of the western world from ancient times through the present day. Code C

### **HUM 298. Directed Studies in Humanities (Film Studies) (3-0-3)**

This course provides an opportunity for the student to study selected topics in humanities under the supervision of a qualified instructor. The specific topics covered will be determined by the interests of the students and faculty. The course may be repeated for credit. Code C

### **HUM 299. PTK Leadership Development (3-0-3)**

This course is a Humanities option for anyone interested in becoming a stronger, more effective leader. The course introduces basic principles of the leadership development class and provides opportunity for extensive discussion and reflection. Students will read excerpts from literature and view popular films that demonstrate examples of leadership. In addition, both in- and out-of-class experiential activities will provide leadership opportunities for the students. Phi Theta Kappa International Honor Society designed the course, but it is open to all students. Code A

## **Industrial Maintenance Technology**

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### **INT 101. DC Fundamentals (2-2-3)**

**Corequisite:** INT 103

This course provides a study of atomic theory, direct current (DC), properties of conductors and insulators, direct current characteristics of series, parallel, and series parallel circuits. Inductors and capacitors are introduced and their effects on DC circuits are examined. Students are prepared to analyze complex DC circuits, solve for unknown circuits variables and to use basic electronic test equipment. This course also provides hands on laboratory exercises to analyze, construct, test, and troubleshoot direct current circuits. Emphasis is placed on the use of the scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and to prove the theories taught during classroom instruction. This is a CORE course.

### **INT 103. AC Fundamentals (2-2-3)**

**Corequisite:** INT 101

This course provides a study of the theory of alternating current (AC). Students are prepared to analyze complex AC circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Upon completion, students should be able to describe AC circuits and explain the specific AC theory functions such as RLC, impedance, phase relationships, and power factor. This course also provides hands on laboratory exercises to analyze alternating current using a variety of circuit configurations with resistors, capacitors, and inductors in series and parallel combinations. Emphasis is placed on the operation of common test equipment used to analyze and troubleshoot AC circuits to prove the theories taught. This is a CORE course.

### **INT 113. Industrial Motor Controls I (1-4-3)**

This course focuses on information regarding industrial motor controls and basic information regarding process logic controllers. Upon completion students will be able to remove, replace, and wire different types of control devices for operating industrial motors.

### **INT 117. Principles of Industrial Mechanics (2-2-3)**

This course provides instruction in basic physics concepts applicable to mechanics of industrial production equipment. Topics include the basic application of mechanical principles with emphasis on power transmission, specific mechanical components, alignment, and tension. Upon completion, students will be able to perform basic troubleshooting, repair and maintenance functions on industrial production equipment. This is a CORE course.

### **INT 134. Principles of Industrial Maintenance Welding and Metal Cutting Techniques (2-2-3)**

This course provides instruction in the fundamentals of acetylene cutting and the basics of welding needed for the maintenance and repair of industrial production equipment. Topics include oxy-fuel safety, choice of cutting equipment, proper cutting angles, equipment setup, cutting plate and pipe, hand tools, types of metal welding machines, rod and welding joints, and common welding passes and beads. Upon course completion, students will demonstrate the ability to perform metal welding and cutting techniques necessary for repairing and maintaining industrial equipment. This is a CORE course

### **INT 184. Introduction to Programmable Logic Controllers (PLCs) (2-2-3)**

This course provides an introduction to programmable logic controllers. Emphasis is placed on, but not limited to, the following: PLC hardware and software, numbering systems, installation, and programming. Upon completion, students must demonstrate their ability by developing, loading, debugging, and optimizing PLC programs.

### **INT 253. Industrial Robotics (2-2-3)**

This course provides instruction in concepts and theories for the operation of robotic servo motors and power systems used with industrial robotic equipment. Emphasis is on the application of the computer to control power systems to perform work. Student competencies include understanding of the functions of hydraulic, pneumatic, and electrical power system components, ability to read and interpret circuitry for proper troubleshooting and ability to perform preventative maintenance.

### **INT 284. Advanced Programmable Logic Controllers (2-2-3)**

**Prerequisite:** INT 184

This course includes the advanced principals of PLC's including hardware, programming, and troubleshooting. Emphasis is placed on developing advanced working programs, and troubleshooting hardware and software communication problems. Upon completion, students should be able to demonstrate their ability in developing programs and troubleshooting the system.

### **INT 288. Applied Programmable Logic Controllers (2-2-3)**

**Prerequisite:** INT 184

This course provides a comprehensive study in the theory and application of specific models of programmable logic controllers. Topics include hardware configuration, memory and addressing detail function of software, instruction types, system troubleshooting, and simple programming techniques.



## Management and Supervision

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### **MST 111. Elements of Supervision (3-0-3)**

This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor for management employee relations, organizational structure, project management and employee training, and rating. (Dual listed as BUS186) Code C

### **MST 201. Human Resource Management (3-0-3)**

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees. (Dual listed as BUS 276) Code C

### **MST 202. Labor Economics-Labor Relations (3-0-3)**

This is a basic management course in the field of labor. Topics include psychological and institutional factors, economic factors, and economic analysis in areas of labor-management relations. Code C

### **MST 211. Office Management and Correspondence (3-0-3)**

This course provides an overview of the workings of a business office, including the communications function. Topics include the office organization and layout, selection and training of staff, promotion of personnel, supervision functions, and oral and written communications. Code C

### **MST 215. Small Business Management (3-0-3)**

This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identification of capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel. (Dual listed as BUS 279) Code C

### **MST 217. Industrial Management (3-0-3)**

This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages and employee motivation. (Dual listed as BUS 280) Code C

### **MST 223. Special Studies in Personnel Administration (3-0-3)**

#### **Prerequisite: MST 201**

Under faculty supervision, this course provides a student the opportunity to develop a knowledge of current human resource management practices. Emphasis is placed on independent study of current publications approved by the instructor. Code C

### **MST 224. Special Studies in Industrial Management (3-0-3)**

#### **Prerequisite: MST 217**

Under faculty supervision, this course provides a student the opportunity to develop knowledge of current industrial management practices. Emphasis is placed on independent study of current publications approved by the instructor. Code C



### **MST 225. Special Studies In Business Management (3-0-3)**

#### **Prerequisite: MST 215**

Under faculty supervision, this course provides a student the opportunity to develop knowledge of current business management practices. Emphasis is placed on independent study of current publications approved by the instructor. Code C

### **MST 231. Management Seminar (3-0-3)**

#### **Prerequisite: 9 credit hours of MST courses**

This course offers study of current problems, issues, and developments in the areas of management. Students are guided through individual projects and outside research related to their areas of concentration and/or employment training. Code C

### **MST 235. Labor Law (3-0-3)**

#### **Prerequisite: MST 202**

This course provides an overview of the laws related to labor and employment. Topics include the study of the various federal and state statutes, including significant court decisions, relating to the rights and obligations of employers, employees, and unions. Code C

### **MST 237. Labor Arbitration Practices and Procedures (3-0-3)**

#### **Prerequisite: MST 202 and MST 235**

This course provides an overview of the history of arbitration practices and procedures. Topics include various federal and state statutes, significant court decisions, and government regulations pertaining to the practices and procedures of labor arbitration. Code C

### **MST 241. Directed Readings in Human Resource Management and Labor Relations (3-0-3)**

#### **Prerequisite: MST 111**

Under faculty supervision, this course provides a student the opportunity to research, study, and analyze current articles and publications in human resource management. Emphasis is placed on summarizing the writings as assigned by the instructor and/or mutually agreed upon by the instructor and the student. Code C

### **MST 242. Directed Readings In Industrial Management (3-0-3)**

#### **Prerequisite: MST 111**

Under faculty supervision, this course provides a student the opportunity to research, study, and analyze current articles and publications in industrial management. Emphasis is placed on summarizing the writings as assigned by the instructor and/ or mutually agreed upon by the instructor and the student. Code C

### **MST 243. Directed Readings in Business Management (3-0-3)**

#### **Prerequisite: MST 111**

Under faculty supervision, this course provides a student the opportunity to research, study and analyze current articles and publications in business management. Emphasis is placed on summarizing the writings as assigned by the instructor and/ or mutually agreed upon by the instructor and the student. Code C

### **MST 280. Management Workshop I (3-0-3)**

This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry. Code C

### **MST 281. Management Workshop II (3-0-3)**

This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry. Code C

### **MST 282. Management Workshop III (3-0-3)**

This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry. Code C

## **Mathematics**

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### **MTH 090. Basic Mathematics (3-0-3IC)**

The purpose of this course is to provide students with skills in basic mathematics. Minimum content includes whole numbers, integers, fractions, decimals, ratio and proportions, percents, and an introduction to algebra. Additional topics may include systems of measurement and basic geometry. At the conclusion of this course students are expected to be able to perform basic mathematical operations.

### **MTH 098. Elementary Algebra (3-0-3IC)**

**Prerequisite:** MTH 090 or appropriate mathematics placement score

This course is a review of the fundamentals of algebra. Topics include the real number system, linear equations and inequalities, graphing linear equations in two variables, laws of exponents, polynomial operations, and factoring polynomials. This course is designed to provide sufficient mathematical proficiency necessary for entry into Intermediate College Algebra.

### **MTH 100. Intermediate College Algebra (3-0-3)**

**Prerequisite:** MTH 098 or appropriate mathematics placement score

This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics. Code B

### **MTH 110. Finite Mathematics (3-0-3)**

**Core, Area III**

**Prerequisite:** A grade of "C" or better in MTH 100, or appropriate mathematics placement score

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e. students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method, and applications. Code A

### **MTH 112. Precalculus Algebra (3-0-3)**

**Core, Area III**

**Prerequisite:** A grade of “C” or better in MTH 100, or appropriate mathematics placement score

This course emphasizes the algebra of functions including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer’s Rule, and mathematical induction. **Code A**

### **MTH 113. Precalculus Trigonometry (3-0-3)**

**Core, Area III**

**Prerequisite:** A grade of “C” or better in MTH 112, or appropriate mathematics placement score

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoirre’s Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems. **Code A**

### **MTH 116. Mathematical Applications for Nurses (3-0-3)**

**Prerequisite:** MTH 090 or appropriate mathematics placement score and admission to the LPN Program

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some topics are integers, percents, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirements for mathematics. **Code C**

### **MTH 120. Calculus and Its Applications (3-0-3)**

**Core, Area III**

**Prerequisite:** A grade of “C” or better in MTH 112, or appropriate mathematics placement score

This course is intended to give a broad overview of calculus and is taken primarily by students majoring in Commerce and Business Administration. It includes differentiation and integration of algebraic, exponential, and logarithmic functions, and applications to business and economics. The course should include functions of several variables, partial derivatives (including applications), Lagrange Multipliers, L’Hospital’s Rule, and multiple integration (including applications). **Code A**

### **MTH 125. Calculus I (4-0-4)**

**Core, Area III**

**Prerequisite:** A grade of “C” or better in MTH 113/115, or appropriate mathematics placement score

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function, the derivative of algebraic, trigonometric, exponential, and logarithmic functions, and the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus. **Code A**

### **MTH 126. Calculus II (4-0-4)**

**Core, Area III, Spring**

**Prerequisite:** A grade of “C” or better in MTH 125, or appropriate mathematics placement score

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, area, length, work, and average value), techniques of integration, infinite series, polar coordinates, and parametric equations. **Code A**

### **MTH 227. Calculus III (4-0-4)**

**Core, Area III, Summer**

**Prerequisite:** MTH 126

This is the third of three courses in the basic calculus sequence. Topics include vector functions of two or more variables, partial derivatives (including applications), quadratic surfaces, multiple integration, and vector calculus (including Green’s Theorem, Curl and Divergence surface integrals, and Stokes Theorem). **Code A**

### **MTH 231. Math for the Elementary Teacher I (3-0-3)**

**Prerequisite:** A grade of “C” or better in MTH 100 or appropriate mathematics placement score

This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions operations, and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade-level and subject-matter appropriate, and test for mathematical proficiency and the learning of teaching concepts. **Code B**

### **MTH 232. Math for the Elementary Teacher II (3-0-3)**

**Prerequisite:** MTH 231

This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include numeration skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade. **Code B**

### **MTH 237. Linear Algebra (3-0-3)**

**Core, Area III**

**Prerequisite:** MTH 126

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices determinants, eigen values and eigen vectors, inner product spaces, and the diagonalization of a symmetric matrix. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations. **Code A**

### **MTH 238. Applied Differential Equations I (3-0-3)**

**Core, Area III, Summer**

**Corequisite: MTH 227**

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order, and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order; and the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous. **Code A**

### **MTH 246. Mathematics of Finance (3-0-3)**

**Prerequisite: MTH 098 or appropriate mathematics placement score**

This course explores mathematical applications relevant to business practices. Types covered include simple and compound interest, credits, trades and bank discounts, annuities, amortization, depreciation, stocks and bonds, insurance, capitalization, and perpetuities. This course does not meet the general core requirement for mathematics. **Code C**

### **MTH 265. Elementary Statistics (3-0-3)**

**Prerequisite: MTH 100 or appropriate mathematics placement score**

This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability permutations, combinations, binomial theorem, random variables, and distributions may be included. **Code B**

## **Medical Assisting**

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### **MAT 101. Medical Terminology (3-0-3)**

This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The student will learn a system of word building which will enable them to interpret medical terms. This is a CORE course for medical assisting. **Code C**

### **MAT 102. Medical Assisting Theory I (3-0-3)**

**Corequisite: MAT 101**

A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a CORE course for medical assisting. **Code C**

### **MAT 103. Medical Assisting Theory II (3-0-3)**

**Prerequisite:** MAT 101 & 102

The structure and function of the digestive, urinary, reproduction, endocrine, and immune systems are presented. Disease processes that are related to these systems will be included. Basic concepts of reproduction, growth and development, and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This is a CORE course for medical assisting. **Code C**

### **MAT 111. Clinical Procedures I for the Medical Assistant (2-3-3)**

**Prerequisite:** MAT 101

This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. This is a CORE course for medical assisting. **Code C**

### **MAT 120. Medical Administrative Procedures I (2-3-3)**

**Prerequisite:** MAT 101 and CIS 146 or equivalent

This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical secretarial skills. This is a CORE course for medical assisting. **Code C**

### **MAT 121. Medical Administrative Procedures II (2-3-3)**

**Prerequisite:** MAT 120 and MAT 101

This course is the continuation of Medical Administrative Procedures I. Topics include physical plant maintenance, equipment, and supplies, inventories, liability coverage, medical economics, and an introduction to insurance procedures. Upon completion students should be able to manage the economics of the medical office and supervise personnel. This is a CORE course for medical assisting. **Code C**

### **MAT 125. Laboratory Procedures I for the Medical Assistant (2-3-3)**

**Prerequisite:** MAT 101

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. This is a CORE course for medical assisting. **Code C**

### **MAT 128. Medical Law and Ethics for the Medical Assistant (3-0-3)**

This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. This is a CORE course for medical assisting. **Code C**

## **MAT 200. Management of Office Emergencies (2-0-2)**

**Prerequisite:** MAT 101, MAT 102, MAT 103

This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculoskeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions. This is a CORE course for medical assisting. **Code C**

## **MAT 211. Clinical Procedures II for the Medical Assistant (2-3-3)**

**Prerequisite:** MAT 111

This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. This is a CORE course for medical assisting. **Code C**

## **MAT 215. Laboratory Procedures II for the Medical Assistant (2-3-3)**

**Prerequisite:** MAT 125

This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. This is a CORE course for medical assisting. **Code C**

## **MAT 216. Medical Pharmacology for the Medical Office (3-3-4)**

**Prerequisite:** MAT 101, MAT 102, and MAT 103 and MTH 100

This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. This is a CORE course for medical assisting. **Code C**

## **MAT 220. Medical Office Insurance (2-3-3)**

**Prerequisite:** MAT 101, MAT 121, CIS 146

In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements. This is a CORE course for medical assisting. **Code C**

## **MAT 221. Medical Transcription**

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. **Code C**

### **MAT 228. Medical Assistant Review Course (1-0-1)**

This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for the national credentialing examination. **Code C**

### **MAT 229. Medical Assisting Preceptorship (0-15-3)**

**Prerequisite:** All MAT coursework must be complete.

This course is designed to provide the opportunity to apply clinical, laboratory, and administrative skills in a physician's office, clinic or outpatient facility. The student will gain experience in applying knowledge learned in the classroom in enhancing competence, in strengthening professional communications and interactions. Upon completion, students should be able to perform as an entry-level Medical Assistant. This is a CORE course for medical assisting. **Code C**

### **MAT 239. Phlebotomy Preceptorship (0-15-3)**

**Prerequisite:** MAT 125, MAT 215, EMS 100

This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and the general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP). **Code C**

## **Music**

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### **MUS 100. Convocation (1-0-1)**

This course is designed to expose students to a variety of repertory styles and gives students an opportunity to practice individual performance skills. Emphasis is placed on exposure to performances and lectures by guest artists, faculty or students. **Code C**

### **MUS 101. Music Appreciation (3-0-3)**

**Core, Area II**

This course is designed for nonmusic majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three (3) stylistic periods, provide a multi-cultural perspective, and will include both vocal and instrumental genres. Upon completion, students should be able to demonstrate knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music. **Code A**

### **MUS 102. Afro-American Music (2-0-2)**

**Core, Area V**

**Prerequisite:** As required by program

This course provides a study of music composed by black Americans. Topics include the origin and development of musical styles expressed in Negro spirituals, calypso, gospel music, and jazz. Upon completion, students should be able to demonstrate knowledge, understanding, and an aural perception of the stylistic characteristics of Afro-American music. **Code C**



### **MUS 103. Survey of Popular Music (2-0-2)**

**Core, Area V**

**Prerequisite:** As required by program

This course provides a study of the origins, development and existing styles of popular music. Topics include ragtime, jazz, rhythm and blues, rock, country and western, folk, and world music. Upon completion, students should be able to demonstrate knowledge, understanding, and an aural perception of the stylistic characteristics of popular music. **Code C**

### **MUS 104. Jazz: An Introduction and History (2-0-2)**

**Core, Area V**

**Prerequisite:** As required by program

This course provides a study of the origins, development and existing styles of jazz. Topics include the blues, piano styles, Dixieland, swing, bebop, third stream, cool, free jazz, and jazz/rock fusion. Upon completion, students should be able to demonstrate knowledge, understanding, and an aural perception of the different style characteristics of jazz music. **Code C**

### **MUS 110 Basic Musicianship (3-0-3)**

**Prerequisite:** MUS 099 or suitable placement score or permission of the instructor.

This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony. **Code C**

### **MUS 111. Music Theory I (3-0-3) or (3-2-4)**

**Prerequisite:** Consent of instructor

This course introduces the student to the diatonic harmonic practices in the Common Practice Period. Topics include fundamental musical material (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills. **Code B**

### **MUS 112. Music Theory II (3-0-3) or (3-2-4)**

**Prerequisite:** MUS 111

This course completes the study of diatonic harmonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases and periods. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills. **Code B**

### **MUS 113. Music Theory Lab I (0-2-1)**

**Prerequisite:** MUS 110 or suitable placement score or consent of instructor; **(Co-requisite:** MUS 111, if ear-training lab is a separate course)

This course provides the practical application of basic musical materials through sight singing; melodic, harmonic and rhythmic dictation, and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter, and four-part triadic progressions in root position. Upon completion, students should be able to write, sing, and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads, and short four-part progressions in root position. **Code B**

### **MUS 114. Music Theory Lab II (0-2-1)**

**Prerequisite:** MUL 113 (**Co-requisite:** MUS 112, if ear training lab is a separate course)

This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic and rhythmic dictation, and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter, and four-part triadic progressions in all inversions. Upon completion, students should be able to write, sing and play all intervals, rhythmic patterns, employing syncopation and beat divisions, diatonic melodies, and four-part diatonic progressions. **Code B**

### **MUS 116. Computer Applications in Music (3-0-3)**

**Prerequisite:** Consent of instructor

This course introduces the history and use of computer applications in music. Topics include an introduction to computer skills, MIDI, and the application of notation and sequencing software programs (i.e. Finale, Performer). Upon completion, students should be able to demonstrate basic competency in the use of computers in music. **Code C**

### **MUS 161. Diction for Singers (3-0-3)**

**Prerequisite:** As required by program

This course introduces the basic rules of diction in Italian, French and German for singers. Emphasis is placed on the use of the International Phonetic Alphabet. Upon completion, students should be able to sing art songs in Italian, French, and German with correct diction. **Code C**

### **MUS 217. Jazz Improvisation (3-0-3)**

**Prerequisite:** Consent of instructor

This course is designed to prepare the student with the theoretical background and improvisational techniques utilized in jazz performance. Emphasis is placed on the understanding of chord structures, chord progressions, scale structures, and melodic design. Upon completion, students should be able to perform an improvisational solo with a jazz ensemble. **Code C**

## **Music Ensemble**

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### **(MUL) Music Ensembles (0-2-1)**

**Prerequisite:** Consent of instructor

These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble. **Code B**

**MUL 180-81; 280-81 Concert Choir I, II, III, IV**

**MUL 184-85; 284-85 Show Choir I, II, III, IV**

**MUL 196-97; 296-97 Show Band I, II, III, IV**

### **(MUL) Class Performance Instruction (0-2-1)**

Group instruction is available in voice and piano for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and acknowledgment of music fundamentals. **Code C**

**MUL101-02; 201-02 Class Piano I, II, III, IV**

**MUL111-12; 211-12 Class Voice I, II, III, IV**

## **Nursing Assistant**

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### **NAS 100. Long Term Care Nursing Assistant (3-0-3-4)**

This program fulfills the Omnibus Budget Reconciliation Act (OBRA) requirements for training of long-term care nursing assistants in preparation for certification through competency evaluation. Emphasis is placed on the development of the knowledge, attitudes, and skills required of the long-term care nursing assistant. Upon completion of this course, the student should demonstrate satisfactory performance on written examinations and clinical skills. Course graduates are awarded a certificate of completion and are eligible to take the certification examination to become a Certified Nursing Assistant (CNA).

## **Nursing**

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### **NUR 102. Fundamentals of Nursing (3-6-3-6)**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course students demonstrate competency in performing basic nursing skills for individuals with common health alterations.

### **NUR 103. Health Assessment (0-3-0-1)**

This course is designed to provide students the opportunity to learn and practice history taking and physical examination skills with individuals of all ages, with emphasis on the adult. The focus is on symptom analysis along with physical, psychosocial, and growth and development assessments. Students will be able to utilize critical thinking skills in identifying health alterations, formulating nursing diagnoses, and documenting findings appropriate to nursing.

### **NUR 104. Introduction to Pharmacology (0-3-0-1)**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medication. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. Students will be able to calculate and administer medications.

### **NUR 105. Adult Nursing (5-3-6-8)**

**Prerequisites:** NUR 102, NUR 103, NUR 104, BIO 201 or NUR 101, MTH 116

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastro-intestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

### **NUR 106. Maternal and Child Nursing (4-0-3-5)**

**Prerequisites:** NUR 102, NUR 103, NUR 104, BIO 201 or NUR 101, MTH 116

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the maternal and child client. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric care, and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. Upon completion of this course students will be able to provide and manage care for maternal and pediatric clients in a variety of settings.

### **NUR 107. Adult/Child Nursing (5-0-9-8)**

**Prerequisites:** NUR 105, NUR 106, ENG 101, BIO 202

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the life span in a safe, legal, and ethical manner using the nursing process in a variety of settings. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, critical thinking, impacts on maternal and child clients are integrated through-out the course.

### **NUR 108. Psychosocial Nursing (2-0-3-3)**

**Prerequisites:** NUR 105, NUR 106, ENG 101, BIO 202

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process.

### **NUR 109. Role Transition for Practical Nursing (2-3-0-3)**

**Prerequisites:** NUR 105, NUR 106, ENG 101, BIO 202

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing.

## **NUR 200. Nursing Career Mobility Assessment (3-9-0-6)**

### **Prerequisites: As required by program**

This course is designed to provide LPN mobility students, self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Upon successful completion of assessments, students are eligible for entry into NUR 201. Students who successfully complete this course are awarded 15 non-traditional hours at the completion of the LPN mobility curriculum.

## **NUR 201. Nursing through the Lifespan I (3-0-6-5)**

### **Prerequisites: As required by program**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in gastrointestinal, reproductive, sensory, and endocrine systems in a variety of settings. Additional instruction is provided for oncology, mental health, teaching/learning concepts, and advanced dosage calculations. Nutrition, pharmacology, communication, cultural, and community concepts are integrated.

## **NUR 202. Nursing through the Lifespan II (3-0-9-6)**

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, hematologic, immune, and genitourinary systems in a variety of settings. Additional instruction is provided for psychiatric disorders, and high-risk obstetrics. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

## **NUR 203. Nursing through the Lifespan III (4-0-6-6)**

This course builds upon previous instruction and provides additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students manage and provide collaborative care to clients who are experiencing selected alterations in cardiovascular, respiratory, and neurological systems in a variety of settings. Additional instruction is provided care for selected mental health disorders, selected emergencies, multiple organ dysfunction syndrome and related disorders. Teaching/learning concepts, advanced dosage calculations, nutrition, pharmacology, communication, cultural, and community concepts are integrated.

## **NUR 204. Role Transition for the Registered Nurse (2-0-6-4)**

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to registered nurse. Content includes current issues in health care, nursing leadership and management, professional practice issues for registered nurses, and transition into the workplace. Additional instruction is provided for preparing for the NCLEX-RN.

## **Business and Office Technology**

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### **OAD 101. Beginning Keyboarding (3-0-3)**

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the computer keyboard. Upon completion, the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables. **Code C**

### **OAD 103. Intermediate Keyboarding (3-0-3)**

**Prerequisite:** OAD 101 or equivalent

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents. This is a CORE course. **Code C**

### **OAD 125. Word Processing (3-0-3)**

**Prerequisite:** CIS 146

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports. This is a CORE course. (Dual listed as CIS 111) **Code C**

### **OAD 130. Electronic Calculations (3-0-3)**

**Prerequisite:** MTH 098

This course is designed to teach the numeric touch system and problem-solving techniques. Emphasis is on basic mathematical functions. Upon completion, the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications. **Code C**

### **OAD 138. Records and Information Management (3-0-3)**

This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures. This is a CORE course. **Code C**

### **OAD 200. Machine Transcription (3-0-3)**

**Prerequisite:** OAD 103 with grade of "C" or better and BUS 215 or ENG 102

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction. Emphasis is on the use of microcomputers and commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings. **Code C**

### **OAD 201. Legal Terminology (3-0-3)**

**Prerequisite:** OAD 101

This course is designed to familiarize the student with legal terminology. Emphasis is on the spelling, definition, pronunciation, and usage of legal terms. Upon completion, the student should be able to communicate effectively using legal terminology. **Code C**

### **OAD 202. Legal Transcription (3-0-3)**

**Prerequisite:** OAD 103 with grade of "C" or better, BUS 215 or ENG 102, and OAD 201

This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and lab exercises. Emphasis is on transcribing error-free legal documents using transcription equipment. Upon completion, students should be able to demonstrate the ability to accurately transcribe legal documents that are appropriately formatted. **Code C**

### **OAD 203. Legal Office Procedures (3-0-3)**

**Prerequisite:** OAD 103 with grade of "C" or better and OAD 201

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a legal environment through classroom instruction and lab exercises. Emphasis is on legal terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a legal environment. **Code C**

### **OAD 211. Medical Terminology (3-0-3)**

**Prerequisite:** OAD 101

This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology. **Code C**

### **OAD 212. Medical Transcription (3-0-3)**

**Prerequisite:** OAD 103 with grade of "C" or better, BUS 215 or ENG 101, and OAD 211

This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings. Learn/maintain standards of ethical/professional conduct. Upon completion, the student should be able to accurately transcribe medical documents from dictated recordings. **Code C**

### **OAD 214. Medical Office Procedures (3-0-3)**

**Prerequisite:** OAD 103 with grade of "C" or better and OAD 211

This course is designed to provide an awareness of the responsibilities and opportunities of professional support personnel in a medical environment through classroom instruction and lab exercises. Emphasis is on medical terminology, the production of appropriate forms and reports, and the importance of office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment. **Code C**



### **OAD 218. Office Procedures (3-0-3)**

**Prerequisite:** OAD 103 with grade of “C” or better

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role. **Code C**

### **OAD 242. Office Internship (0-6-3)**

**Prerequisite:** Graduating student, last semester in program

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position. **Code C**

### **OAD 243. Spreadsheet Applications (3-0-3)**

**Prerequisite:** CIS 146

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets. (Dual listed as ACC 149 and CIS 113) **Code C**

### **OAD 244. Database Applications (3-0-3)**

**Prerequisite:** CIS 146

This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports. (Dual listed as CIS 117) **Code C**

### **OAD 246. Office Graphics and Presentations (3-0-3)**

**Prerequisite:** CIS 146

This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options, and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation. (Dual listed as CIS 115) **Code C**

## **Orientation**

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### **ORI 101 Orientation to College (1-0-1)**

This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. **Code C**



## **ORI 105 Orientation and Student Success (3-0-3)**

This course is designed to orient students to the College experience by providing them with tools needed for academic and personal success. Topics include: developing an internal focus of control, time management and organizational skills, critical and creative thinking strategies, personal and professional maturity, and effective study skills for college and beyond. **Code C**

## **Philosophy**

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### **PHL 116. Logic (3-0-3)**

#### **Core, Area II**

This course is designed to help students assess information and arguments. The focus of the course is on logic and reasoning. The student should be able to understand how inferences are drawn, be able to recognize ambiguities and logical and illogical reasoning. **Code C**

### **PHL 206. Ethics and Society (3-0-3)**

#### **Core, Area II**

This course involves the study of ethical issues that confront individuals in the course of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues. **Code A**

## **Physical Education**

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### **PED 100. Fundamentals of Fitness (3-0-3)**

This lecture course includes the basic principles of physical education and physical fitness. It explores psychological and physiological effects of exercise and physical fitness, including effects on the human skeleton, muscle development, respiration, and coordination. It is viewed as an introduction to such laboratory courses as gymnastics, weight training, and conditioning. The course may also include fitness evaluation, development of individual fitness programs, and participation in fitness activities. **Code C**

### **PED 103. Weight Training (Beginning) (0-2-1)**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program. **Code C**

### **PED 104. Weight Training (Intermediate) (0-2-1)**

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program. **Code C**

### **PED 106. Aerobics (0-2-1)**

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. **Code C**

### **PED 118. General Conditioning (Beginning) (0-2-1)**

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness and conditioning programs. Upon completion, students should be able to set up and implement an individualized physical fitness and conditioning program. **Code C**

### **PED 119. General Conditioning (Intermediate) (0-2-1)**

**Prerequisite:** PED 118 or consent of instructor

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness and conditioning program. **Code C**

### **PED 123. Golf (Beginning) (0-2-1)**

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate knowledge of the rules and etiquette of golf. **Code C**

### **PED 133. Tennis (Beginning) (0-2-1)**

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. **Code C**

### **PED 134. Tennis (Intermediate) (0-2-1)**

**Prerequisite:** PED 133 or consent of instructor

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. **Code C**

### **PED 168. Tap Dance (0-2-1)**

This course covers advanced fundamentals of tap dancing. Topics include rhythm, appearance, and routine sequence. Upon completion, students should be able to perform more difficult steps and types of dances. **Code C**

### **PED 176. Volleyball (Beginning) (0-2-1)**

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. **Code C**

### **PED 200. Foundations of Physical Education (3-0-3)**

In this course, the history, philosophy, and objectives of health, physical education, and recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors. **Code C**

### **PED 252. Varsity Baseball (0-2-1)**

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. **Code C**

## **PED 254. Varsity Softball (0-2-1)**

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to play competitive softball. Code C

## **Physical Science**

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### **PHS 111. Physical Science I (3-2-4)**

Core, Area III

**Prerequisite:** Regular admission status; MTH 098 strongly recommended

This course provides the non-technical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required. Code A

### **PHS 112. Physical Science II (3-2-4)**

Core, Area III

**Prerequisite:** Regular admission status; MTH 098 strongly recommended

This course provides the nontechnical student with an introduction to the basic principles of chemistry and physics. Laboratory is required. Code A

## **Physics**

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### **PHY 201. General Physics I - Trig Based (3-2-4)**

Core, Area III

**Prerequisite:** MTH 113 or equivalent

This course is designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required. Code A

### **PHY 202. General Physics II - Trig Based (3-2-4)**

Core, Area III

**Prerequisite:** PHY 201

This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required. CORE Code A

### **PHY 205. Recitation in Physics I (1-0-1)**

Area V

**Co-requisite:** PHY 201

One hour weekly devoted to problem-solving. Code C

### **PHY 206. Recitation in Physics II (1-0-1)**

Area V

**Co-requisite:** PHY 202

One hour weekly devoted to problem solving. Code C

### **PHY 213. General Physics with Cal I (3-2-4)**

**Core, Area III**

**Prerequisite:** MTH 125 and/or as required by program

This course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy, including thermodynamics. Laboratory is required. **Code A**

### **PHY 214. General Physics with Cal II (3-2-4)**

**Core, Area III**

**Prerequisite:** PHY 213

This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity, and magnetism. Laboratory is required. **Code A**

### **PHY 216. Recitation in Physics with Cal I (1-0-1)**

**Area V**

**Corequisite:** PHY 213

One hour weekly devoted to problem solving. **Code C**

### **PHY 217. Recitation in Physics with Cal II (1-0-1)**

**Area V**

**Corequisite:** PHY 214

One hour weekly devoted to problem solving. **Code C**

## **Political Science**

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### **POL 211. American National Government (3-0-3)**

**Core, Area IV**

This course surveys the background, constitutional principles, organization and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion, students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system. **Code A**

### **POL 220. State and Local Government (3-0-3)**

This course is a study of the forms of organization, functions, institutions, and operation of American state and local governments. Emphasis is placed on the variety of forms and functions of state and local governments, with particular attention to those in Alabama and to the interactions between state and local government and the national government. Upon completion, students should be able to identify elements of and explain relationships among the state, local, and national governments of the U.S., and function as more informed participants of state and local political systems. **Code B**

## **Psychology**

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### **PSY 200. General Psychology (3-0-3)**

**Core, Area IV**

This course is a survey of behavior with emphasis upon psychological processes. This course includes the biological basis for behavior, thinking, emotion, motivation, and the nature and development of personality. **Code A**

## **PSY 210. Human Growth and Development (3-0-3)**

**Core, Area IV**

**Prerequisite:** PSY 200

This course is a study of the psychological, social, and physical factors that affect human behavior from conception to death. **Code A**

## **PSY 230. Abnormal Psychology (3-0-3)**

**Prerequisite:** PSY 200

This course is a survey of abnormal behavior and its social and biological origins. The anxiety-related disorders, psychoses, personality disorders, and mental deficiencies will be covered. **Code C**

## **Reading**

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### **RDG 085. Developmental Reading III (3-0-3IC)**

**Prerequisite:** RDG 083 or appropriate placement score

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

### **RDG 114. Critical Reading for College (3-0-3)**

**Prerequisite:** RDG 085 or appropriate placement score

This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, meta-cognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines. **Code C**

## **Religion**

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### **REL 100. History of World Religions (3-0-3)**

**Area V**

This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world. (Dual listed as HIS 216) **Code B**

### **REL 151. Survey of the Old Testament (3-0-3)**

**Area II**

This course is an introduction to the content of the Old Testament with emphasis on the historical context and contemporary theological and cultural significance of the Old Testament. The student should have an understanding of the significance of the Old Testament writings upon completion of this course. **Code A**

### **REL 152. Survey of the New Testament (3-0-3)**

**Area II**

This course is a survey of the books of the New Testament with special attention focused on the historical and geographical setting. The student should have an understanding of the books of the New Testament and the cultural and historical events associated with these writings. **Code A**

## **Renewable Energy**

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### **REN 105. Renewable Technology Awareness (1-0-1)**

This course provides a comprehensive overview of renewable technology. Subjects covered in this course will include energy analysis and awareness, HVAC ratings and options, electrical production and consumption, plumbing for conservation, hot water, landscaping, fire protection, wastewater reuse, and LEED certification. Students will also learn about local, state and national codes and regulations. A presentation of current government rebates and tax credits will be included.

### **REN 115. Photovoltaic Principles & Design (1-4-3)**

This course covers basic principles and design of photovoltaic (PV) systems. Upon completion of the course, students should have demonstrated a basic understanding of PV markets and applications, safety basics, electricity basics, solar energy fundamentals, PV module fundamentals, system components, PV system sizing and electrical and mechanical design, and performance analysis, maintenance and troubleshooting. The course prepares the student to take the National American Board of Certified Energy Practitioners (NABCEP) PV Entry Level Exam. Though highly recommended, taking the exam is not a mandatory requirement of the course.

### **REN 205. Solar Thermal Principles (1-4-3)**

This course provides a comprehensive overview of solar thermal design, installation and troubleshooting. Topics include solar space heating, solar hot water, solar pool heating and solar cooling for both new and existing construction. Students will learn to assess the viability of solar thermal energy for given factors. Students will also learn about local, state and national codes and regulations. This course will cover all topics required by the National Board of Certified Energy Practitioners (NABCEP).

### **REN 215. Photovoltaic System Installation and Servicing Procedures (1-4-3)**

This course covers installation and serving procedures related to photovoltaic (PV) systems. Upon completion of the course, students should have demonstrated a basic understanding of related safety, site surveys, mechanical and electrical design, installation process, performance analysis, troubleshooting, and maintenance. The course prepares the student to take the National American Board of Certified Energy Practitioners (NABCEP) Solar PV Installer Certification Exam. Though highly recommended, taking the exam is not a mandatory requirement of the course.

## **Sociology**

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### **SOC 200. Introduction to Sociology (3-0-3)**

#### **Core, Area IV**

This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior. Code A

### **SOC 209. Juvenile Delinquency (3-0-3)**

#### **Prerequisite: SOC 200**

This course examines the causes of delinquency. It also reviews programs of prevention, and control of juvenile delinquency as well as the role of the courts. (Dual listed as CRJ 209) Code C

## **SOC 217. Criminal and Deviant Behavior (3-0-3)**

**Prerequisite:** SOC 200 or SOC/CRJ 208

This course is an analysis of criminal and deviant behavior with emphasis on sociological and psychological theories of crime causation. (Dual listed as CRJ 177) Code C

## **Spanish**

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### **SPA 101. Introductory Spanish I (4-0-4)**

**Core, Area II**

This course provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Code A

### **SPA 102. Introductory Spanish II (4-0-4)**

**Core, Area II**

**Prerequisite:** SPA 101 or equivalent

This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas. Code A

### **SPA 201. Intermediate Spanish I (3-0-3)**

**Core, Area II**

**Prerequisite:** SPA 102 or equivalent

This course includes a review and further development of communication skills. Topics include readings of literary, historical, and/or cultural texts. Code A

## **Speech**

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### **SPH 106. Fundamentals of Oral Communication (3-0-3)**

**Core, Area II**

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal small groups, and public. It surveys current communication theory and provides practical application. Code A

### **SPH 107. Fundamentals of Public Speaking (3-0-3)**

**Core, Area II**

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. Historical foundations, communication theories, and student performances are emphasized. Code A

## **Theatre Arts**

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### **THR 113. Theater Workshop I (2-0-2)**

**Prerequisite:** Consent of instructor

This is the first in a four-course sequence that provides practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theater production. Code B

### **THR 114. Theater Workshop II (2-0-2)**

**Prerequisite:** THR 113

This course is a continuation of THR 113. **Code B**

### **THR 115. Theater Workshop III (2-0-2)**

**Prerequisite:** THR 114

This course is a continuation of THR 113-114. **Code B**

### **THR 120. Theater Appreciation (3-0-3)**

This course is designed to increase appreciation of contemporary theater. Emphasis is given to the theater as an art form through the study of history and theory of drama and the contributions to modern media. Emphasis of playwright, actor, director, designer and technician to modern media. Attendance at theater production may be required. **Code A**

### **THR 126. Introduction to Theater (3-0-3)**

**Core, Area II**

This course is designed to teach the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations. **Code A**

### **THR 131. Acting Techniques I (3-0-3)**

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes. **Code B**

### **THR 132. Acting Techniques II (3-0-3)**

**Prerequisite:** THR 131

This course is a continuation of THR 131. **Code C**

### **THR 136. Acting for Television and Film (2-0-2)**

**Prerequisite:** THR 131 or consent of instructor

This course is a study of acting techniques for visual media, television, and film. **Code C**

### **THR 213. Theater Workshop IV (2-0-2)**

**Prerequisite:** THR 115

This course is a continuation of THR 113-114-115. **Code C**

### **THR 241. Voice and Speech for the Performer (3-0-3)**

This is a beginning course in the effective and healthy use of the vocal instrument for performance. It is designed to approach both the physical and mental processes of vocal production and includes the following: learning a physical/vocal warmup, dialect reduction, articulation, class performance, and written exams. **Code B**

### **THR 251. Theater for Children I (3-0-3)**

**Prerequisite:** THR 131

This is the first of a two-course sequence that offers the student practical experience in acting, directing, and developing material for children's theater. **Code C**



### **THR 252. Theater for Children II (3-0-3)**

**Prerequisite:** THR 251

This course is a continuation of THR 251. Code C

### **THR 266. Fundamentals of Directing (3-0-3)**

**Prerequisite:** THR 131 and THR 132 or consent of instructor

This course is designed to cover the fundamentals of directing. Instruction will include lectures, demonstration, written and oral analysis of scripts and performances. Code C

### **THR 281. Stage Movement I (1-0-1)**

**Prerequisite:** THR 131, 132 or consent of instructor

This course is the first in a two-course sequence which offers the student a basic introduction to movement for the stage for those interested in acting. This course includes consideration of role development through movement. Code C

### **THR 296. Directed Studies in Theater (2-0-2)**

This course deals with problems in theater and arts management. Problems may be arranged in conjunction with other disciplines in the Fine Arts. Code C

## **Visual Communications**

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### **VCM 122. Graphic Reproduction Processes (3-0-3)**

**Prerequisite:** MTH 090 or appropriate COMPASS score

This course introduces students to the current hardware, software, materials, and processes used to prepare and reproduce material for print media. Upon completion, students should be able to recognize, evaluate, and produce materials and specifications for diverse print reproduction processes. Code C

### **VCM 145. Introduction to Digital Photography (3-0-3)**

**Prerequisite:** MTH 090 or appropriate COMPASS score

This course is an introduction to digital photography. Emphasis is placed on aesthetic as well as technical aspects of photography. Upon completion, the student should understand quality in photography and be able to apply the techniques necessary to produce professional photographs. Code C

### **VCM 146. Digital Photography (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 145

This course explores various uses of digital photography. Subjects may include studio, portrait, landscape, and other areas of photography. Upon completion, the student should be able to apply the techniques necessary to produce professional photographs. Code C

### **CM 150. Typography (2-2-3)**

This course is an introduction to using type in graphic design. Emphasis is on typographic techniques used in layout and graphic design. Upon completion, the student should be able to use type as a design element. Code C

### **VCM 171 Graphics Software Applications (3-0-3)**

This course is an introduction to graphics software applications. Students are given a basic overview of the software as applied to specific production problems. Upon completion, the student should be able to produce basic graphics using applicable software. **Code C**

### **VCM 172. Digital Illustration I (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 171 or consent of instructor

This course covers principles of creating and manipulating vector illustrations using the current vector illustration software. Upon completion, the student should be able to produce professional vector illustrations from concept to production for diverse media. **Code C**

### **VCM 173. Digital Illustration II (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 172

This course is a continuation of vector illustration techniques, involving more complex illustration problems, using the current vector illustration software. Upon completion, the student should be able to produce complex professional vector illustrations from concept to production for diverse media. **Code C**

### **VCM 185. Digital Imaging I (3-0-3)**

This course covers principles of creating and manipulating raster images using current raster imaging software. Upon completion, the student should be able to produce professional raster images from concept to production for diverse media. **Code C**

### **VCM 186. Digital Imaging II (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 185

This course is a continuation of raster imaging techniques involving more complex image problems, using current raster imaging software. Upon completion, the student should be able to produce complex professional raster images from concept to production for diverse media. **Code C**

### **VCM 193. Digital Publishing I (3-0-3)**

**Prerequisite:** Grade of "C" or better in ART 121, VCM 150, and VCM 171

This course covers elements and principles of page layout and use of current page-layout publishing software. Upon completion, the student should be able to produce professional page layouts from concept to production for various print media. **Code C**

### **VCM 194. Digital Publishing II (3-0-3)**

**Prerequisite:** Grade of "C" or better in VCM 193

This course is a continuation of page layout techniques, involving more complex page-layout elements and problems, using current page-layout publishing software. Upon completion, the student should be able to produce professional page layouts from concept to production for various print media. **Code C**

### **VCM 250. Introduction to Technical Illustration (2-2-3)**

This course focuses on technical drawings prepared for industry. Topics include perspective and axonometric drawing. Upon completion, students should be able to apply basic drawing and design principles to technical drawings. **Code C**

### **VCM 251 Technical Illustration (2-2-3)**

This course focuses on renderings prepared for industry. Various techniques are used to illustrate charts, graphs, perspective and axonometric drawings and enhanced assembly views. Upon completion, students should be able to apply design principles to technical drawings. **Code C**

### **VCM 253. Graphic Design Basics (2-2-3)**

**Prerequisite:** Grade of "C" or better in ART 121, VCM 150, and VCM 171

This course focuses on the basic principles of graphic design. Emphasis is on design, layout, and production. Upon completion, students should be able to prepare artwork for printing. **Code C**

### **VCM 254. Graphic Design (2-2-3)**

**Prerequisite:** Grade of "C" or better in ART 121, VCM 150, and VCM 171

This course focuses on graphic design. Emphasis is on the creative production process. Upon completion, students should be able to produce high quality graphic designs. **Code C**

### **VCM 255 Advanced Graphic Design (2-2-3)**

This course focuses on graphic communications. Emphasis is on application of design principles to projects involving such skills as illustration, layout, typography, computer graphics, and production technology. Upon completion, students should be able to apply graphic design principles and production skills. **Code C**

### **VCM 270. Supervised Study in Graphics (0-6-3)**

**Prerequisite:** Grade of "C" or better in ART 121, VCM 150, and VCM 171

This course is designed to enable the student to continue studying computer graphics in greater depth. Areas of study are chosen by the student with the approval of the instructor. This course will result in a better understanding of various aspects of computer graphics. **Code C**

### **VCM 273. Supervised Study in Computer Graphics (0-6-3)**

**Prerequisite:** Grade of "C" or better in ART 121, VCM 150, and VCM 171

This course is designed to enable the student to continue studying computer graphics in greater depth. Areas of study will be chosen by the student with the approval of the instructor. This course will result in a better understanding of various aspects of computer graphics. **Code C**

### **VCM 292. Cooperative Work Experience in VCM (0-6-3)**

**Prerequisite:** Instructor's permission

This course provides work experience with a college-approved employer in the area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. **Code C**

## **Workplace Skills Enhancement**

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### **WKO 101. Workplace Skill Development I (2-0-2)**

This course is designed to access and develop skills necessary for success in the workplace. Students will receive computer assisted instruction under faculty supervision on such topics as applied mathematics, applied technology, reading for information, and locating information. Upon completion of the course, students will be assessed to determine if their knowledge of the subject area has improved. **Code C**





# **Workforce Development, Adult Education, and Advisory Committees**



## Workforce Development

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**C**hattahoochee Valley Community College offers comprehensive workforce training for emerging workers, transitional workers, and incumbent workers. Workforce Development provides basic skills and job readiness training; short-term, noncredit training; continuing education; and customized training for business and industry. Those programs are listed below.

### Training for business and industry

The College offers various types of seminars, workshops, and courses for employees of area businesses and industries. Recognizing that economic development and continued economic stability are essential to the community it serves, the College extends its facilities and other resources to businesses and industries by providing training in such areas as personnel management, customer service, and information technology. Customized training is provided upon request. For current information regarding course and program availability, call (334) 214-4807.

### WorkKeys® Job Profiling

WorkKeys job profiles provide employers with information that can be used to select, hire, train, develop and retain employees. The College can define skills and skills levels needed for any position. Job profiles are scheduled on an as-needed basis and are conducted on-site at your business. CVCC is an authorized WorkKeys Solutions Provider and can provide WorkKeys testing for companies, schools, and individuals. For more information, call 334-214-4807.

### Continuing education

The College provides professional development and continuing education courses for individuals seeking to enhance their education and for employers who want to offer professional development classes. Courses include specialized fields such as healthcare where CEU credits and certificates can be earned.

Through its education partner, Ed2Go, the College offers certification courses for healthcare professionals, classroom teachers, and individuals seeking new or upgraded skills. A course listing of more than 250 courses offers professional development or continuing education to the friends and students of CVCC from home or work. The online courses may be accessed via website at [www.Ed2Go.com/cv](http://www.Ed2Go.com/cv). For more information, call (334) 214-4867.

### Ready to Work

The Ready to Work program provides entry-level workplace skills to adults who have limited education and employment experience. The Alabama Department of Postsecondary Education, in cooperation with the Alabama Industrial Development Training Institute, has established a curriculum with which successful completers can earn an Alabama Certified Worker Certificate and a State of Alabama Career Readiness Certificate. Participants learn basic computer skills, problem-solving techniques, and proper workplace behavior. They also learn to document those basic employability skills, prepare a resume, and apply for jobs. Ready to Work is free to participants. For more information, call (334) 214-4852.

### Public Safety Academy

CVCC's Public Safety Academy includes Criminal Justice, Fire Science, Homeland Security, and Emergency Medical Services. The Public Safety Academy will provide quality program-

ming and instruction for CVCC students as well as local, flexible programming and training opportunities to meet the training needs and standards required by the appropriate emergency responder agencies in the region. For additional information and schedules call (334) 291-4963.

## **Adult Education - GED review program**

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**T**he College provides instruction in Adult Education, General Educational Development (GED) and ASVAB review. Classes are offered to help individuals prepare for the GED test and enter the workforce. Contact the Adult Education office at (334) 214-4849 for more information. Students who desire admission to the academic programs of Chattahoochee Valley Community College but who have not completed high school and have not passed the GED Certificate examination are advised to enroll in the GED review program.

## **Program advisory committees**

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The President of the College is authorized to appoint members to program advisory committees to assist in planning programs that meet student needs, to ensure that the College's programs reflect the present and future expectations of employers, and to assist the College in providing, securing, and/or developing financial support for its programs and services.

Chattahoochee Valley Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to selecting individuals to serve on advisory boards, councils, or committees. Please see our nondiscrimination policy on page ii of this catalog.

High-quality educational programs demand close involvement of knowledgeable citizens. The nature of change requires that educators remain informed of current and future societal needs. CVCC has established a number of program advisory committees, consisting of representatives of business, government and industry. These professionals provide the College with advice and counsel to ensure that programs are current and reflect the real needs of the region.

These key people assist the College in identifying trends, technical advancements, and the varied requirements of business and industry for specific skills and training.

They also assist the College in identifying possible employment opportunities for graduates of the institution. They meet at least two times per year and at other times at the request of the coordinator of the career program in consultation with the division chairperson and the Dean of Instruction and the Dean of Workforce Development. Chattahoochee Valley Community College gratefully acknowledges the efforts made by those who serve on these committees and others that may be established in the future.

***Adult Education Advisory Committee***

***Applied Technology Advisory Committee***

***Business and Information Technology Advisory Committee (Computer Information Systems, Office Administration and Business)***

***Child Care Advisory Committee***

***Public Safety Advisory Committee (Fire Science, Homeland Security, Criminal Justice and Emergency Medical Services)***

***Medical Assisting Advisory Committee***

***Nursing Advisory Committee***

***Visual Communications Advisory Committee***





# **Administration, Faculty, and Staff**



# Alabama State Board of Education

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Governor Robert Bentley	President of Board, Montgomery
Susan Price	Interim Chancellor, Alabama Department of Postsecondary Education
Randy McKinney, Vice President	District One, Gulf Shores
Betty Peters	District Two, Kinsey
Stephanie W. Bell	District Three, Montgomery
Dr. Yvette Richardson	District Four, Fairfield
Ella B. Bell	District Five, Montgomery
Dr. Charles Elliott	District Six, Decatur
Gary Warren, President Pro Tem	District, Seven Haleyville
Mary Scott Hunter	District Eight, Huntsville

## Administration

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D. Glen Cannon	<b>President</b>
B.B.A., West Georgia College	
M.B.A. Mercer University	
Ed.D., The University of Georgia	
David N. Hodge	<b>Vice President/Dean of the College</b>
A.A., Enterprise State Junior College	
B.A., M.S., University of South Alabama	
Ed.D., Auburn University	
Janet W. Ormond	<b>Dean of Workforce Development</b>
B.S., Livingston University	
M.S., Troy University	
Vacant	<b>Dean of Student Services</b>
Brenda Kelley	<b>Chief Financial Officer</b>
B.S., M.B.A., Auburn University at Montgomery	
CPA, State of Alabama	
Joree Jones	<b>Director of Institutional Effectiveness</b>
B.S., Auburn University	
M.B.A, Troy University	
Ph.D., The University of Alabama	

## Division Chairs

---

Earl W. Cook	Mathematics, <b>Chair</b>
<b>Division of Mathematics and Science</b>	
B.A., Talladega College	
M.S., University of Michigan	

Ellen Gunter	History/Political Science, <b>Chair</b> <b>Division of Social Sciences</b>
B.S.Ed., M.A.C.T., Ed.D., Auburn University	
Susan Lockwood	English, <b>Chair</b> , <b>Division of Language and Fine Arts</b>
B.A., Samford University M.Ed., Auburn University	
Resa Lord	Health Sciences, <b>Chair</b> , <b>Division of Health Sciences</b>
A.A., B.S.N., Columbus College M.S.N., Georgia State University	
Debra Plotts	Business & Information Technology, <b>Chair</b> , <b>Division of Business and Information Technology</b>
B.A., B.S.Ed., Auburn University M.A.T., Troy State University	
Mary Simonton	Fire Science and Homeland Security, <b>Program Director/Coordinator</b> <b>Public Safety Academy</b>
A.A.S., Chattahoochee Valley Community College B.A.S., Troy University	

## Administrative Staff

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Sanquita Alexander	<b>Director, Admissions/Registrar</b>
A.A.S., Chattahoochee Valley Community College B.S., Alabama State University M.S., Troy State University	
Debbie Boone	<b>Director, Human Resources</b> <b>Employee ADA Coordinator</b>
A.A., B.A., University of Maryland – Asian Division M.B.A., Troy University	
Xueying Chen	<b>Director, Learning Resource Center</b>
B.A., Jinlin University M.A., University of Arkansas M.L.I.S., Louisiana State University	
Cynthia Floyd	<b>Director, Counseling and Advising</b>
B.S., M.Ed., Tuskegee University	
Reginald Gordy	<b>Evening Coordinator</b>
A.A.S., Chattahoochee Valley Community College B.S., M.S., Troy State University	
Karen Kelly	<b>Director, Development</b>
B.B.A., Columbus State University	

- Jody Noles . . . . . **Director, Information Systems**  
A.S., Southern Union State Community College  
B.S., Troy State University
- Adam Thomas . . . . . **Director, Athletics/Head Baseball Coach,**  
**Business Faculty**  
A.S., Chattahoochee Valley Community College  
B.S., University of Montevallo  
M.B.A., Troy State University
- Darlene Thompson . . . . . **Director, Adult Education**  
A.S., Central Alabama Community College  
B.S.B.A., M.B.A., Troy University
- Joan Waters . . . . . **Director, Financial Aid**  
B.S., M.S., Troy State University
- Johann Wells . . . . . **Director, Facilities and Maintenance**  
A.S., Chattahoochee Valley Community College  
B.S., Southern Polytechnic State University  
M.P.A., Columbus State University
- Vickie Williams . . . . . **Director, Student Development**  
**Student ADA Coordinator**  
B.S., M.S., Troy State University

## Faculty

---

- Marquette Brewer . . . . . Nursing  
A.A.S., Southern Union State Community College  
B.S.N., M.S.N., Troy University
- Shawneen Collins . . . . . Nursing  
Nursing Diploma, Mercy Hospital School of Nursing  
A.S., B.S., International College  
M.S.N., Samford University
- Thomas Daniel . . . . . Music  
B.M., B.M.Ed., M.Ed., Ph.D., Auburn University
- Bob Dansby . . . . . Accounting/Business  
B.S., Troy State University  
M.Ed., The University of Georgia  
Ed.S., Auburn University  
Ph.D., Southern Illinois University at Carbondale
- Salman Elawad . . . . . Biology  
B.S.C., University of Khartoum  
M.S., University of Hawaii  
Ph.D., University of Florida

Judy Ennis	Nursing
A.A.S., Southern Union State Community College	
B.S.N., Troy University	
M.S.N., Jacksonville State University	
Richard Frederick	Art/Visual Communications
B.F.A., M.F.A., State University of New York at Buffalo	
Evelyn Harris	Mathematics
B.S., M.S., Ed.S., Troy State University	
Shelly Holt	Medical Assisting
B.A., M.P.A., Columbus State University	
Bridgett Jackson	Nursing
A.A.S., Chattahoochee Valley Community College	
B.S.N., Troy State University	
M.S.N., Walden University	
Shawn Junghans	Mathematics
B.S., The University of Alabama	
M.Ed., Ed.S., Columbus State University	
Clint Langley	Applied Technology
A.A.S., Southern State Community College	
B.S., Auburn University	
Sheila Larkin	Computer Information Systems
B.S., M.B.A., Troy State University	
Michelle Lewis	English/Speech
B.S., M.A.T., Middle Tennessee State University	
Melliny Macklin	Nursing
B.S.N., Samford University	
M.S.N., Virginia Commonwealth University	
Richard Mahone	Physical Education/Men's Basketball Coach
B.S., Fort Valley State University	
M.Ed., Georgia Southwestern State University	
Brion McClanahan	History
B.A., Salisbury State University	
M.A., Ph.D., University of South Carolina	
Susan McCollum	Biology
A.S., Chattahoochee Valley Community College	
B.S., M.Ed. Columbus State University	
Jacques McKinnon	Mathematics
A.S., Chattahoochee Valley Community College	
B.S., The University of Alabama	
M.Ed., Alabama State University	

Anne Messner	English/Reading
B.A., LeMoyne College	
M.A., Purdue University	
Beverly Morris	Psychology
B.S., Morris Brown College	
M.S., Abilene Christian University	
Amy Porche	English
B.A., Loyola University	
M.A., University of New Orleans	
Ph.D., Georgia State University	
Andrew Scales	English
B.S. Ed., M.Ed., Auburn University	
Donna Seay	Art/Visual Communications
B.F.A., Auburn University	
M.F.A., University of Oregon	
Gil Slouchick	Criminal Justice
A.S., Chattahoochee Valley Community College	
B.S., Troy University	
M.P.A., Columbus State University	
Aurelia Smith	Computer Information Systems
B.A., Washington College	
M.S., Columbus State University	
Greg Spence	English
B.A., Williams College	
M.A., University of Georgia	
Ph.D., Auburn University	
Bianke Wagnon	Chemistry/Physical Science
B.S., Methodist College	
M.S., Wake Forest University	
Susan Young	Office Administration
A.S., Gadsden State Community College	
B.S.Ed., Jacksonville State University	
M.S.Ed., Ed.S., Troy State University	

## Staff

Dale Boswell	Financial Aid Coordinator
Vicki Braswell	Clerk, Counseling and Advising
Susan Bryant	Financial Aid Officer
Christine Cupp	Cashier/Receivables Coordinator, Business Office
Debbie Faison	Clerk, Admissions

Jacqueline Grant . . . . .	Administrative Assistant to the Dean of Student Services
Marquita Greene . . . . .	Administrative Assistant to the President
Ivory Grier . . . . .	Mail/Copy Services Center Employee
Angela Harris . . . . .	Clerk, Learning Resource Center
Susan Harris . . . . .	Accounting Clerk, Business Office
Sonia Hollett . . . . .	Secretary/Coordinator, Health Sciences
Courtney Johnson . . . . .	Accountant
Freddie Johnson . . . . .	Maintenance/Housekeeping
Wayne King . . . . .	Computer Support Technician
Demetra LaFayette . . . . .	Clerk, Student Services
Dwayne Mack . . . . .	Maintenance/Electrical Repairer
Keith Manuel . . . . .	Security Chief
Linda McDaniel . . . . .	Clerk, Veterans Affairs
Lannette Mitchell . . . . .	Coordinator, Human Resources
Trelanne Moore . . . . .	Women's Basketball Coach
Saundra Noles . . . . .	Data Manager
Dash O'Neill . . . . .	Clerk, Athletics
Michelle Ortiz . . . . .	Clerk, Admissions
Steve O'Steen . . . . .	Women's Softball Coach
Howard Paris . . . . .	Maintenance/Housekeeping
Beth Parkman . . . . .	Recruiter
Ivonne Rosado . . . . .	Administrative Assistant to the Dean of Workforce Development
Clovie Quick . . . . .	Ft. Benning Site Coordinator
Robin Rudd . . . . .	Secretary, Adult Education
Christer Sanks . . . . .	Accountant
Clarrisa Scott . . . . .	Accounting Clerk, Business Office
Laodecea Seay . . . . .	Administrative Assistant to the Dean of Instruction
Justin Smith . . . . .	Maintenance/Electrical Repairer
Teala Sykes . . . . .	Clerk, Admissions
D'Anna Thomas . . . . .	Clerk, Admissions
Brook Tyner . . . . .	Career Coach
Paul Walton . . . . .	Maintenance/Housekeeping
Cory Williams . . . . .	Clerk, Learning Resource Center
Gloria Williams . . . . .	Receptionist, Switchboard
Kelly Williams . . . . .	Public Relations/Fundraising Assistant
Mary Ann Williams . . . . .	Clerk, Financial Aid





# **Student Handbook**



## Introduction

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The CVCC administration has prepared this student handbook to assist students as they pursue their educational objectives at CVCC. Included herein is general information about the College, including information about student housing, vehicle regulations, library and learning resource center, the bookstore, buildings and grounds, counseling and guidance services, student activities, college publications, clubs and organizations, student records, the student code of conduct, dress and appearance, substance abuse policies, disciplinary procedures, grievance procedures, and emergency procedures. Students are urged to become familiar with the contents of this handbook and to keep it available for handy reference. CVCC is dedicated to developing the individual student as a productive member of society and to helping each student define and meet his or her educational goals. The Office of the Dean of Student Services is available to help students interpret information contained in this handbook. If the Alabama State Board of Education adopts any policy or regulation which conflicts with or is inconsistent with any procedure or policy contained herein, the relevant policies and regulations of the State Board of Education always supersede information contained in this handbook. CVCC reserves the right to revise any policy or procedure stated herein, with or without public notice. In the event of any such revision, the College will make every reasonable effort to make such revised information available to all students.

Any policy or procedure contained herein that is contrary to federal, state or local law or court order, or any applicable rule, regulation, or policy of the State Board of Education is null and void.

The handbook is not, and is not intended to be, a contract, warranty, or guarantee between CVCC and any individual. It is compiled for the convenience of students and prospective students as an information resource.

## Student housing

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The College does not provide student housing. Students seeking housing are advised to contact the management of rental units for information about availability.

## On-campus parking and driving

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The College provides parking spaces for students in the east and west designated parking lots. Students who park on campus must obtain a vehicle registration tag from the Switchboard Operator/Receptionist in Wilson Hall for each vehicle he/she will park on campus. There is no charge for the parking tag.

A student seeking a parking tag must present a valid driver's license and the make, model, and license plate number of the vehicle being registered. Parking tags are not transferable from one vehicle to another, or from one student to another.

The parking tag must be affixed to vehicles in the place and manner designated at the time the tag is issued. Each permit expires according to the date indicated on the tag or when the respective student is no longer registered at the College.

A parking tag should be removed if a registered vehicle is sold, traded, or if the student is no longer enrolled at CVCC. Any change in ownership of a registered vehicle must be reported immediately to the Security Office. On-campus parking space is limited; therefore, a parking tag is not a guarantee of an available parking space. CVCC reserves parking spaces for visitors in

designated areas. Visitors need not register with the Security Office to use these spaces. CVCC students may not use visitor parking spaces.

**Parking for students with disabilities**

A student who needs special parking accommodations due to disability must present appropriate documentation from a medical doctor stating the nature, extent, and expected duration of the disability. Parking accommodations for students with disabilities are handled through the College’s ADA Compliance Coordinator. The Switchboard Operator/Receptionist in Wilson Hall will issue the parking permit to the student at the request of the ADA Coordinator.

**Parking and traffic violations**

It is a violation for:

- a student to park anywhere on campus without a parking tag.
- a student to park anywhere on campus except in the designated student parking spaces in the west parking lot (near the Brassell Hall) or the east parking lot (near the Instructional and Performing Arts Center).
- a driver to exceed the 15 m.p.h. on-campus speed limit, or to drive in a reckless manner or violate any of the on-campus traffic signs.
- a motor vehicle to be left on campus for more than three consecutive days. If a vehicle is left on campus for more than 72 continuous hours, it may be towed at the owner’s expense.

**Parking and traffic citations and fines**

Traffic and parking violators will be issued citations. The person in whose name a vehicle is registered is responsible for on-campus traffic and parking violations involving that vehicle. Each violation will result in a citation and a fine. A student who receives a fine for any serious traffic violation, such as speeding, reckless driving, etc., may be referred to the CVCC Disciplinary Committee.

The decision of this committee may result in probation or suspension of the student.

Traffic and parking fines must be paid within three school days. Traffic and parking fines are as follows:

- |   |                              |
|---|------------------------------|
| 1. No parking decal displayed . . . . .                         | \$ 10.00                     |
| 2. CVCC parking tag improperly displayed . . . . .              | \$ 10.00                     |
| 3. Parking in “No Parking” zone . . . . .                       | \$ 10.00                     |
| 4. Parking in reserved areas . . . . .                          | \$ 10.00                     |
| 5. Improper parking/visitor’s area. . . . .                     | \$ 10.00                     |
| 6. Driving in the wrong direction on a one way street . . . . . | \$ 15.00                     |
| 7. Reckless driving and/or speeding. . . . .                    | \$ 25.00                     |
| 8. Switching parking tag to unauthorized vehicle. . . . .       | \$ 10.00                     |
|   | (and forfeiture of hang tag) |
| 9. Unauthorized parking in disabled zone . . . . .              | \$ 25.00                     |

Traffic and parking fines must be paid in the Business Office. The Business Office hours are from 8:00 A.M. to 6:00 P.M. Monday through Thursday and 8:00 A.M. - 2:30 P.M. on Friday.

Vehicles parked on the grass, in loading zones, yellow-curbed areas, or in other prohibited areas where immediate removal is necessary may be towed at the owner's expense in addition to the imposition of a citation and a fine.

A student who wishes to discuss and/or appeal a traffic/parking citation should contact the Receptionist in Wilson Hall and complete an Appeal Form. An appeal must be filed within ten calendar days of the date on which the ticket is issued. If an appeal is not received by the Coordinator of Evening Services within the ten-day period, the right to appeal will be considered waived.

## Student insurance

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**I**t is the responsibility of the student to be covered by insurance in case of an injury related to a college-sponsored event. The parent, guardian, or student will be expected to assume all responsibility and shall not hold the College liable for any injury due to an accident related to a college-sponsored event, except for students who participate in intercollegiate athletic events and are covered by college accident insurance.

## Student transportation and liability policy

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**C**VCC does not generally provide transportation to students to and from classes, course-related field trips, or course-related endeavors. If, however, the College does make an exception to this policy, CVCC shall not be responsible for the safety of students or be liable for any loss of, or damage to, personal property or any physical injury suffered in traveling to or from, or while participating in, the respective activity.

## Learning Resource Center

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**T**he Learning Resource Center (LRC), located in Owen Hall, serves students, staff, faculty, and the community by providing access to a variety of resources and services that support and strengthen the instructional and community service programs of the college. To accomplish this mission, the LRC is committed to:

- Maintaining a comprehensive collection to enhance teaching and learning.
- Providing a well-equipped facility to support diverse learning styles and needs.
- Offering professional services to facilitate the usage of resources.
- Promoting information literacy and student success by conducting library instruction.

## Learning labs

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**Writing:** Students who need help to improve writing skills (such as spelling and writing essays, research papers, and book reports) may receive help in the Writing Lab. Instructors are on duty at various times throughout each week to help students. Labs are located in IPAC 112.

**Mathematics:** Students who need help in mathematics and/or additional help in mathematics courses may receive that help in the Mathematics Lab. The Mathematics Lab is staffed by instructors at various times throughout the week. Labs are located in BRS 206.

## Bookstore

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**T**roy University-Phenix City, located across the street from CVCC, operates a college bookstore where CVCC students may purchase textbooks, supplies, and other course-related materials. Barnes and Noble manages the bookstore. Hours of operation are posted.

## Buildings and grounds

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**A** college campus reflects the student body's pride in their institution. Therefore, CVCC students are expected to help maintain the cleanliness, safety, and good order of the College's buildings and grounds. Students may not consume food or beverages inside classrooms or the Learning Resource Center. Students are also encouraged to report any campus health, safety, or maintenance problems or concerns to the Director of Facilities and Maintenance.

### Building accessibility

It is the policy of CVCC to make its programs and services available, to the fullest extent reasonable, to students with disabilities. In keeping with that effort, accessibility ramps have been constructed at College buildings, sidewalks, and parking lots. In addition, elevators are available to provide full access to Wallace Hall, Brassell Hall, Fine Arts Hall, Instructional and Performing Arts Center, and the Learning Resource Center.

A student who has an accessibility problem should report it to the Director of Facilities and Maintenance or the College ADA Compliance Coordinator.

## Counseling and guidance services

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**C**ounseling and advising services are available for current and prospective CVCC students in the Office of Counseling and Advising in Wilson Hall. These services include academic advising, career and placement counseling, testing, and personal guidance to help each student adjust successfully to college life, as well as registration, orientation for new students, and general-interest inventory testing. Educational and occupational information, including catalogs and course equivalence information from other colleges, are available in the Office of Counseling and Advising. Confidential interviews may be arranged at the student's request. All services are free and available to day or night students.

### Pre-college counseling

Prospective or new students and transfers are strongly encouraged to participate in pre-college counseling. This program is coordinated by the Office of Counseling and Advising and helps entering freshmen and transfer students select courses to take for their chosen fields of study and to adjust more readily to their first semester/term at CVCC. During pre-college counseling sessions, students receive registration and financial aid information. Students or prospective students may contact the Counseling and Advising Office for information.

### Academic advising

The Office of Counseling and Advising serves as the primary provider of advice on availability and content of programs, program prerequisites and graduation requirements, and the availability of courses and learning laboratories.

## **Faculty advisors**

Faculty members are designated as student advisors to provide educational guidance in each student's field of interest or specialization. Faculty advisors are available to help each student arrange his/her class schedule and help provide information about the knowledge and skills required, as well as information about job opportunities in the student's field. Faculty advisors access (for each advisee) a program plan of study, which they use in helping students develop a schedule for each term's work at CVCC. Unclassified students who are interested in reviewing various programs at CVCC may also receive appropriate academic advising.

## **Referrals**

If a student needs help with personal problems of a nature or degree beyond what is appropriate for college counselors, the student will be referred to other appropriate professional resources outside the College's environment.

## **Career development/job placement services**

Career development and job placement assistance is provided through the Office of Counseling and Advising in Wilson Hall. Emphasis is placed on providing services throughout the stages of student enrollment: entry, matriculation, and exit. Entry services consist of assessing vocational interest and aptitude and counseling students regarding career selection in order to determine appropriate educational goals. Matriculation services consist of career resource information and research and are provided by the Office of Counseling and Advising. Students may use the Career Resource Center to search for comprehensive information regarding specific career fields. Finally, exit services consist of job development activities such as providing current job listings and employment information to graduates and students seeking employment, providing help with resume development and job interviewing, and providing referrals for area employees. Students are cautioned that job placement is not guaranteed. Rather, the College provides access to information and resources to help students locate employment opportunities.

## **Financial aid**

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CVCC attempts to make available to its students a wide range of opportunities to secure financial aid for their college expenses. Among available aid are the following:

### **College work-study program**

A student who demonstrates a need for financial assistance may be eligible for a part-time job, paid on an hourly basis, to help finance his/her education. The amount of money a student may earn is limited to the financial need he/she demonstrates. The number of available positions is limited. Therefore, preferences will be given to students meeting the July 1 priority date.

### **Pell Grant program**

The primary source of aid for a student is the Pell Grant program. Within two weeks after the student has made an application, he/she will receive an Eligibility Report that will indicate if he/she is eligible for a Pell Grant. If the student is eligible, he/she will receive an award letter from the Financial Aid Office.

The amount of a Pell grant is determined by the Expected Family Contribution (EFC), the estimated cost of the student's attendance, and the number of credit hours attempted, i.e., one to five credit hours equals less than half time, six to eight credit hours equals one-half time, nine to eleven credit hours equals three-quarter time, and twelve credit hours or more equals full time.

## **Alabama Student Assistance Program (ASAP)**

The Alabama Student Assistance Program helps exceptionally needy students. It consists of Federal and State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds do not have to be repaid. Students should complete the Free Application for Federal Student Aid form to apply. Priority is given to those who receive a federal Pell grant and who meet the July 1 priority date. For more information about the Alabama Student Assistance Program contact the Office of Financial Aid.

## **Supplemental Educational Opportunity Grants (SEOG)**

A limited number of supplemental educational opportunity grants are given to students who receive Pell grants and still have exceptional financial need. Awards are usually \$600.00 per academic year. The Free Application for Federal Student Aid Form is used to determine eligibility.

## **Scholarships**

Scholarship offers at CVCC are subject to review and approval of the scholarship committee before an award is made. Scholarships available at CVCC are:

**Presidential/Academic scholarships** - Students who possess a grade point average of 85 percent or better in all academic course work in high school are eligible to apply for Presidential/Academic scholarships awarded annually.

**Leadership scholarships** - Students who possess a grade point average of 80% or better in all academic course work in high school and have been active in school and/or community functions, are eligible to apply for leadership scholarships.

**Performing Arts scholarships.** The College awards a number of scholarships in Drama and Music (vocal and instrumental). Interested applicants should contact the Office of Financial Aid or the chairperson of the Language and Fine Arts Division.

**Career/Technical scholarships** – Students who have a grade point average of 80 percent or better in all academic course work in high school and are interested in a career in an applied field of study, are eligible to apply for a career technical scholarships awards annually.

**Athletic scholarships** - Athletic scholarships are awarded based on recommendations of the Coaches, Cheerleader Sponsor, and the Athletic Director. Athletic scholarships are awarded for men's baseball and basketball, and women's basketball and fast pitch softball.

**Foundation scholarships** - A limited number of scholarships are available from the CVCC Foundation. They are awarded on a competitive basis, with financial need and grade point average being the primary considerations. A student must complete an application and appear at an interview with the Foundation Scholarship Committee. The Foundation Scholarship Committee meets only once each semester. All CVCC Foundation scholarship applications are available in the Office of Financial Aid.

**Senior-citizen scholarships.** Tuition/fee waivers are available for persons age 60 and older who meet the general admission standards of the College and enroll in college-credit courses. These scholarships are available on a "space available" basis to United States citizens or resident aliens.



**Restricted and other scholarships** - Restricted scholarships are established by sponsoring agencies that may also select the student recipients. Other tuition scholarships are available based on recommendations of high school principals and/or counselors. Institutional tuition waivers are awarded based on the recommendation of the Director of Financial Aid using the criteria of the students' financial need and scholarship/leadership characteristics.

## **Veterans' educational benefits**

The school certifying official (SCO) sends enrollment certifications, monitors programs of study and supervises the payment and/or charges of veterans educational benefits. The SCO is located in the Financial Aid Office in Wilson Hall. See also the section on *Military and Veterans* in this catalog.

## **Student development**

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In keeping with the Mission of the College, its educational goals and values, the Office of Student Development strives to support the growth and development of CVCC students:

- Through programs that develop leadership skills and encourage students to assume roles of significant responsibility
- Through promotion of a learning environment in all student activities and services
- Through encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community
- Through activities that promote service to others on and off campus
- Through activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential

The Office of Student Development provides oversight of Leadership for Phi Theta Kappa, Presidential/Academic and Leadership Scholarship recipients, Student Government Association, and other student organizations and activities.

CVCC provides its students with a well-rounded array of student activities, including student government, service organizations, special-interest clubs, choral groups, band, drama, and intercollegiate basketball, baseball, and softball. Clubs and other organizations sponsor a variety of worthwhile cultural and intellectual assemblies open to students, faculty, staff, and members of the community.

## **Organizations and events**

Organizations, meetings, and events are advertised on campus bulletin boards, in the College calendar, and on the Wilson Hall activity screen. For more information about specific organizations and activities, contact the Office of Student Development.

Students may form new organizations on campus with the approval of the President and the Dean of Student Services. Student organizations operating on campus without such approval are subject to immediate removal, and the responsible students are subject to appropriate disciplinary action.

## **Procedures for forming a new student organization**

A group of students seeking to form an organization must submit a petition to the Director of Student Development and include the following items:

1. A complete statement of the goals and purpose(s) of the organization.
2. A complete statement of the proposed functions of the organization.

3. The constitution and by-laws by which the organization will be governed.
4. A list of names of potential initial members of the organization.
5. The name(s) of faculty/staff employee(s) who will serve as advisor(s).

The petition will be acted upon by the Dean of Student Services and the Director of Student Development for organization approval or disapproval, and the applying member(s) of the organization will be notified accordingly. The Dean of Student Services will authorize interested faculty and staff members to serve as advisors to approved organizations. The organization, upon approval by the Director of Student Development and Dean of Student Services, will be given authorization to operate for one year. At the end of one year of operation, the organization must submit a full and detailed report on its functions and operations to the Director of Student Development for evaluation. After careful review, the Director of Student Development will recommend to the Dean of Student Services the continuation or discontinuation of the organization. If accepted for continuation by the Dean of Student Services, the organization will be granted an official charter for continued operation on the CVCC campus.

## **Procedures for student meetings and social functions**

Students seeking to hold a meeting or a social activity on campus should schedule the function through the Office of Student Development in Wilson Hall. Requests should be made at least two weeks before the function to ensure that there is no conflict for the use of facilities. Social functions must have at least two faculty/staff chaperons approved by the Dean of Student Services. Campus Security, when necessary, may be employed. Special activities, such as concerts by off-campus groups, must have approval of the Student Government Association and the Dean of Student Services before they can be held on campus. Meetings that are deemed to have potential for disrupting normal activities on campus will not be approved.

**Note:** Non-CVCC groups must first obtain approval of the administration, then, make arrangements through the Director of Facilities and Maintenance, 334-291-4954, for meetings or special classes to be held on campus.

## **Student Government Association**

Students at CVCC are represented by officers and representatives in the Student Government Association. The Student Government Association provides leadership for student organizations on campus. It also serves as a liaison to the administration and functions as a student decision-making entity on campus. To enhance participation in institutional decision-making, the SGA President serves as an *ex-officio* member of the College's Administrative Council. The Student Government Association office is in Wallace Hall, Room A-108.

## **Alumni Association**

CVCC officially established an Alumni Association on June 24, 1993. The purpose of this organization is to promote, aid, encourage, perpetuate, and develop the aims of the College, and to establish mutually beneficial relations between and among the College, its alumni, and its community. Interested graduates, certificate holders, or persons obtaining at least twenty-seven semester hours at CVCC may obtain additional information from the liaison for the Alumni Association.

## Athletics

CVCC does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to athletics. Please see our nondiscrimination policy on page ii of this catalog.

CVCC is a member of the National Junior College Athletic Association and the Alabama Junior College Athletic Conference. The College participates in varsity competition in men's baseball, women's softball, men's basketball, and women's basketball. The College competes with other members of the conference as well as junior colleges from other states. Students who are interested in participating in intercollegiate athletics should contact the CVCC Athletic Director's office.

## Math and Science Club

The purpose of the CVCC Math and Science Club is to promote awareness of math and science professions as well as to enrich the educational experience beyond the classroom for the students, faculty, and public. The organization provides a meaningful contribution to the College and surrounding community, offers leadership opportunities to members, and supports unity among students with an interest in math and science. Membership is open to students interested in math and science.

## Music

The CVCC performing arts programs offer several opportunities for the musically inclined. The CVCC Concert Choir is open to all interested students. The Show Choir and Band activities are available by audition only. Please contact music instructors in the Division of Language and Fine Arts for more information.

## Phi Theta Kappa

*Phi Theta Kappa* is the international honor society for students of two-year colleges. *Phi Theta Kappa* was founded to acknowledge and encourage leadership and academic excellence in students attending two-year colleges. Alpha Theta Rho is the name of CVCC's chapter. Students with at least twelve credit hours, a cumulative GPA of 3.5 and a 3.5 GPA for the semester will receive an invitation the following semester to join *Phi Theta Kappa*. Students should visit the society's website: <http://www.ptk.org> for information.

## College publications

The administration of CVCC publishes up-to-date catalogs, student handbooks, employee operations manuals, class schedules, athletic schedules, and other information to help CVCC students plan and conduct their college activities. In addition, CVCC allows publication and distribution of appropriate student publications. Student publications at CVCC are expected to be in good taste and designed to enhance students' enjoyment of the College. A student and/or group of students wishing to publish materials to be used on campus must first seek the approval of the Dean of Student Services. If the proposed publication is expected to become a part of the College's overall publications program, and thus funded by CVCC, then it must be approved by the Student Government Association. It is the responsibility of the student seeking publication approval to:

1. Consult with the Dean of Student Services Office to discuss the nature of the publication and request approval.
2. Submit in writing the materials to be published and the time frame for publication.
3. Agree to be regulated by the procedures governing clubs and organizations on campus. (This information may be obtained from the Dean of Student Services Office.)

The Dean of Student Services, or his/her designee, at the request of a student and/or group of students, will review the materials presented for publication and make recommendations and suggestions. After the recommendations and suggestions have been reviewed with the student(s), the Dean of Student Services or his/her designee will channel the materials to the Student Government Association for approval when required. The Dean of Student Services will present the request to the Vice President/Dean of the College for consideration and final approval. After the request has received final approval, the Dean of Student Services or his/her designee will contact the requesting student(s) and make arrangements for publication and/or distribution.

## **Student records**

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### **General policy**

CVCC maintains information about students that enhances the educational development of students and the effective administration of the College. To guarantee the rights of privacy and access provided by the Family Educational Rights Privacy Act of 1974 (the Buckley Amendment), CVCC has adopted the following policies and procedures:

Information from records, files, or data directly related to a student, other than “directory” information, as defined below, will not be disclosed to persons or agencies outside the College without the written consent of the student, except pursuant to a lawful subpoena or court order, or if educational or governmental officials have a lawful need for the information. However, information contained in such records may be disclosed within the College to College officials and staff members with a need for the particular information. Students have access to all such information on themselves with the exceptions set out below, in accordance with procedures outlined in this policy statement.

For the purposes of this policy, a student’s educational records are defined as files, documents, and other materials that contain information directly related to a student and are maintained by the College or a person acting on behalf of the College. Specifically excluded from the definition of “educational records” and not open to inspection by students are the following materials:

1. Records of instructional, supervisory, and administrative personnel that are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker.
2. Records of campus security, except when they have been transmitted within the College for administrative purposes.
3. Records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of diagnosis or treatment to the student and are not avail-

able to anyone other than the persons providing such treatment or to such other persons as may be authorized in writing by the student to receive such information from such records.

## **Directory information**

The following is a list of student information that may be made available by the College without prior consent of the student:

1. Name
2. Address (local and permanent)
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities, clubs, organizations, and athletics
7. Dates of attendance
8. Degree and awards received
9. The previous institution most recently attended by the student
10. The height and weight of varsity athletes

Much of the information listed above is routinely published in College publications. However, if any student desires for any of the above listed information to not be published on the respective student, the College will refrain from making public such information on that student, provided that the student makes a request for the information to be withheld, and the request is made prior to the end of the late registration for the given academic term. A request for non-disclosure of directory information may be completed in the Office of Admissions and renewed each academic year.

## **Disclosure of student records to a student**

Each student may inspect, in the presence of the appropriate records official, records, files, and data primarily related to the respective student. To inspect one's file, a student should go to the office of the appropriate records officials (either the Office of Admissions, Director of Financial Aid, or Dean of Student Services) and submit a written request. If the student cannot personally appear, the student must submit a notarized request to the appropriate records official. The request for inspection will be granted within a reasonable period of time not to exceed 45 days from the time the College received the request. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies will be made and provided to the student.

## **Challenging the contents of a record**

CVCC will respond to any reasonable request from a student for an explanation or interpretation of any item in the student's file. Requests for such explanation or interpretation should be addressed in writing to the Dean of Student Services. If, after inspecting a record, a student wishes to challenge any part of the file's contents, a written request for a hearing should be addressed to the Dean of Student Services, who will set a date and time for a hearing within 45 days of receiving the written request.

A request for such a hearing should identify the item(s) the file that are being challenged and state the grounds for the challenge, e.g., inaccuracy, tendency to mislead, inappropriateness, or incompleteness. The Dean and the appropriate records official will examine the contested item(s), hear from the person(s) responsible for placing the item(s) in the file, and examine document(s) and hear any testimony the student wishes to present in support of making a change to the file. The Dean of Student Services and the appropriate records official will issue a written decision within 10 days of the conclusion of the hearing as to whether the challenged item(s) should be retained, deleted, or revised. If it is determined that the item should remain in the file, the student will have the option to place into his/her file, along with the challenged item, a brief written commentary or explanation of his/her challenge.

## **Waiver of access**

CVCC may request that a student waive his/her right to inspect confidential recommendations regarding his/her application for admission, application for employment, or the receipt of honor or other recognition. If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendation before signing, or refuse to waive the right of access. Such a waiver will not be a condition of admission to the institution, financial aid assistance, or any other benefit available to students at CVCC.

## **Providing records to third parties**

It is the general policy of CVCC to refuse access to student records by third parties without written consent from the respective student. If a student wishes to have such records released or reviewed by a third party, the student must submit a written consent to the proper records official and, in such consent, specify the records to be released or reviewed, the person or persons to whom records are to be released or by whom the records are to be reviewed, and, if desired, a request for copies of the respective records to be made available to the student. After receipt of such written consent, CVCC will then grant appropriate access to the information to the party or parties designated by the student. A service fee will be charged for producing photocopies of records that are requested to be copied by the student or by the person to whom the student gives permission to request photocopies.

Notwithstanding the above requirements, student records may be made available to the following persons through the conditions noted without written consent of the student: appropriate College officials, official representatives of federal departments or agencies or state education authorities, financial aid officers, recognized educational accrediting organizations, organizations conducting studies for administrative evaluations, etc.; and other appropriate persons in emergency situations when such disclosure is necessary, or reasonably presumed to be necessary, to protect the health or safety of the student or any other person employed by or attending the College.

Records officials will place in each student's file a record of all requests for access to the file, the name of each person making a request for information from the file, the agency or institution represented by each person making a request, and the action taken by the records official in response to the request. However, such a record will not necessarily be kept for requests made by CVCC officials who have a need for access to the respective student file.

An inspection of individual student records will be supervised by the appropriate records official, and the student's record file will not be removed from the designated records official's of-

fice. The student may obtain an unofficial copy of his/her academic record, without charge, with a written request to CVCC. An unofficial copy is defined as a copy that does not bear the official seal of the College, but is otherwise a true copy. Records officials will not photocopy or otherwise reproduce copies of student transcripts or other information obtained from transfer students pursuant to official transfer requirements.

## **Changes in policy**

CVCC policies are subject to change when necessitated by federal or state statute, regulation, guideline, or court order. Changes in policy will be included in subsequent appropriate College publications.

## **Encumbering student records**

A student's records may be encumbered for any debt the student owes the College for tuition, fees, fines, unpaid damages, bad checks, unpaid loans, bookstore holds, or any other appropriate charge to the student by the College. The student may not receive a grade report, have a transcript sent, or register at CVCC for another academic term until the debt has been resolved.

## **Withholding diplomas and transcripts**

CVCC's administration believes that a College degree or certificate has true merit and meaning only if it is granted after a student has demonstrated a level of effort and responsibility indicative of a worthy graduate. Therefore, CVCC's policy is that a student earns entitlement to a degree, diploma, or certificate only by successfully completing a prescribed course of study; paying all tuition, fees, and other appropriate charges; and fully abiding by the College's rules, policies, and regulations. If a student fails to meet any of these basic requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree, diploma, or certificate until the student corrects the deficiency, and to include a notation on the student's official transcript that the student is ineligible for graduation.

A student who fails to make timely payment of any tuition, fees, or other appropriate charges will not receive official notice of grades for a current academic term and may not re-enroll at the College, except with special permission from the President, until full payment is made. The College may also refuse to issue the official transcript of any student who fails to make timely payment of tuition, fees, or other appropriate charges, until full payment is made.

The Dean of Student Services has the authority to withhold official graduation, diplomas, certificates, and/or release of official transcripts in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student; withhold the awarding of a degree, diploma, or a certificate to a student; withhold the official transcript; or declare a student ineligible for further enrollment, the Dean of Student Services will give written notice to the student. The notice will be delivered in person or mailed to the student's last-known home address. The notice will state the type of action the College intends to take. A copy of the notice will be sent to the Admissions Office.

A student who receives notice that any of the above described actions has the right to meet with the Dean of Student Services or his/her designee and request that the action not be taken. If the student shows that the stated basis for the action is erroneous, or if the student satisfies the Dean that the respective problem will be resolved within a time frame acceptable to the Dean, or if the Dean determines for any other appropriate reason that the intended action should

be rescinded or modified, the Dean may withdraw or modify the action. The Dean or his/her designee will give written notice to the student and the Admissions Office of such a decision or modification. The Dean may also base such a decision or modification on conditions that the student meet certain stated requirements and, in such cases, the Dean may reimpose the action if the student does not meet stated conditions.

## **Students' right to know**

CVCC students and prospective students have the right to review certain relevant information concerning CVCC's graduation rates and any instance(s) of on-campus criminal activity. Information related to CVCC graduation rates is available through the Admissions Office. Information obtained and retained under the Federal Crime Awareness and Campus Security Act of 1990 may be obtained from the CVCC website under Consumer Information.

## **Student code of conduct**

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### **Substance abuse**

#### **Drugs**

Manufacturing, distributing, dispensing, possessing, or using controlled substances is prohibited by CVCC on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by or on behalf of CVCC. A "controlled substance" shall include any substance defined as a controlled substance under applicable federal or state law.

#### **Alcohol**

Manufacturing, distributing, dispensing, possessing, or using alcoholic beverages is prohibited by CVCC on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by or on behalf of CVCC.

#### **Intoxication**

Students are prohibited by CVCC from being in a state of alcohol or drug intoxication on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by CVCC. A student who is deemed by a CVCC official or security officer to be intoxicated will be moved from campus immediately or, if off-campus, from the respective site or College activity.

#### **Awareness effort**

CVCC endeavors to inform its students and employees of the dangers of drug and alcohol abuse. Specific information about the College's substance abuse policies and the availability of substance abuse counseling, rehabilitation, and assistance is available through the Office of the Dean of Student Services, as well as the publication of the Alabama Department of Postsecondary Education entitled *Drug and Alcohol Abuse Prevention Program*. This publication discusses law enforcement and legal sanctions regarding the unlawful use, possession, or distribution of alcoholic beverages and illicit drugs. It also lists sources of assistance for persons who are in need of counseling or other substance-abuse-related services, including national toll-free hotlines.



## **Tobacco**

The use of tobacco products is prohibited on campus.

## **Enforcement**

An employee, student, or visitor who engages in behavior prohibited by any of the above-stated substance abuse policies is subject to removal from campus and/or disciplinary action. In addition, anyone who violates a policy in a manner that is also a violation of state or federal law or a local ordinance will be referred to law enforcement officials for arrest and disposition.

## **Harassment**

CVCC is committed to ensuring an environment for employees and students that is fair, humane, and respectful, and that supports and rewards performance based on appropriate considerations such as ability, effort, and productivity. Therefore, it is the policy of CVCC that no person shall be rewarded, punished, or discriminated against on the basis of gender, race, color, national origin, religion, age, disability, or handicap. For the purposes of this policy, harassment is defined as “language, behavior, or other activity which has the intent or effect of unduly demeaning, embarrassing, or discomfoting any person, or creating an environment which is unduly demeaning, embarrassing, or discomfoting to any person or persons of reasonable sensitivity.”

## **Sexual harassment**

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success, or
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the person submitting to or rejecting such conduct, or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, academic, or living environment, or
4. Such conduct denies, limits, provides different, or conditions the provision of, aid, compensation benefits or services provided to students or employees by CVCC.

## **Reporting harassment**

Any person who is the victim of, or who is aware of, any harassment prohibited by this policy should report such harassment to the College Grievance Officer, Ms. Cynthia Floyd, 334-291-4905/Student Grievance Officer, Ms. Vickie Williams, 334-214-4803. Reports of a sensitive nature will be investigated and resolved in such a manner as to best protect the privacy of all victims and witnesses to the fullest extent possible under the circumstances.

## **Dress and appearance**

CVCC students are expected to dress appropriately at all times, including complying with attire standards for special functions. CVCC reserves the right to require students to adjust their attire when it is deemed to be disruptive to the learning process or the order of the College.

## **Children on campus**

Minor children of students are not permitted in classrooms or laboratories at any time. If children accompany students during registration or other business on campus, the children must be properly supervised at all times. Children under the age of 16 are not allowed in the Learning Resource Center unless accompanied by an adult (18 or older) who is conducting business there. Children in the LRC are not allowed to be present in a classroom during a class and must remain with the adult and be properly supervised at all times. College employees are responsible for enforcing this policy. Students violating this policy will be required to take immediate measures to comply with this policy.

## **Telephone use and emergency messages**

Students are permitted to use faculty and staff telephones only in emergency situations. College employees will not accept messages for, or deliver messages to, any student except in emergency situations such as illness in the student's family, death, accident, etc.

## **Protection of personal property**

CVCC is not be responsible for the protection of students' personal property. Students should always keep purses, book bags, etc., in their possession, in a locked vehicle or other secure place. CVCC recommends locking valuables in vehicle trunks. Lost items should be reported to, and found items should be taken to, the campus Security Office.

## **Use of computer resources**

CVCC makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective.

Internet service and e-mail are College property. Their purpose is to facilitate College programs, services, and activities with resources that provide laboratory experience for approved courses, support for academic programs, and support for authorized research.

## **Acceptable uses of the Internet and e-mail**

The CVCC Acceptable Use Policy is established to maximize availability and fair access to the College's Internet and e-mail resources.

The College-provided Internet and e-mail access is intended to support education; research; local, state, or national government affairs; economic development; and public service related to College supported activities.

## ***Alabama Research and Education Network***

The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at CVCC is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA's primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

## **Software**

To prevent computer viruses from being transmitted through the College's e-mail/ Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

## **Security**

All messages created, sent, or retrieved over the College's email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.

## **Unacceptable uses of the Internet and e-mail at CVCC**

It is not acceptable to use the College's resources to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, disruption by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network.

The College Internet and e-mail access may not be used for any illegal purpose. College resources may not be used for transmitting, retrieving, or storing any communications of a discriminatory or harassing nature, or materials that are obscene or pornographic in nature. Specific prohibitions on the use of the College's Internet and e-mail system include, but are not limited to, the following:

1. Unauthorized use of a computer. Users must be currently enrolled in a class requiring the use of a computer or have written permission from the appropriate College official.
2. Inspection and/or modification of data or programs that were not specifically assigned to, owned by, or created by the modifier.
3. Use of another's account number without permission.
4. Interference, electronically or otherwise, with other users of the computers.
5. Unauthorized use of computer resources for personal gain.
6. Use of another's programs or data without permission.
7. Viewing, printing, or transmitting obscene, sexually suggestive, vulgar, or offensive messages on Web sites.
8. Unnecessary use (waste) of computing supplies.
9. Physical abuse of hardware.
10. Harassment of any kind.
11. Transmitting messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference.
12. Transmitting messages with abusive, profane, or offensive language.
13. Using computer resources for any purpose that is illegal or against College policy, or contrary to the College's best interest.
14. Using computer resources to participate in Internet games, contests, or chat rooms.

15. Transmitting e-mail or other electronic communications that hides or misrepresents the identity of the sender.
16. **Violation of copyright(s):** Copyrighted materials may not be transmitted by individuals using the College's email/Internet system. Users may not copy, retrieve, modify, or forward copyrighted or licensed materials, except with the owner's permission, or as a single copy for reference only.

*Violations of these policies will be reported to the appropriate Dean for disciplinary action.*

## **Violations**

Users who abuse the privilege of College-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any illegal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN.

Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable."

*Chattahoochee Valley Community College is not liable for injury, damage, or expense arising from any sites or materials accessed through use of its Internet/e-mail system.*

## **Student misconduct**

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A student is subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on property owned or controlled by the College; off campus at any function that is authorized, sponsored, or conducted by the College; or in parking lots adjacent to areas or buildings where College functions are being conducted. Misconduct includes committing, or the attempting to commit, any of the following offenses:

1. Any form of dishonesty, including cheating, plagiarism, or furnishing false information to the College. (More information about academic misconduct is on page 239.)
2. Forgery, alteration, or misuse of College documents, records, or identification.
3. Intoxication from, or the use, display or possession of alcoholic beverages or any controlled substance (drug), unless the student has a valid prescription for the use of the controlled substance.
4. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers on duty may possess firearms on campus.
5. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid College properties. This offense also includes in-class behavior that unduly disrupts the order of a class.
6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes, but is not limited to, using verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.

7. Participation in any form of gambling.
8. Unauthorized entry to College facilities.
9. Unauthorized possession of a key to College facilities.
10. Unauthorized interference with the use of or access to a College facility.
11. Failure to promptly comply with directions of College officials or law enforcement officers acting in performance of their duties as such officials and officers.
12. Violation of any College policy or regulation as published or referred to in the College Catalog/Student Handbook, including, but not limited to, those governing the time, place, and manner of public expression; registration of student organizations; use or parking of motor vehicles on the campus; and use of College computer resources.
13. Violation of any federal, state, or local law or ordinance.

## **Academic misconduct**

Academic misconduct is defined as:

1. Cheating on an exercise, test, or examination to meet course requirements. Cheating also includes the use of unauthorized aids in any form.
2. Plagiarism on an assignment paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's work the work of another without indicating the source from which the work was obtained.

In an instance of academic misconduct, a student may:

1. Be required to retake an examination, or resubmit an assignment on which the instructor has determined that academic misconduct occurred, or
2. Receive an "F" on the given exam or assignment, or
3. Receive an "F" for the course.

Whether or not academic misconduct occurred, and what classroom sanctions will be applied, are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the Dean of Instruction through the grade appeal process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed.

Students who receive classroom sanctions for academic misconduct may also be subject to disciplinary action by the Dean if the misconduct also violates the CVCC Code of Conduct and is reported by the instructor for such disciplinary action.

## **Disciplinary procedures**

College disciplinary procedures assure the student's right to procedural and substantive due process and to safeguard personal and confidential information concerning the student. In the interest of student welfare and confidentiality, procedures and rules have been developed to assure fair hearing and appeal. These procedures may differ from court procedures.

The Dean of Student Services confers with involved parties to make disciplinary decisions at the administrative level and refers appropriate appeals to the College Disciplinary Committee for an appeal hearing. The Dean of Student Services coordinates disciplinary procedures and maintains appropriate records of student conduct and disciplinary actions.

To initiate a disciplinary review, alleged violations of College regulations must be filed in writing with the Dean of Student Services. Any student, faculty member, or staff member may register a complaint with the Dean of Student Services. The Dean of Student Services will then inform the accused in writing, will request a conference, and will deliver a decision to the student regarding the case in question. The decision will be one of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to a counselor for additional services.
3. Find the student guilty as charged and apply the appropriate penalty stated under “Disciplinary Actions.”
4. Refer the case directly to the College Disciplinary Committee for a hearing.

When informing the student of the decision, the Dean of Student Services will also explain the student’s right to appeal the case to the Disciplinary Committee. If the student wishes to appeal the case, he/she must give a written request, stating the reason(s) for the appeal, to the Dean of Student Services within 48 hours. The Dean of Student Services will then have 48 hours to refer the case to the Disciplinary Committee along with his/her recommendation for disciplinary action. The Committee will conduct a hearing under the guidelines in “Hearing Procedures,” and will submit its decision in writing to the Dean of Student Services, who will notify the student.

## **Disciplinary Committee**

Recognizing the right of students to be protected by due process in all matters of a disciplinary nature, the College assures this through the action of the College Disciplinary Committee.

The Disciplinary Committee is composed of three faculty members (one of whom serves as chairperson), the Student Government Association President, and one nonfaculty staff member.

The purposes of the Disciplinary Committee are as follows:

1. To hear charges and evidence concerning alleged student misconduct and disciplinary action to be taken in cases appealed by students and referred to the Committee by the Dean of Student Services.
2. To review and make recommendations to the Dean of Student Services on student disciplinary policies and procedures.

## **Hearing procedures**

Disciplinary Committee hearings will be private, confidential, limited to persons officially involved. Persons present will include Disciplinary Committee members, the Dean of Student Services or his/her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder, and witnesses for both parties. Witnesses will be present only when giving testimony.

The student has the right to have one advisor, who may be (but does not have to be) an attorney, present during the hearing. The advisor may not address the hearing to give evidence on behalf of the student. However, in answering or asking questions, the student may seek advice from the advisor before proceeding. Minutes of the proceedings will be recorded. Minutes will be filed in the office of the Dean of Student Services and will be kept confidential. The order of the hearing will be:

1. Opening remarks by the Chair of Disciplinary Committee.
2. Review of charges and action taken by the Dean of Student Services.

3. Opening statement by the Dean of Student Services his/her designee (not more than ten minutes).
4. Opening statement by the accused student (not more than ten minutes).
5. Presentations of evidence by parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Both parties to the action and the members of the Disciplinary Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
6. Closing statement by the student.
7. Closing statement by the Dean of Student Services or his/her designee.
8. The Disciplinary Committee will conduct its deliberation in a closed and confidential session and, after reaching a decision, orally inform the parties of the decision. Each party will subsequently be provided a written summary of the findings of the Committee.

The Disciplinary Committee will determine the total time to be allotted for the hearing and may limit the time for any or all aspects of the hearing.

## Disciplinary actions

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Dean of Student Services and/or the Disciplinary Committee:

***Disciplinary Reprimand.*** This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.

***Disciplinary Probation.*** This is designated to encourage and require a student to cease and desist from violating College regulations. Students on probation are notified in writing that any further misconduct will lead to more severe action. The duration of Disciplinary Probation will be for the remainder of the existing semester and for all of the following semester of attendance.

***Disciplinary Suspension.*** This excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission.

***Class Suspension.*** A student may be suspended from attending one or more courses for misconduct. Course suspensions are for the remainder of the term, and the student will be assigned a letter grade of “F” for each course from which he/she is suspended.

***Library Suspension.*** A student may be suspended from using the library for misconduct in the library. Library suspension will be for the remainder of the term.

***Disciplinary Expulsion.*** This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are guilty of chronic misbehavior or a major misconduct. The College reserves the right, but has no duty, to lift prohibition against re-enrollment if the student submits a written application for readmission showing that the he/she has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.

**Payment of Damages.** Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.

### **Automatic suspension or expulsion**

The following offenses will merit automatic disciplinary suspension or expulsion from the College:

1. Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the CVCC campus. (This includes the presence of empty or full alcoholic-beverage containers.)
2. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers while on the CVCC campus.
3. Theft of or intentional damage to property of the College or to the property of any member of the College community or visitor to the College campus.
4. Intentional misuse of College fire alarm or fire-fighting equipment.
5. Actual or threatened physical abuse of a person, including hazing, or any other act that endangers the health or safety of that person.
6. Use, possession, sale, or distribution of any controlled substance (drug), as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician.

Disciplinary suspension or expulsion will not result in a notation on a student's permanent record. However, a notice that a student is currently on suspension or expulsion and ineligible to return to CVCC until a certain date will be attached to the student's file. If the student becomes eligible to return, the notice will be removed.

## **Complaints and grievances**

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The College promotes open exchange of ideas among all members of the CVCC community, including students, faculty, staff, and administration. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, CVCC recognizes that, at times, people may have differences that they are unable or unwilling to resolve themselves.

The procedures described below are available to a CVCC student only after the student has made every reasonable attempt to resolve his/her problem with the appropriate College official or representative. In the case of a student who has made a good-faith effort to resolve a problem and who has been unable to resolve the matter informally, CVCC offers the following grievance procedure as the appropriate course of action for settling disputes and resolving problems. The name and institutional address and phone number of College officials referred to herein may be obtained from the Office of Student Development.

This grievance procedure is not intended to be used by a student with a complaint about a strictly academic matter, such as grades, work assignments, quality of instruction, fairness of examinations, etc. A CVCC student who wishes to make a complaint about a strictly academic matter should do so using the CVCC grade appeal procedure (see p. 247). A complaint by a student relating to a disability should be reported to the College ADA Coordinator. Other types of complaints should be reported to the Dean of Student Services. If the complaint is about a specific occurrence, the complaint must be made within 10 business days after the occurrence or after the student becomes aware of the occurrence.



A student with a complaint must begin his/her attempt to resolve the situation by bringing it to the attention of the appropriate College official or representative as stated above. If a discussion between the student and the respective College official or representative results in a determination that the complaint is valid and can be resolved immediately, the College official or representative will take appropriate action to resolve the complaint. If the matter at issue involves an allegation of physical abuse or racial, sexual, or other discrimination or harassment, or if the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the respective College official will submit a written report within 10 business days of filing the complaint to the College Grievance Officer describing the complaint and how it was resolved, or how it will be resolved through a “plan of resolution.”

## **Grievance procedure**

If a student's complaint cannot be resolved in the manner described above, such an unresolved complaint shall be termed a “grievance.” A student who submits a complaint to the appropriate College official or representative in the manner described above, and who is not informed of a satisfactory resolution or plan of resolution of the complaint within 10 business days after the complaint's submission, has the right to file, within the following 10 business days, with the College Grievance Officer a written statement detailing the grievance. The written grievance statement will be filed using Grievance Form A, which will be provided by the Grievance Officer and must include the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and,
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement will also contain any other information relevant to the grievance that the Grievant wants to be considered by the Grievance Officer. If the grievance involves a claim of discrimination based on sex, race, national origin, religion, age, handicap, or disability, the complaining party should state specifically the nature of the discrimination and reference any statute, regulation, or policy that the Grievant believes to have been violated. The Grievant will file any grievance involving alleged discrimination within 45 calendar days of the occurrence of the alleged discriminatory act or the date on which the Grievant became aware that the alleged discriminatory act took place. This deadline is in addition to all other applicable reporting deadlines.

The College will have 30 calendar days from the date of receipt by the College Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A will be used to report the grievance and hearing findings.

## **Investigation process**

The Grievance Officer, either personally or with the assistance of other person(s) the President may designate, will conduct a factual investigation of the grievance allegations and research each applicable statute, regulation, and/or policy. The College Grievance Officer will determine, after completion of the investigation, whether or not evidence is substantial to support the grievance. The factual findings in the investigation and the conclusion of the grievance officer will be stated in the written report, which will be submitted to the Grievant and to the party or parties against whom the complaint was made (the “Respondent or Respondents”)

and will be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties may file written objections to any of the factual findings, and, if a hearing takes place, to make their objections part of the hearing records. Publications or verified photocopies containing relevant statutes, regulations, and policies will also be prepared by the Grievance Officer for the grievance record. If the Grievance Officer finds the grievance is supported by substantial evidence, he/she will make a recommendation in the report as to how the grievance should be resolved. When the Grievant receives the Grievance Officer's report, the Grievant and Respondent(s) will have three business days to notify the Grievance Officer whether or not the Grievant or Respondent(s) demand(s) a hearing on the grievance. The failure by the Grievant or Respondent(s), respectively, to request a hearing by the end of the third business day will constitute a waiver of the hearing. The College Grievance Officer may, nevertheless, at his or her discretion, schedule a hearing on the grievance if it would be in the best interest of the College. If no hearing is conducted, the Grievance Officer's report will be filed with the President, with a copy to be provided to the Grievant and each Respondent.

### ***Hearing process***

If the College Grievance Officer schedules a hearing, the President will designate a qualified, three-person committee to conduct the grievance hearing. The hearing committee members will generally be employees of CVCC. However, the President has the discretion to select persons other than CVCC employees to serve as committee members. The committee will notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least 72 hours before the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent(s) will be read the grievance statement. After the grievance is read into the record, the Grievant may present oral testimony and offer other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent will then be given the opportunity to present oral testimony and offer other evidence as he/she deems appropriate to the Respondent's defense against the charges. If the College or the administration of the College at large is the party against whom the grievance is filed, the President will designate a representative to appear at the hearing on behalf of the College.

A party to a grievance hearing has the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative. However, the respective representative may act in an advisory role only and may not address the hearing body or question witnesses. If the College or its administration at large is the Respondent, the College representative may not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

The hearing will be recorded by either a court reporter or on audio or videotape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, will be marked and preserved as part of the hearing record.

### ***Rules of evidence***

The hearing committee will inform the participants of the rules relating to the admissibility of evidence. The hearing will be similar to, but less stringent than, those that apply to civil trials in the courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information, such as personal medical information or attorney-client communications, will be excluded. However,

hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing committee chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing committee chairperson will have the authority to rule on the admissibility of the evidence, and this ruling will be final and binding on the parties.

### ***Report of findings and conclusions***

Within five working days following the hearing, a written report will be given to the College Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the chairperson of the hearing committee. The report will contain at least the following:

1. Date and place of the hearing.
2. The name of each member of the hearing committee.
3. A list of all witnesses for all parties to the grievance.
4. Findings of facts relevant to the grievance.
5. Conclusions of law, regulations, or policy relevant to the grievance.
6. Recommendation(s) arising from the grievance and the hearing thereon.

### ***Resolution of grievance***

If the hearing officer/committee finds that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer will notify the Grievant of any appeal that may be available to the Grievant. If the finding is that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer will meet with the Grievant, the Respondent(s), and the appropriate College representative(s) and attempt to bring about a reasonable agreed-upon resolution of the grievance. Without a mutual resolution within a reasonable amount of time, the President will impose a resolution of the grievance that will be final and binding, except when the decision may be subject to an appeal to the Chancellor, as discussed below.

### ***Appeal***

If the grievance does not involve a claim of illegal discrimination or a claim relating to a disability, the findings of the Hearing Committee will be final and not appealable. If the grievance involves a claim of illegal discrimination or a claim relating to a disability, the Grievant and each Respondent shall have the right to appeal the decision of the Hearing Committee to the President of CVCC, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer and the President within 15 calendar days following the party's receipt of the hearing report.
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the hearing committee.

If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal is considered waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.

## ***President's review***

If an appeal is accepted by the President, the President will have 30 calendar days from receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appeal hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President has the authority to (1) affirm, (2) reverse, or (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the Hearing Committee. The President's report will be delivered to the Hearing Committee members, Grievant, and the Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

## ***Appeal to the Chancellor***

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions will not be appealable. However, pursuant to applicable State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Community College System for a review of the President's decision and the findings arising from the College grievance hearing. A Grievant who has grounds for appealing the findings of the President by the Chancellor may do so by:

1. Filing a notice of appeal, using Grievance Form C, to the Chancellor and the President of CVCC within 15 calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objections(s) to the finding(s), conclusion(s), or recommendation(s) affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it will be denied by the Chancellor.

## ***Review by the Chancellor***

If an appeal is accepted by the Chancellor, the Chancellor will have 30 calendar days from receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the agreement, to review the report of the President and the Hearing Committee, to hold an appeal hearing (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor has the authority to (1) affirm, (2) reverse, or, (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the President and/or Hearing Committee. The report of the Chancellor will be delivered to the Grievant and the Respondent(s) by personal service or certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor will not be further appealable except as allowed by the policies of the State Board of Education. However, the Grievant will not be precluded from filing a grievance with an appropriate court or administrative agency.

## ***General rule on filing deadlines***

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

## Grade appeal procedure

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It is the policy of CVCC that a student should have an opportunity to appeal any grade that he/she believes does not accurately and fairly represent the nature of the classwork the student has performed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a project, or other required classroom activity, is inaccurate or unfair. A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial seven-day period will begin on the first class day of the next academic term. In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

The student will begin by stating either orally or in writing to the instructor that the grade in question is either inaccurate, unfair, or both, and include the justification for appeal. If the student and the instructor cannot successfully resolve the student's concern, the student may then contact the Chair of that instructor's division or program. The student shall appeal to the Division Chair by submitting the appropriate form stating his/her concern regarding the grade, and describing the prior discussion with the instructor. (If the instructor issuing the grade is the Chair of the respective division or program, the student may appeal directly to the Chief Academic Officer [CAO] or his designee.) The Division Chair will review the student's grade issue. The Chairperson has the authority to call in the instructor, to ask for the assistance of another CVCC instructor, or seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student may appeal to the CAO. The instructor also has the right to appeal a decision of the Division Chair to the CAO. Appeal information must be submitted on the proper form and must contain the following:

1. Name and course number of the grade under appeal.
2. Names of the student and the instructor.
3. The term, day(s) of the week, and time of day that the course was taken.
4. A concise description of the student's complaint and narrative explanation of why he/she thinks that the grade was unfair, inaccurate, or both.
5. The date that the student first took the appeal to the instructor.
6. A summary of the result of the student's appeal to the instructor.
7. The date that the student took the appeal to the Division Chair.
8. A summary of the result of the student's appeal to the Division Chair.

In addition to the above information, the student and/or instructor should include a photocopy of documents that the student and/or the instructor believes would assist the CAO in reviewing the grade appeal. The CAO will review the appeal, schedule a meeting with the student and the instructor, and deliver a written report within 14 calendar days after the CAO's receipt of all of the appeal information. The CAO has the authority to consult with the instructor, the Division Chair, or other persons who have expertise in the subject area. When the CAO has completed the review of the grade appeal, a written report describing his/her findings and conclu-

sions will be provided to the student, instructor, and Division Chair. If the CAO determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the CAO, to render final rulings on grade appeals. Therefore, the decision of the CAO will be final and not subject to further appeal.

Note: The same general process may be used by a student who wishes to express a concern about the fairness and appropriateness of other strictly academic matters. In reviewing appeals regarding matters other than grades, the CAO will provide a memorandum of the findings, conclusions, recommendations, and/or directives regarding the matter under appeal, to the student, instructor, and Division Chair.

## **Emergency procedures**

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### **Fire**

In the event of a fire, the person detecting the fire should activate the fire alarm, which activates a continuous horn blast. College personnel who become aware of a fire or fire alarm are to immediately notify the ranking College official at the time by calling the campus switchboard or, during evening hours, the administrator on duty. Persons in the area of the fire should take precautions in the use of fire extinguishers and should not take unnecessary risks.

In the event of a fire in or near a College building, everyone inside the building must evacuate the building and remain at least three-hundred feet away from the building until the fire department provides clearance for re-entry. Elevators are not to be used by anyone during evacuation. Instructors are expected to provide leadership to students in their prospective classes and to provide assistance to students with physical disabilities or difficulties. Each instructor will make sure that all of his/her students are out of the respective building and notify the fire department if anyone is missing.

The Phenix City Fire Department should be phoned immediately when fire or suspicious smoke is detected on campus. The fire department may be reached by dialing 911. College officials will be responsible for assuring that all access roads are kept open for emergency vehicles.

College employees are responsible for using proper procedures to avoid or minimize a fire. Among the steps to be taken are the proper use and storage of flammable materials away from heat, reporting faulty electrical equipment or cords to the maintenance department, and learning the location and proper use of College fire extinguishers.

### **Bomb threat**

A bomb threat may be received by various means, but will usually be received by telephone. In the event of a bomb threat, the person receiving the threat should immediately notify the switchboard operator, who will notify the President, Deans, or other administrator on duty, who will call the Phenix City Police Department (334-298-0611) and the Russell County Sheriff's Office (334-298-6535).

### **Serious injury or illness**

If a person becomes seriously injured or sick, a faculty or staff person should contact the CVCC switchboard operator to call for emergency medical services and/or transportation to a local medical facility. Responsibility for cost of medical services, and transportation to medical services is that of the student and/or his/her parents or guardian. If first aid is requested by the injured person, first aid supplies are available upon request from the Office of Student Services.

## **Accident/incident report**

If an accident or injury occurs on campus, or at a College event, the persons involved should complete an “Accident/Incident Form.”

## **Civil disturbance**

A civil disturbance is any set of circumstances that in the judgment of the administration is, or is likely to cause, a disruption of normal college activities and would potentially jeopardize the safety of students, faculty, or staff.

## **Hazardous weather**

When weather conditions are sufficiently hazardous to warrant the limitation of activities at CVCC, students and employees will be advised by radio announcements and given instructions as to the status of CVCC operations. Only under emergency or threatening conditions will the College be closed during normal operating hours.

## **Emergency Notification System**

Please refer all callers to the website for official announcements in reference to campus closures. If there is a need to close the campus, we will activate the Emergency Notification System and let everyone know at the same time.

## **Tornadoes**

When notified by college personnel, building occupants should go immediately to designated shelters. Employees and students should stay away from glassed areas. They should sit on a floor with their backs to a wall and cover their heads with their arms.

## **Automobile accident**

In the event that a student is involved in or is witness to an automobile accident on campus, he/she should proceed as follows:

1. Assess the accident for needed medical assistance.
2. Notify security, an administrator, instructor, or other CVCC staff person who will then call for an ambulance (911) and/or law enforcement officials.

## **Emergency Response Information**

The Emergency Response signage is located in all classrooms, labs, public areas around campus and on college's website.

## **Campus crime statistics**

The information contained in this disclosure document is provided by Chattahoochee Valley Community College in compliance with the Student Right-to-Know and Campus Security Act, Public law 101-542, as amended by the Higher Education Technical Amendments Public Law 102-26 and the Campus Sexual Assault Victims Bill of Rights as included in the Higher Education Amendments of 1992. Inquiries concerning the information contained in this disclosure should be directed to the Director of Facilities and Maintenance, Chattahoochee Valley Community College, 2602 College Drive, Phenix City, Alabama 36869, (334) 291-4900.



Disclosure of campus crime statistics

CVCC is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The required disclosure information is contained in the Catalog and Student Handbook.

The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Definitions of crimes that must be reported as defined by the *National Association of College and University Attorneys College Law Digest* are:

**Murder:** the willful (non-negligent) killing of one human being by another.

**Forcible and nonforcible sexual offenses:** a forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Nonforcible sex offenses are acts of unlawful, nonforcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.

**Robbery:** the taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

**Aggravated assault:** an unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.

**Burglary (breaking and entering):** the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense; so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or window.

**Motor vehicle theft:** the theft or attempted theft of a motor vehicle.

Crime statistics for reporting period:	2009	2010	2011
<b>Number of incidents classified as murder</b>	0	0	0
<b>Sex offenses</b>			
1. Number of forcible offenses	0	0	0
2. Number of nonforcible offenses	0	0	0
3. Total of 1 and 2	0	0	0
<b>Robbery</b>			
1. Number of robberies involving the use of a weapon	0	0	0



<b>Crime statistics for reporting period:</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
2. Number of robberies involving force or threat but not weapon	0	0	0
3. Total of 1 and 2	0	0	0
<b><i>Aggravated assault</i></b>			
1. Number of attempted aggravated assaults	0	0	0
2. Number of other aggravated assaults	0	0	0
3. Total of 1 and 2	0	0	0
<b><i>Burglary</i></b>			
1. Number of burglaries of occupied dwelling places	0	0	0
2. Number of burglaries of unoccupied dwelling places	0	0	0
3. Number of other burglaries	0	0	0
4. Total of 1, 2, and 3	0	0	0
<b><i>Motor vehicle theft</i></b>			
1. Number of automobile thefts	0	0	0
2. Number of other vehicle thefts	0	0	0
3. Total of 1 and 2	0	0	0
<b><i>Manslaughter</i></b>	0	0	0
<b><i>Arson</i></b>	0	0	0
<b><i>Hate crimes</i></b>	0	0	0
1. Race	0	0	0
2. Gender	0	0	0
3. Religion	0	0	0
4. Sexual Orientation	0	0	0
5. Ethnicity	0	0	0
6. Disability	0	0	0
7. Total of 1-6	0	0	0

Arrest statistics relating to alcohol, drugs, and weapons

For compliance with the Campus Security Act, institutions must also report the numbers of arrests for liquor law violations, drug abuse violations, and weapons possession.

Definitions of crimes for which arrests must be reported also as defined by the *National Association of College and Universities Attorneys College Law Digest* are:

**Liquor violations:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).

**Drug violations:** Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

**Weapons violations:** Violations of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Motor vehicle theft:** The theft or attempted theft of a motor vehicle.

Crime statistics for reporting period:	2009	2010	2011
<b>Liquor violations</b>			
1. Number of arrests for illegal possession of alcoholic beverages	0	0	0
2. Number of arrests for illegal sale or distribution of alcoholic beverages	0	0	0
3. Number of arrests for public intoxication	0	0	0
4. Total of 1, 2 and 3			
<b>Drug violations</b>			
1. Number of arrests for illegal possession of a drug or controlled substance	0	0	0
2. Number of arrests for sale or distribution of illegal drugs or controlled substances	0	0	0
3. Number of arrests for possession, sale, or distribution of illegal drug paraphernalia	0	0	0
4. Total of 1, 2, and 3			
<b>Weapons violations</b>			
1. Number of arrests for illegal possession or control of a firearm	0	0	0
2. Number of arrests for illegal possession of explosives	0	0	0
3. Number of arrests for possession of weapons other than firearms and explosives	0	0	0
4. Total of 1, 2, and 3	0	0	0

Possession, use, and sale of alcoholic beverages and illegal drugs

College policies on possession, use, and sale of alcoholic beverages and illegal drugs are found in the *College Operations and Policy Manual* and the *Catalog and Student Handbook*.

## **Student handbook disclaimer**

Failure to read the *Student Handbook* does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the *Student Handbook* are subject to change without prior notice.



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