





Accreditation

Catalog Page Reference: Page 2

Effective Date: Fall 2022 (October 7, 2022); Fall 2022 (December 2022);

March 2023 – Revised SACSCOC Accreditation Statement

Summary of Changes: *Language updates*



Other Charges, Fines and Fees





Nursing Program	AC, CB				66 hours			
Practical Nursing	CB, PC						45 hours	
Office Administration	AC, CB, PC, TC, ONLINE				60-62 hours			
Welding—Drafting Option	AC, CB	TC						

AC Alexander City Campus **CB** Childersburg Campus **PC** Prattville Campus **TC** Talladega Center

ONLINE All courses required for completion of this program can be completed online.

Central Alabama Community College reserves the right to make changes in the policies and programs outlined in the Catalog as necessary. Students should confer with their assigned advisors in planning a class schedule.



General Education Student Learning Outcomes

Catalog Page Reference: Page 130

Effective Date: Fall 2022

Summary of Changes: *Updated to include omitted course (SPH 107) used to assess the ability to communicate orally.*

General Education Student Learning Outcomes

All graduates of Associate Degree and certificate programs will meet the following student learning outcomes:

- Students will demonstrate the ability to (c)Tt1 wi2 15.9Fxd7.37 Tr 14.- G0(a)6 . ()- (cMC /P A MCID 5 B





Admission Requirements

Requirements for admission into the Practical Nursing program are as follows:

- I.** Unconditional admission to the College
- II.** Receipt of completed application for the Practical Nursing program before the published deadline of February 1st for summer and fall admission and September 15th for spring admission
- III.** A minimum of 18 ACT composite score National or Residual or a minimum of 58% on the TEAS test
- IV.** A minimum of 2.5 GPA on a 4-point scale for the nursing required academic core courses and a minimum 2.0 cumulative GPA at current institution. Only grades accrued at regionally accredited postsecondary institutions will be considered in the GPA calculated for consideration of admission to the nursing program
- V.** A minimum of 2.5 (without rounding) high school GPA on a 4-point scale for students without prior college work (GED will be used if applicable)
- VI.** Meet the essential functions for nursing
- VII.** Eligible for ENG 101, BIO 201 and MTH 100

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

Calculation of Points for Applicants Meeting Minimum Admission Standards

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

- 1.** ACT score.



3. Possible ten additional points awarded as delineated below:

- Up to four points awarded for the applicant's GPA on the nursing required general education courses
- Three points awarded if the applicant has never been enrolled in a nursing program.
- One point five (1.5) points awarded for each required BIO course (BIO 201 and BIO 202) completed with a "B" or higher on the first attempt

A total of 58 points are possible with these selection criteria. If a tie in the number of points occurs for a slot in the Practical Nursing program, the GPA for nursing required general education courses will be utilized as the tie breaker.

Progression Policy

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

- Achieve a grade of "C" or better in all required general education and nursing courses. A student that has an unsuccessful attempt in a nursing course ("W," "D," or "F") cannot progress until the course is completed successfully. 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 Health Science Program Administrator.
- Be acceptable by clinical agencies for clinical experiences.
- Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.
- Maintain

HHbl (P)(M)pt/TT5(nl07808 0 Td.ab)-4 (l)-6 (e bpt/TT5(5c)-2 (M)e)4 /C20



Criteria for Reinstatement:

- I.** Students who experience non-progression through the Practical Nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the Practical Nursing program.
- II.** A student may be **reinstated** to the Practical Nursing program only one time. The **reinstatement** is not guaranteed. All Practical Nursing program admission standards must be met.
- III.** If a student has a documented extenuating/mitigating circumstance that should be considered related to a ~~withdrawal~~ withdrawal



Reinstatement Application and updated admission criteria if applicable. The deadline for submitting the Practical Nursing Program Reinstatement Application for the fall and summer semesters is February 1st, spring semester is September 15th.

- III. Students must apply for **readmission** to the College, if not currently enrolled, and provide updated transcripts, if applicable.
- IV. Update applicable Practical Nursing Program Requirements including health requirements, immunizations, CPR, and drug and background screening.

Transfer Policy

Transfer students are considered for admission into the Practical Nursing program on an individual basis by the Division of Nursing within one year from the last term of nursing course(s). If the student desires to transfer between Alabama Community College System institutions, the Alabama Community College System Standardized Nursing Curriculum courses will be transferred without review of the course syllabus. Nursing courses from any other institution will be reviewed for transferability by the Health Science Program Administrator.

Individuals wishing to transfer must:

- I. Possess a grade of “C” or better in all nursing program required courses taken at another institution and possess a minimum of 2.0 cumulative GPA at time of transfer.
- II. Be a student in good standing and eligible to return to the previous nursing program. The dean/director of the previous nursing program must provide a letter of eligibility for progression in the previous nursing program.
- III. Comply with all program policy requirements at accepting institution.
- IV. Complete at least 25% of the nursing program required courses for the degree/certificate at Central Alabama Community College.
- V. Meet acceptability criteria for placement at clinical agencies for clinical experience.
- VI. The last nursing courses in which the student was enrolled cannot be more than twelve (12) months old.

Acceptance of transfer students into the Practical Nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal requirements does not guarantee acceptance.**

No new class or clinical sections will ordinarily be opened for transfer students. First priority for available places d(i)-2 s



must meet the requirement for 25% course completion at the college awarding the degree. Students who cannot meet the 25% course requirement must apply to the LPN to RN Mobility option and take the transition course to meet the 25% course requirement.

Practical Nursing (PN) students completing NUR 112, 113, 114, and 115 in the stand-alone PN program must apply to the LPN to RN Mobility program at the Childersburg or Alexander City locations if they desire to pursue the Associate Degree Nursing program. Associate Degree Nursing admission and progression policies will apply.

Program Completion

Students completing NUR 112, 113, 114, and 115 and the required academic courses will be awarded the Practical Nursing certificate. Students are responsible for meeting all the progression and graduation requirements.

TERM 1		CREDITS
NUR 112	Fundamental Concepts of Nursing.....	7
BIO 201	Human Anatomy and Physiology I.....	4
MTH 100	Intermediate College Algebra OR a higher MTH.....	3
Total Credit Hours – Term 1		14
TERM 2		CREDITS
NUR 113	Nursing Concepts I	8
PSY 210	Human Growth and Development	3
BIO 202	Human Anatomy and Physiology II	4
ENG 101	English Composition I	3
Total Credit Hours – Term 2		18
TERM 3		CREDITS
NUR 114	Nursing Concepts II	8
NUR 115	Evidenced Based Clinical Reasoning	2
SPH 106	Fund. of Oral Communication OR Fund. of Public Speaking (SPH 107)	3
Total Credit Hours – Term 3		13
Required Nursing Credits		25
Required General Education Credits.....		20
Total Credit Hours.....		45



Computer Information Science

Catalog page: Page

Summary of Changes: *Updated to embed short-term certificates to clarify the requirement for completing a CIS elective as a requirement for the PC Support Specialist and Network Support Specialist.*

PC Support Specialist Short-Term Certificate (STC)

While pursuing the Computer Information Science AAS degree and upon successful completion of courses identified below, a student who successfully completes the PC Support Specialist Short-Term Certificate will be awarded this certificate. This certificate prepares students, once they acquire the Google IT Support Professional and transition to courses at the COMTIA A+ Certification exam.

CREDITS

CS 268	Software Support	3
CS 269	Hardware Support	3
CIS Elective	3
Total Credit Hours	9
	8.5
	-	9

Network Support Specialist Short-Term Certificate (STC)

While pursuing the Computer Information Science AAS degree and upon successful completion of courses identified below, a student who successfully completes the Network Support Specialist Short-Term Certificate will be awarded this certificate. This certificate prepares a student, once they acquire the Google IT Support Professional and transition to courses at the COMTIA A+ Certification exam.



Workforce Division – Marine Service Technician (Noncredit Program)

Catalog Page Reference: Page 208

Effective Date: Fall 2022

Summary of Changes: *Corrected Marine Service Technician Skills Training Offerings; removed Marine Technician Fundamentals Certification, Marine Systems Certificate, and Marine Electrical Systems Certificate Courses.*

Marine Service Technician (Noncredit Program)

This non-credit program prepares individuals to apply technical knowledge and skills to repair outboard and inboard engines; test, maintain, and repair steering devices and electrical systems; repair metal, wood, and fiberglass hulls and vessel components; fabricate and maintain sails; and repair and balance propellers and drive shafts.

Semester One





Course Directory

Catalog Page Reference: Pages 213 - 277

Effective Date: Summer 2023

Summary of Changes:



Personnel Directory

Catalog Page Reference: Pages 283

Summary of Changes: *Corrected Short-Term Certificate credential for Michael White, Electronics Instructor*

White, Michael

A.A.S., Central Alabama Community College
(Industrial Electronics - Implementation)

A.A.S., Central Alabama Community College
(Auto Manufacturing Technology)

Short-Term Certificate, Central Alabama Community
College (Automotive Manufacturing Technology)

Electronics Technology Instructor