



# 2024 2025 CATALOG ADDENDUM

Central Alabama Community College (CACC) reserves the right to make changes in the offerings and regulations announced in publications as circumstances may require. Every reasonable effort has been made to present information, at the time of publication, that accurately describes the curriculum and the regulations and requirements of the College; however, no responsibility is assumed for editorial or publication errors. Statements in the catalog do not establish contractual relationships and the College reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules or regulations affecting students, to be effective whenever determined by the College. These changes will govern currently and formerly enrolled students. The current and latest edition of the catalog along with any addendums may be found on the College website [www.cacc.edu](http://www.cacc.edu). Enrollment of all students is subject to these conditions.

This Addendum is an addition to the Catalog and to be used alongside the Catalog, not in isolation. Changes listed in the Catalog



# Withdrawals and Refunds

Catalog Page Reference Page 103

Effective Date: October 1, 2024

Summary of Changes Applying Refunds for Credit Card Payments

## WITHDRAWALS AND REFUNDS

Students may withdraw from a class by logging into the OneACCS / MyCACC portal. Official withdrawal forms for complete withdrawals may be obtained on the website under the Student tab. Students needing assistance can contact the Office of Student Services by e-mailing [student-services@cacc.edu](mailto:student-services@cacc.edu). The refund of tuition and fees is computed according to the date on the withdrawal request. Student accident insurance and major medical insurance are non-refundable after the first day of the semester.

Refunds are processed three to six weeks after the first day of the semester. ~~Refunds are issued by direct deposit (e-refunds) if account information has been setup in OneACCS / MyCACC. If e-refund setup has not been completed, a paper check will be mailed to the student's mailing address on file.~~ When an account is overpaid, refunds for credit card payments will be issued exclusively to the original card used for the transaction. Any amount exceeding the card payment will be refunded to the direct deposit account listed in the student's profile. If direct deposit has not been set up, a paper check will be mailed to the student's mailing address on file.

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty by executive order of the President of the United States or a State Governor in the time of national emergency may receive a full refund of tuition and other appropriate institutional charges at the time of withdrawal. If a National Guard student is receiving Title IV funding, a re-calculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.



# Instructional Division

Catalog Page Reference Page 175

Effective Date: Spring 2025

Summary of Changes: Updated Credit Hours for Automotive  
Manufacturing Technology, Industrial Electronics Technology,

Practical Nursing	AC, CB, PC, TC						45 hours	
Office Administration	AC, CB, PC, TC, ONLINE				60-62 hours			
Welding— Drafting Option	AC, CB, PC	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 College Catalog Student Handbook as necessary. Students should confer with their assigned advisors in planning a class schedule.





ILT 117	Principles of Construction Wiring .....	3
ILT 160	Direct Current Fundamentals .....	3
ILT 161	Alternating Current Fundamentals.....	3
ILT 209	Motor Controls I .....	3
WKO 101	Workplace Skills Development I .....	1
WKO 131	CPT 1 MSSC Safety Course .....	3
WKO 132	CPT 2 MSSC Quality Practices .....	3
WKO 133	CPT 3 MSSC Manufacturing Process and Production.....	3
WKO 134	CPT 4 MSSC Maintenance Awareness .....	3
	Total Major Courses Credit Hours .....	46
Total Credit Hours.....		67



# Industrial Electronics Technology

## Associate in Applied Science Degree (AAS)

Catalog Page Reference Page 246

Effective Date: Spring 2025

Summary of Changes Added WKO101 to Program Requirements

### Industrial Electronics Technology Associate in Applied Science Degree (AAS)

#### At a Glance

Industrial Electronics Technicians are needed in every industry that uses electrical components machinery, from automotive assembly plants to computer manufacturers, and hospitals. This program prepares students to apply technical knowledge and skills to install, replace, repair, recalibrate, and maintain electrical instrumentation and equipment.

General Education & Elective		CREDITS
CIS 146	Computer Applications .....	3
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra OR Higher Level .....	3
Natural Science/Math Elective* .....		3-4
Humanities and Fine Arts Elective* .....		3
History, Social and Behavioral Sciences Elective* .....		3
SPH 106	Fundamentals of Oral Communication .....	3
*Refer to the Academic Division section of the College Catalog and Student Handbook for general education electives.		
Total General Education & Elective Credit Hours .....		21-22

Industrial Electronics Core Courses		CREDITS
ILT 117	Principles of Construction Wiring .....	3
ILT 118	National Electric Code .....	3
ILT 160	Direct Current Fundamentals .....	3
ILT 161	Alternating Current Fundamentals .....	3
ILT 166	Motors and Transformers I .....	3
ILT 209	Motor Controls I .....	3
Total Industrial Electronics Technology Core Credit Hours .....		18

Electronics Technician		CREDIT
WKO 101	Workplace Skills Development I .....	1



WKO 131	CPT 1 MSSC Safety Course .....	3
WKO 132	CPT 2 MSSC Quality Practices .....	3
WKO 133	CPT 3 MSSC Manufacturing Process and Production .....	3
WKO 134	CPT 4 MSSC Maintenance Awareness .....	3
ILT 108	Introduction to Instruments and Process Control.....	3
ILT 162	Solid State Fundamentals .....	3
ILT 163	Digital Fundamentals .....	3
ILT 164	Circuit Fabrication I.....	1
ILT 194	Introduction to Programmable Logic Controllers (AUT 114 OR AUT 219) .....	3
	Total Electronics Technician Credit Hours.....	26
Total Credit Hours – AAS Industrial Electronics Technology .....		65 - 66





# MachineShop

## Associate in Occupational Technology Degree (AOT)

Catalog Page Reference Page 248

Effective Date: Spring 2025

Summary of Changes Added WKO101 to Program Requirements;  
Corrected typos pertaining to CNC course requirements.

### Machine Shop

Associate in Occupational Technology Degree (AOT)

#### At a Glance

The Machine Shop program provides students with opportunities to explore and learn a highly skilled and valuable trade. Acquiring the knowledge and skills for precision machining opens a wealth of opportunities throughout the world in such areas as production machinists, tool and die makers, computer numeric control (CNC) operators and programmers as well as quality inspectors.

General Education & Elective Courses		CREDITS
CIS 146	Computer Applications .....	3
ENG 131	Applied Writing OR English Composition I (ENG 101) .....	3
MTH 116	Mathematical Application OR Higher Level (MTH 112) .....	3
SPH 106	Fundamentals of Oral Communication .....	3
	History, Social and Behavioral Science Elective* .....	3
	Humanities and Fine Arts Elective* .....	3
	Natural Science or Mathematics Elective* .....	3
WKO 101	Workplace Skills Development I .....	1
WKO 110	NCCER Workplace Skills .....	3
	Total General Education & Elective Credit Hours .....	25

\*\*Refer to the Academic Division section of the College Catalog and Student Handbook for general education electives. NOTE: Introductory foreign language courses cannot be utilized as the only Humanities and Fine Arts elective.

Machine Shop Technology Major		CREDITS
MSP 102	Intermediate Machining Technology .....	5
MSP 103	Advanced Machining Technology .....	5
MSP 104	Basic Machining Calculations .....	2
MSP 105	Lathes .....	3
MSP 107	Milling Machines .....	3



MSP 111	Introduction to Computer Numerical Control (CNC 111).....	2
MSP 112	Basic Computer Numerical Control Turning (CNC 112).....	3
MSP 121	Basic Blueprint Reading for Machinists .....	2
MSP 125	Introduction to Machining Technology .....	3
MSP 132	Grinding Machines.....	3
MSP 142	Advanced Machining Calculations .....	2
MSP 171	Intermediate Blueprint Reading.....	2
	<b>Total Machine Shop Technology Major Credit Hours.....</b>	<b>35</b>

Consult with instructor for approval of CNC courses. (15 credit hours of CNC are required from the list below.)

Machine Shop Technology Minor		CREDITS
CNC 113	Computer Numeric Control Milling .....	3
CNC 143	Applied Trigonometry for CNC Machining .....	3
CNC 181	Special Topics in Computerized Numerical Control (Form Grinding) .....	3
CNC 213	Advanced Computer Numerical Control Milling .....	3
CNC 215	Quality Control and Assurance .....	3
CNC 218	Programming and Set-up Electrical Discharge Machining.....	6
CNC 221	Advanced Blueprint Reading for Machinists.....	3
CNC 223	Computer Numerical Control Graphics Programming: Milling.....	3
CNC 230	Computer Numerical Control Special Projects.....	3
CNC 232	Basic Tool and Die.....	4
CNC 235	Basic Die Construction .....	5
CNC 281	Special Topics in Computerized Numerical Control (Heat Treatment) .....	3
	<b>Total Computer Numerical Control Credit Hours .....</b>	<b>15</b>
	<b>Total Credit Hours.....</b>	<b>75</b>





WKO 101	Workplace Skills Development I .....	1
WKO 110	Orientation/NCCER Core .....	3
WKO 131	MSSC Safety Course .....	3
WKO 132	MSSC Quality Practices & Measurements .....	3
WKO 133	MSSC Manufacturing Processes & Production .....	3
WKO 134	MSSC Maintenance Awareness .....	3
	Total Technical Major Credit Hours .....	46
	Total Credit Hours .....	67-68



# Welding

Associate in Occupational Technology Degree



WKO 101	Workplace Skills Development I .....	1
WKO 110	Orientation/NCCER Core .....	3
WDT Electives (Choose ONE combination from below) .....		6
WDT 115/155	GTAW Carbon Pipe/Lab OR	
WDT 217/257	SMAW Carbon Pipe/Lab OR	
WDT 228/268	GAS Tungsten Arc Welding/Lab	
Total Welding Major Credit Hours .....		37
Welding Technology Minor (Choose <u>ONE</u> option below)		

Minor Option #1: Drafting		CREDITS
DDT 104	Basic Computer Aided Drafting and Design .....	3
DDT 111	Fundamentals of Drafting and Design Technology .....	3
DDT 144	Basic 3-D Modeling .....	3
DDT 127	Intermediate Computer Aided Drafting and Design .....	3
Total Drafting Minor Option Credit Hours .....		12

Total Credit Hours – AOT Welding – Drafting Option .. 70-71

Minor Option #2: Machining		CREDITS
MSP 104	Basic Machining Calculations .....	2
MSP 105	Lathes .....	3
MSP 107	Milling Machines .....	3
MSP 121	Basic Blueprint Reading for Machinists .....	2
MSP 125	Introduction to Machining Technology .....	3
Total Machining Minor Option Credit Hours .....		13

Total Credit Hours – AOT Welding – Machining Option ..... 71-72



# Course Descriptions

Catalog Page Reference Page 330

Effective Date: Spring 2025

Summary of Changes Added WKO101 to Course Directory

WKO 101 Workplace Skills Development I

Prerequisite: As required by program

This course emphasizes foundational information for students to develop knowledge and skills to prepare them for employment following completion of technical and academic programs. As part of this course students will participate in Workplace assessment and research related to the Labor Management Information (LMI). At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management.

Lecture: 1 hour

Lab: 0 hours

Contact Hours: 1

Credit Hours: 1