

Associate of Applied Science Degrees

West Georgia Technical College offers two-year associate degree programs in applied science (AAS) and the Associate degree in Nursing (ADN). These programs have been authorized by the Technical College System of Georgia.

Associate Degree Testing Requirement

Students finishing associate degree programs must complete the three-part Collegiate Assessment of Academic Proficiency (CAAP) during the last semester or the next to last semester of their enrollment at West Georgia prior to graduation. The CAAP tests mathematical reasoning, writing skills, and critical thinking skills. Those in Health Sciences AAS or ADN degree programs (Clinical Laboratory Technology, Dental Hygiene, Health Information Technology, Radiologic Technology, and Registered Nursing) will also be required to take the Science Reasoning portion of the CAAP. The CAAP is administered multiple times during the fall and spring semesters to accommodate all graduating students. Students should see their academic advisors for further information.

Associate Degree General Education Requirement

The general education core at WGTC is based on the rationale that the successful associate degree graduate must be more than a highly trained technician. The graduate must be competent in the use of oral and written communication and have a level of mathematical proficiency that includes the ability to read and understand mathematical information, solve mathematical problems, and make decisions based on sound data. In addition, the associate degree graduate must have an understanding of the social and psychological self and a familiarity with and appreciation for the fine arts. In keeping with its established general education student learning outcomes, general education courses in the associate degree programs at West Georgia Technical College link the student's technical skills with an ability to communicate effectively, demonstrate computational skills, think critically and creatively, be technologically literate, and exhibit ethical behavior.

The requirements for general core curriculum of all degree programs are a minimum **15 credit hours**** using the curriculum structure below (**all course prerequisites must be met**):

Area I: Language Arts/Communications (minimum of 3 credit hours)

Courses that address Language Arts/Communications learning outcomes:

	Program Course	Credits
	<i>General Core Courses</i>	
_____	ENGL 1101 Composition & Rhetoric	3
_____	ENGL 1102 Literature & Composition	3
_____	SPAN 1101 Introduction to Spanish Language and Culture I	3
_____	SPCH 1101 Public Speaking	3

Successful completion of ENGL 1101 is required as 3 of the minimum credit hours.

Area II: Social/Behavioral Sciences (minimum of 3 credit hours)

Courses that address Social Sciences/Behavioral Sciences learning outcomes:

	Program Course	Credits
	<i>General Core Courses</i>	
_____	ECON 1101 Principles of Economics	3
_____	ECON 2105 Principles of Macroeconomics	3
_____	ECON 2106 Principles of Microeconomics	3
_____	HIST 1111 World History I	3
_____	HIST 1112 World History II	3
_____	HIST 2111 U.S. History I	3
_____	HIST 2112 U.S. History II	3
_____	POLS 1101 American Government	3
_____	PSYC 1101 Introductory Psychology	3
_____	SOCI 1101 Introduction to Sociology	3

Area III: Natural Sciences/Mathematics (minimum of 3 credit hours)

Courses that address Natural Sciences and Mathematics learning outcomes:

	Program Course	Credits
	<i>General Core Courses</i>	
_____	BIOL 1111 Biology I	3
_____	BIOL 1111L Biology I Lab	1
_____	BIOL 1112 Biology II	3
_____	BIOL 1112L Biology II Lab	1
_____	CHEM 1211 Chemistry I	3
_____	CHEM 1211L Chemistry I Lab	1
_____	CHEM 1212 Chemistry II	3
_____	CHEM 1212L Chemistry II Lab	1
_____	MATH 1101 Mathematical Modeling	3
_____	MATH 1111 College Algebra	3
_____	MATH 1112 College Trigonometry	3
_____	MATH 1113 Precalculus	3
_____	MATH 1127 Introduction to Statistics	3
_____	MATH 1131 Calculus	3
_____	MATH 1132 Calculus II	3
_____	PHYS 1111 Introductory Physics I	3
_____	PHYS 1111L Introductory Physics I Lab	3
_____	PHYS 1112 Introductory Physics II	3
_____	PHYS 1112L Introductory Physics II Lab	3

Successful completion of MATH 1101 or MATH 1111 is required as 3 of the minimum credit hours.

Area IV Humanities/Fine Arts (minimum of 3 credit hours)

Courses that address Humanities/Fine Arts learning outcomes:

Program Course		Credits
<i>General Core Courses</i>		
_____ ARTS 1101	Art Appreciation	3
_____ ENGL 2130	American Literature	3
_____ HUMN 1101	Introduction to Humanities	3
_____ MUSC 1101	Music Appreciation	3

***To meet the minimum required 15 credit hours, the additional 3 credit hours may be selected from Areas I, II, III, or IV.*

Some degree programs have additional requirements that must be met in order to be considered for admission and program completion. Please consult individual program descriptions and academic advisors for further information.

Associate Degree Programs

Accounting

Business Administrative Technology

Business Management

Clinical Laboratory Technology

Computer Information Systems

Computer Support Specialist

Networking Specialist

Criminal Justice

Culinary Arts

Dental Hygiene

Early Childhood Care and Education

Electronics Technology

Fire Science Technology

Health Information Technology

Marketing Management

Radiologic Technology

Registered Nursing

ACI3: Accounting Degree (replaces AC03: Accounting in the Quarter System)

The Accounting associate degree program is a sequence of courses that prepares students for a variety of careers in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.

Career Opportunities

Graduates may find employment as accounting clerks, bookkeepers, junior accountants, payroll clerks, tax preparers or cost accountants. The accounting field continues to provide endless opportunities for professional employment and growth. Strong accounting skills increase a student's employment marketability and earnings potential.

Credit Required for Graduation: Minimum of 67 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. **The Accounting associate degree program requires an additional 3 credit hours in any area, for a total of 18 credit hours.** All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

- _____ Area I requirements (minimum 3 hours; must include ENGL 1101)
- _____ Area II requirements (minimum 3 hours; must include ECON 1101, ECON 2105, or ECON 2106)
- _____ Area III requirements (minimum 3 hours; must include MATH 1111)
- _____ Area IV requirements (minimum 3 hours)
- _____ Additional 6 hours from Area I, II, III, or IV

Program Course		Credits
<i>Occupational Courses</i>		
_____	ACCT 1100 Financial Accounting I	4
_____	ACCT 1105 Financial Accounting II	4
_____	ACCT 1110 Managerial Accounting	3
_____	ACCT 1115 Computerized Accounting	3
_____	ACCT 1125 Individual Tax Accounting	3
_____	ACCT 1130 Payroll Accounting	3
_____	ACCT 2110 Accounting Simulation	3
_____	ACCT 2115 Bookkeeper Certification Review	3

	<i>(continued)</i>		
_____	ACCT 2120	Business Tax	3
_____	ACCT 2145	Personal Finance	3
_____	BUSN 1300	Introduction to Business	3
_____	BUSN 1410	Spreadsheet Concepts and Applications	4
_____	BUSN 1440	Document Production	4
	*Prerequisite is BUS 1100 or the ability to key at least 30 words per minute. See Admissions Office for testing.		
_____	COMP 1000	Introduction to Computers	3
_____	MGMT 1100	Principles of Management	3

BA23: Business Administrative Technology Degree (replaces BAT3: Business Administrative Technology in the Quarter System)

The Business Administrative Technology associate degree program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, and presentation applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology.

NOTE: Many BAT students have found that by selecting electives carefully, they were able to obtain several technical certificates. Students should speak with their academic advisors regarding possibilities in relation to their specific needs.

Career Opportunities

Graduates may find employment opportunities as an executive administrative assistant, executive secretary or in a related field.

Credit Required for Graduation: Minimum of 67 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. **The Business Administrative Technology associate degree program requires an additional 3 credit hours in Area I, for a total of 18 credit hours.** All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 6 hours; must include ENGL 1101 and SPCH 1101)

_____ Area II requirements (minimum 3 hours; must include PSYC 1101)

_____ Area III requirements (minimum 3 hours; must include MATH 1111)

_____ Area IV requirements (minimum 3 hours)

_____ Additional 3 hours from Area I, II, III, or IV

Program Course		Credits
<i>Occupational Courses</i>		
_____	ACCT 1100 Financial Accounting I	4
_____	BUSN 1190 Digital Technologies in Business	2
_____	BUSN 1240 Office Procedures	3
_____	BUSN 1300 Introduction to Business	3
_____	BUSN 1400 Word Processing Applications	4
_____	BUSN 1410 Spreadsheet Concepts and Applications	4
_____	BUSN 1420 Database Applications	4
_____	BUSN 1430 Desktop Publishing and Presentation Applications	4
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or the ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	BUSN 2160 Electronic Mail Applications	2
_____	BUSN 2190 Business Document Proofreading and Editing	3
_____	BUSN 2210 Applied Office Procedures	3
_____	MGMT 1100 Principles of Management	3
_____	COMP 1000 Introduction to Computers	3
<i>Occupational Electives (3 credits from the list below)</i>		
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1210 Electronic Calculators	2
_____	BUSN 1250 Records Management	3

MDI3: Business Management Degree (replaces MS03: Management and Supervisory Development in the Quarter System)

The Business Management associate degree program is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management.

Career Opportunities

Graduates may find employment as management and/or supervisor assistants or trainees or in related occupations.

Credit Required for Graduation: Minimum of 64 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. **The Business Management associate degree program requires an additional 3 credit hours in any area, for a total of 18 credit hours.** All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

- _____ Area I requirements (minimum 3 hours; must include ENGL 1101)
- _____ Area II requirements (minimum 3 hours)
- _____ Area III requirements (minimum 3 hours; must include MATH 1111)
- _____ Area IV requirements (minimum 3 hours)
- _____ Additional 6 hours from Area I, II, III, or IV

Program Course		Credits
<i>Occupational Courses</i>		
_____	ACCT 1100 Financial Accounting I	4
_____	COMP 1000 Introduction to Computers	3
_____	MGMT 1100 Principles of Management	3
_____	MGMT 1105 Organizational Behavior	3
_____	MGMT 1110 Employment Law	3
_____	MGMT 1115 Leadership	3
_____	MGMT 1120 Introduction to Business	3
_____	MGMT 1125 Business Ethics	3

(continued)

_____	MGMT 2115	Human Resource Management	3
_____	MGMT 2125	Performance Management	3
_____	MGMT 2215	Team Project	3

-and-

Choose one of the following specializations

*Specific Occupational Courses (**General Management Specialization**)*

Occupational Electives (12 credits from the list below)

_____	MGMT 2120	Labor Management Relations	3
_____	MGMT 2130	Employee Training and Development	3
_____	MGMT 2140	Retail Management	3
_____	MGMT 2145	Business Plan Development	3
_____	MGMT 2155	Quality Management Principles	3
_____	MGMT 2205	Service Sector Management	3
_____	MGMT 2210	Project Management	3

*Specific Occupational Courses (**Human Resources Management Specialization**)*

_____	MGMT 2120	Labor Management Relations	3
_____	MGMT 2130	Employee Training and Development	3
_____	MGMT 2205	Service Sector Management	3
_____	MGMT 2210	Project Management	(3)

Occupational Electives (3 credits from the list below)

_____	MGMT 2140	Retail Management	3
_____	MGMT 2200	Production/Operations Management	3

*Specific Occupational Courses (**Service Sector Management Specialization**)*

_____	MGMT 2130	Employee Training and Development	3
_____	MGMT 2140	Retail Management	3
_____	MGMT 2205	Service Sector Management	3

Occupational Electives (3 credits from the list below)

_____	MGMT 2120	Labor Management Relations	3
_____	MGMT 2210	Project Management	3

CLT3: Clinical Laboratory Technology Degree (replaces MLO3: Clinical Laboratory Technician in the Quarter System)

Clinical Laboratory Technology associate degree program prepares students to perform clinical laboratory procedures under the supervision of a qualified pathologist and/or clinical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduation from this program allows students to take a national certification examination, which is necessary for clinical employment. The Clinical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, 773.714.8880, www.nacls.org.

Career Opportunities

Graduates are most often employed in hospital laboratories, reference laboratories, government and private research laboratories, physicians' offices and clinics, crime labs, home health care agencies, safety and health research laboratories, and as sales representatives for laboratory equipment and supplies.

Competitive Selection Process

Level I: Clinical Laboratory Technology Preparatory/Core Courses

The annual Level I deadline is June 1.

The following requirements must be completed by the applicable Level I deadline in order to be eligible for the Clinical Laboratory Technology program selection. The student:

- Must complete the WGTC student application process and achieve regular status program admission.
- Must be in good academic standing with the College.
- Must complete the following courses with a minimum grade of C: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, CHEM 1111, ENGL 1101, and MATH 1101 or MATH 1111.
- Must possess certification in CPR by the American Heart Association/BLS for the Healthcare Provider.
- Must complete the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam. Students may schedule a testing date by calling the Continuing Education Department at 770.836.6615. There is a fee for each attempt at taking this exam. Students are allowed to repeat the exam in an effort to improve their score.
- Must submit a Health Services Competitive Selection File Review Request to the Office of Student Affairs upon completion of the required courses. Students must also attach a copy of their CPR certification card and a copy of the PSB Health Occupations Aptitude Exam score report.

Level II: Clinical Laboratory Technology Competitive Selection

The competitive selection is based on the following scoring process:

- Students must achieve a cumulative minimum grade point average of 3.0 on the Level I core courses required for eligibility to the selection process. The academic performance demonstrated in the required Level I courses will comprise 75 percent of the overall score.
- Students must achieve a minimum raw score of 200 on the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination Edition 3 or a minimum raw score of 250 on other Editions of the PSB. The score on the PSB will comprise 25 percent of the overall score.
- Students with the highest overall scores from Level I courses and the PSB exam will be selected for program admission.

Level III: Clinical Laboratory Technology Occupational and Clinical Courses

Students selected for admission to the Clinical Laboratory Technology program will complete the occupational and clinical program courses in a prescribed sequence as a class unit. A class is admitted beginning each fall semester.

Credit Required for Graduation: Minimum of 86 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. **The Clinical Laboratory Technology associate degree program requires an additional 3 credit hours in Area I and an additional 4 credit hours in Area III, for a total of 23 credit hours.** All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 6 hours; must include ENGL 1101 and SPCH 1101)

_____ Area II requirements (minimum 3 hours; must include PSYC 1101)

_____ Area III requirements (minimum 11 hours; must include MATH 1111, CHEM 1211/CHEM 1211L, and CHEM 1212/CHEM 1212L)

_____ Area IV requirements (minimum 3 hours)

Program Course		Credits
<i>Occupational Courses</i>		
_____ ALHS 1040	Introduction to Health Care	3
_____ BIOL 2113	Anatomy and Physiology I	3
_____ BIOL 2113L	Anatomy and Physiology Lab I	1
_____ BIOL 2114	Anatomy and Physiology II	3
_____ BIOL 2114L	Anatomy and Physiology Lab II	1
_____ COMP 1000	Introduction to Computers	3
_____ CLBT 1010	Introduction to Clinical Laboratory Technology	2
_____ CLBT 1030	Urinalysis/Body Fluids	2
_____ CLBT 1040	Hematology/Coagulation	5
_____ CLBT 1050	Serology/Immunology	3
_____ CLBT 1060	Immunochemistry	5
_____ CLBT 1070	Clinical Chemistry	5
_____ CLBT 1080	Microbiology	6
_____ CLBT 2090	Clinical Phlebotomy, Urinalysis, and Serology Practicum	3

	<i>(continued)</i>		
_____	CLBT 2100	Clinical Immunohematology Practicum	4
_____	CLBT 2110	Clinical Hematology/Coagulation Practicum	4
_____	CLBT 2120	Clinical Microbiology Practicum	4
_____	CLBT 2130	Clinical Chemistry Practicum	4
_____	CLBT 2180	CLT Certification Review I	I
_____	CLBT 2190	CLT Certification Review II	I

CIS - CS23: Computer Support Specialist Degree (replaces CMU3: Computer Support Specialist in the Quarter System)

The Computer Information Systems – Computer Support Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking.

NOTE: Program courses in Computer Information Systems require strong aptitudes for math, problem solving, critical thinking, listening, teamwork, and written direction.

Career Opportunities

Graduates may find employment in end-user support, systems integration, PC repair/installation, LAN hardware support, commercial software support, and computer hardware/software sales.

Credit Required for Graduation: Minimum of 62 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

- _____ *General Core Courses*
- _____ Area I requirements (minimum 3 hours; must include ENGL 1101)
- _____ Area II requirements (minimum 3 hours)
- _____ Area III requirements (minimum 3 hours; must include MATH 1101 or MATH 1111)
- _____ Area IV requirements (minimum 3 hours)
- _____ Additional 3 hours from Area I, II, III, or IV

Program Courses		Credits
<i>Occupational Courses</i>		
_____ CIST 1001	Computer Concepts	4
_____ CIST 1122	Hardware Installation and Maintenance	4
_____ CIST 1130	Operating Systems Concepts	3
_____ CIST 1220	Structured Query Language (SQL)	4
_____ CIST 1305	Program Design and Development	3
_____ CIST 1401	Computer Networking Fundamentals	4

_____	CIST 1601 <i>(continued)</i>	Information Security Fundamentals	3
_____	CIST 2120	Supporting Application Software	4
_____	CIST 2921	IT Analysis, Design, and Project Management	4
_____	CIST 2311	Visual Basic I	4
_____	-or- CIST 2371	Java Programming I	(4)
_____	COMP 1000	Introduction to Computers	3
	<i>Occupational Electives (7 credits from the list below)</i>		
_____	CIST 1510	Web Development I	3
_____	CIST 2411	Microsoft Client	4
_____	CIST 2412	Windows Server Directory Services	4
_____	CIST 2413	Microsoft Server Infrastructure	4
_____	CIST 2414	Microsoft Server Administrator	4
_____	CIST 2431	UNIX/LINUX Introduction	4

CIS - NSI3: Networking Specialist Degree (replaces CIN3: Networking Specialist in the Quarter System)

The Computer Information Systems – Networking Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking.

NOTE: Program courses in Computer Information Systems require strong aptitudes for math, problem solving, critical thinking, listening, teamwork, and written direction.

Career Opportunities

Graduates may find employment in network installation and maintenance, networking administration, network operating systems support, and hardware repair/maintenance.

Credit Required for Graduation: Minimum of 67 credit hours

Networking

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 3 hours must include ENGL 1101)

_____ Area II requirements (minimum 3 hours)

_____ Area III requirements (minimum 3 hours; must include MATH 1101 or MATH 1111)

_____ Area IV requirements (minimum 3 hours)

_____ Additional 3 hours from Area I, II, III, or IV

Program Courses		Credits
<i>Occupational Courses</i>		
_____ CIST 1001	Computer Concepts	4
_____ CIST 1122	Hardware Installation and Maintenance	4
_____ CIST 1130	Operating Systems Concepts	3
_____ CIST 1401	Computer Networking Fundamentals	4
_____ CIST 1305	Program Design and Development	3
_____ CIST 1601	Information Security Fundamentals	3

	<i>(continued)</i>		
_____	CIST 2311	Visual Basic I	4
	-or-		
_____	CIST 2371	Java Programming I	(4)
_____	COMP 1000	Introduction to Computers	3
	<i>Occupational Electives (8 credits from the list below)</i>		
_____	CIST 1220	Structured Query Language	4
_____	CIST 1510	Web Development I	3
_____	CIST 2120	Supporting Application Software	4
_____	CIST 2431	UNIX/LINUX Introduction	4
_____	CIST 2921	IT Analysis, Design, and Project Management	4
	-and-		
	The following specialization		
	<i>Specific Occupational Courses (Microsoft Specialization)</i>		
_____	CIST 2411	Microsoft Client	4
_____	CIST 2412	Microsoft Server Directory Services	4
_____	CIST 2413	Microsoft Server Infrastructure	4
_____	CIST 2414	Microsoft Server Administrator	4

CJT3: Criminal Justice Technology Degree (replaces CJ03: Criminal Justice Technology in the Quarter System)

The Criminal Justice Technology associate degree program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Completion of the Criminal Justice Technology associate degree does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

NOTE: Prospective students need to know that they will be required to meet all applicable employment requirements, including satisfactory background and criminal checks, in order to qualify for some internships and to gain employment in most law enforcement settings. A felony and/or aggravated misdemeanor conviction may bar students from completing the program. A felony and/or aggravated misdemeanor conviction also may preclude the student from obtaining employment in the Criminal Justice profession.

Career Opportunities

Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level opportunities include corrections, security, investigation, police and sheriff's patrol, administration, and other enforcement areas.

Credit Required for Graduation: Minimum of 60 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 3 hours; must include ENGL 1101)

_____ Area II requirements (minimum 3 hours)

_____ Area III requirements (minimum 3 hours; must include MATH 1101 or MATH 1111)

_____ Area IV requirements (minimum 3 hours)

_____ Additional 3 hours from Area I, II, III, or IV

Program courses appear on next page.

Program Courses		Credits
<i>Occupational Courses</i>		
_____	COMP 1000 Introduction to Computers	3
_____	CRJU 1010 Introduction to Criminal Justice	3
_____	CRJU 1030 Corrections	3
_____	CRJU 1040 Principles of Law Enforcement	3
_____	CRJU 1068 Criminal Law for Criminal Justice	3
_____	CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice	3
_____	CRJU 2020 Constitutional Law for Criminal Justice	3
_____	CRJU 2050 Criminal Procedure	3
_____	CRJU 2070 Juvenile Justice	3
_____	CRJU 2090 Criminal Justice Practicum	3
_____	-or- CRJU 2100 Criminal Justice Externship	(3)
<i>Occupational Electives (15 credits from the list below)</i>		
_____	CRJU 1021 Private Security	3
_____	CRJU 1043 Probation and Parole	3
_____	CRJU 1062 Methods of Criminal Investigation	3
_____	CRJU 1063 Crime Scene Processing	3
_____	CRJU 1065 Community-Oriented Policing	3
_____	CRJU 1072 Introduction to Forensic Science	3
_____	CRJU 1075 Report Writing	3
_____	CRJU 2060 Criminology	3

CA43: Culinary Arts Degree (replaces CUL3: Culinary Arts in the Quarter System)

The Culinary Arts associate degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

Career Opportunities

Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

Credit Required for Graduation: Minimum of 62 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 3 hours; must include ENGL 1101)

_____ Area II requirements (minimum 3 hours)

_____ Area III requirements (minimum 3 hours; must include MATH 1101 or MATH 1111)

_____ Area IV requirements (minimum 3 hours)

_____ Additional 3 hours from Area I, II, III, or IV

Program Course	Credits
<i>Occupational Courses</i>	
_____ COMP 1000 Introduction to Computers	3
_____ CUUL 1000 Fundamentals of Culinary Arts	4
_____ CUUL 1110 Culinary Safety and Sanitation	4
_____ CUUL 1120 Principles of Cooking	4
_____ CUUL 1129 Fundamentals of Restaurant Operations	4
_____ CUUL 1220 Baking Principles	4
_____ CUUL 1320 Garde Manger	4
_____ CUUL 1370 Culinary Nutrition and Menu Development	4
<i>(continued on next page)</i>	

	<i>(continued)</i>		
_____	CUUL 2130	Culinary Practicum and Leadership	6
	-or-		
_____	CUUL 2140	Advanced Baking and International Cuisine	(6)
_____	CUUL 2160	Contemporary Cuisine	4
	<i>Occupational Electives (6 credits from the list below)</i>		
_____	CUUL 1400	Basic Nutrition	3
_____	CUUL 1420	Marketing & Customer Services	3
_____	CUUL 1450	Food Service Manager and Training I	3
_____	CUUL 1460	Food Service Manager and Training II	3

DH13: Dental Hygiene Degree (replaces DH03: Dental Hygiene in the Quarter System)

The Dental Hygiene associate degree program is a sequence of courses that prepares students for positions in the dental profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Registered dental hygienists work in a variety of professional settings. The public is most familiar with dental hygienists in the private dental office, where they perform numerous critical services designed to detect and prevent diseases of the mouth. These include oral prophylaxis; examining the head, neck, and oral areas for signs of disease; educating patients about oral hygiene; taking or developing radiographs; and applying fluoride or sealants. In this setting, registered dental hygienists play a vital role in protecting the oral health of the American public. The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave., Chicago, IL 60611-2678, 312.440.7494, www.ada.org. This accreditation enables graduates to take any regional or state board in the nation.

NOTE: Only one class is accepted into the Dental Hygiene program each year, beginning fall semester.

Career Opportunities

Most dental hygienists work as part of a dental team in private dental practices. Other employment opportunities exist in Health Management Organizations, hospitals, military bases, and community clinics. Further career choices include working for dental supply companies, dental product or pharmaceutical companies, various government agencies or insurance companies. Many dental hygienists continue their education and complete advanced degrees that will allow them to teach dental hygiene or dental assisting, or become dental practice consultants, researchers, editors, dentists or professional writers.

Transfer of Credit for Dental Hygiene

Due to the nature of dental hygiene, the admissions requirements and transfer of credit policy for the program require testing a student's level of knowledge when a transfer of any dental hygiene course is considered. According to West Georgia Technical College's policy, if a DHYG course request for transfer credit is received for a course completed with a grade of C or above from another accredited college, a student must take an equivalency examination and in some situations, such as Dental Materials and Radiology, a laboratory competency examination. The didactic and laboratory competency grade must be an 80 or above to consider the transfer of credit. The time limitations for considering these credits are the same as for science courses; the course must have been within the previous seven years. Clinical and preclinical courses will not be considered for transfer due to the uniqueness of each dental hygiene program.

Competitive Selection Process

Level I: Dental Hygiene Preparatory/Core Courses

The annual Level I deadline is June 1.

To be eligible for the Dental Hygiene program selection, the student must complete the following requirements by the applicable Level I deadline. The student:

- Must complete the WGTC student application process and achieve regular status program.
- Must be in good academic standing with the College.
- Must complete the following courses with a minimum grade of C: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, ENGL 1101, MATH 1101 or MATH 1111, and COMP 1000. CHEM 1211 must be completed with a C or higher prior to entering the program but the grade for this course is not calculated in the GPA for the Competitive Selection Process.

- Must possess certification in CPR by the American Heart Association/BLS for the Healthcare Provider.
- Must complete the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam. Students may schedule a testing date by calling the Continuing Education Department at 770.836.6615. There is a fee for each attempt at taking this exam. Students are allowed to attempt the exam twice in an effort to improve their scores.
- Must submit a Health Services Competitive Selection File Review Request to the Office of Student Affairs upon completion of the required courses. Students must also attach a copy of their CPR certification card and a copy of the PSB Health Occupations Aptitude Exam score report.

Level II: Dental Hygiene Competitive Selection

The competitive selection is based on the following scoring process:

- Students must achieve a cumulative minimum grade point average of 3.0 on the Level I core courses required for eligibility to the selection process. The academic performance demonstrated in the required Level I courses will comprise 50 percent of the overall score.
- Students must achieve a minimum raw score of 200 on the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination Edition 3 or a minimum raw score of 250 on other Editions of the PSB. The score on the PSB will comprise 50 percent of the overall score.
- Students will receive an additional one (1) point in the competitive selection process for any health care clinical work. Previous work experience of any type in a dental related field such as lab technician or front office will give an additional two (2) points in the competitive selection process. More than one year equivalent of full-time experience as a dental assistant will give three (3) points in the competitive selection process.
- Students with the highest overall scores will be selected for program admission.

Level III: Dental Hygiene Occupational and Clinical Courses

Students selected for admission to the Dental Hygiene program will complete the occupational and clinical program courses in a prescribed sequence as a class unit. A class is admitted beginning each fall semester.

Credit Required for Graduation: Minimum of 85 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. **The Dental Hygiene associate degree program requires an additional 3 credit hours in Area I, an additional 3 credit hours in Area II, and an additional 4 hours in Area III, for a total of 22 credit hours.** All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

_____	General Core Courses	
_____	Area I requirements (minimum 6 hours; must include ENGL 1101 and SPCH 1101)	
_____	Area II requirements (minimum 6 hours; must include PSYC 1101 and SOCI 1101)	
_____	Area III requirements (minimum 7 hours; must include MATH 1101 or MATH 1111 and CHEM 1211/ CHEM 1211L)	
_____	Area IV requirements (minimum 3 hours)	
	Program Course	Credits

<i>Occupational Courses</i>			
_____	BIOL 2113	Anatomy and Physiology I	3
_____	BIOL 2113L	Anatomy and Physiology Lab I	1
_____	BIOL 2114	Anatomy and Physiology II	3
_____	BIOL 2114L	Anatomy and Physiology Lab II	1
_____	BIOL 2117	Introductory Microbiology	3
_____	BIOL 2117L	Introductory Microbiology Lab	1
_____	COMP 1000	Introduction to Computers	3
_____	DHYG 1000	Tooth Anatomy and Root Morphology	2
_____	DHYG 1010	Oral Embryology and Histology	1
_____	DHYG 1020	Head and Neck Anatomy	2
_____	DHYG 1030	Dental Materials	2
_____	DHYG 1040	Preclinical Dental Hygiene Lecture	2
_____	DHYG 1050	Preclinical Dental Hygiene Lab	2
_____	DHYG 1070	Radiology Lecture	2
_____	DHYG 1090	Radiology Lab	1
_____	DHYG 1110	Clinical Dental Hygiene I Lecture	1
_____	DHYG 1111	Clinical Dental Hygiene I Lab	3
_____	DHYG 1206	Pharmacology and Pain Control	3
_____	DHYG 2010	Clinical Dental Hygiene II Lecture	2
_____	DHYG 2020	Clinical Dental Hygiene II Lab	2
_____	DHYG 2050	Oral Pathology	3
_____	DHYG 2070	Community Dental Health	3
_____	DHYG 2080	Clinical Dental Hygiene III Lecture	2
_____	DHYG 2090	Clinical Dental Hygiene III Lab	4
_____	DHYG 2110	Biochemistry and Nutrition Fundamentals for the Dental Hygienist	3
_____	DHYG 2130	Clinical Dental Hygiene IV Lecture	1
_____	DHYG 2140	Clinical Dental Hygiene IV Lab	4
_____	DHYG 2200	Periodontology	3

EC13: Early Childhood Care/Education Degree (replaces OO03: Early Childhood Care/Education in the Quarter System)

The Early Childhood Care and Education associate degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment.

Career Opportunities

Graduates may find employment as paraprofessionals in public schools; preschool teachers in Head Start, Early Head Start, or private schools; private household childcare workers; or self-employed childcare providers.

Credit Required for Graduation: Minimum of 72 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. **The Early Childhood Care and Education associate degree program requires an additional 3 credit hours in Area I for a total of 18 credit hours.** All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 6 hours; must include ENGL 1101)

_____ Area II requirements (minimum 3 hours; must include PSYC 1101)

_____ Area III requirements (minimum 3 hours; must include MATH 1101 or MATH 1111)

_____ Area IV requirements (minimum 3 hours)

_____ Additional 3 hours from Area I, II, III, or IV

Program Course		Credits
<i>Occupational Courses</i>		
_____	COMP 1000 Introduction to Computers	3
_____	ECCE 1101 Introduction to Early Childhood Care and Education	3
_____	ECCE 1103 Child Growth and Development	3
_____	ECCE 1105 Health, Safety and Nutrition	3
_____	ECCE 1112 Curriculum and Assessment	3
_____	ECCE 1113 Creative Activities for Children	3
_____	ECCE 1121 Early Childhood Care and Education Practicum	3
_____	ECCE 2115 Language and Literacy	3

	<i>(continued)</i>		
_____	ECCE 2116	Math and Science	3
_____	ECCE 2201	Exceptionalities	3
_____	ECCE 2202	Social Issues and Family Involvement	3
_____	ECCE 2203	Guidance and Classroom Management	3
_____	ECCE 2240	Early Childhood Care and Education Internship	12

-and-

Choose one of the following specializations

*Specific Occupational Courses (**Paraprofessional Specialization**)*

_____	ECCE 2310	Paraprofessional Methods and Materials	3
_____	ECCE 2312	Paraprofessional Roles and Practices	3

*Specific Occupational Courses (**Program Administration**)*

_____	ECCE 2320	Program Administration and Facility Management	3
_____	ECCE 2322	Personnel Management	3

*Specific Occupational Courses (**Infant/Toddler Development**)*

_____	ECCE 2330	Infant/Toddler Development	3
_____	ECCE 2332	Infant/Toddler Group Care and Curriculum	3

ET13: Electronics Technology Degree (replaces EFA4: Electronics Technology in the Quarter System)

The Electronics Technology associate degree program is a sequence of courses designed to prepare students for careers in electronics professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems.

Career Opportunities

Graduates may find employment as specialized industrial or specialized general electronics technicians, assemblers, testers, repairers, and calibrators.

Credit Required for Graduation: Minimum of 60 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 3 hours; must include ENGL 1101)

_____ Area II requirements (minimum 3 hours; must include PSYC 1101)

_____ Area III requirements (minimum 6 hours; must include MATH 1111 and MATH 1112 or MATH 1113)

_____ Area IV requirements (minimum 3 hours)

Program Course		Credits
<i>Occupational Courses</i>		
_____	COMP 1000 Introduction to Computers	3
_____	ELCR 1005 Soldering Technology	1
_____	ELCR 1010 Direct Current Circuits	5
_____	ELCR 1020 Alternating Current Circuits	7
_____	ELCR 1030 Solid State Devices	5
_____	ELCR 1040 Digital and Microprocessor Fundamentals	5
_____	ELCR 1060 Linear Integrated Circuits	3

-and-

Choose one of the specializations on next page.

<i>Specific Occupational Courses (Industrial Electronics Technology Specialization)</i>			
_____	ELCR 2110	Process Control	3
_____	ELCR 2120	Motor Controls	3
_____	ELCR 2130	Programmable Controllers	3
_____	ELCR 2140	Mechanical Devices	2
_____	ELCR 2150	Fluid Power	2
_____	ELCR 2160	Advanced Microprocessors and Robotics	3
<i>Specific Occupational Courses (Field Occupation Specialization)</i>			
<i>Occupational Electives (16 credits from the list below)</i>			
_____	DFTG 1101	CAD Fundamentals	4
_____	ELCR 2110	Process Control	3
_____	ELCR 2120	Motor Controls	3
_____	ELCR 2130	Programmable Logic Controllers	3
_____	ELCR 2150	Fluid Power	2
_____	ELCR 2590	Fiber Optic Systems	3
_____	ELCR 2600	Telecommunication and Data Cabling	3
_____	ELCR 2660	Security System Installation and Testing	4
_____	ELTR 1060	Electrical Prints, Schematics, Symbols	3

FSI3: Fire Science Technology Degree (replaces FSN3: Fire Science Technology in the Quarter System)

The Fire Science associate degree program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills.

Career Opportunities

Graduates may find employment as firefighters, leaders, and officers in the fire service industry.

Credit Required for Graduation: Minimum of 62 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 3 hours; must include ENGL 1101)

_____ Area II requirements (minimum 3 hours)

_____ Area III requirements (minimum 3 hours; must include MATH 1101 or MATH 1111)

_____ Area IV requirements (minimum 3 hours)

_____ Additional 3 hours from Area I, II, III, or IV

Program Course		Credits
<i>Occupational Courses</i>		
_____ COMP 1000	Introduction to Computers	3
_____ FRSC 1100	Introduction to the Fire Service	3
_____ FRSC 1110	Fire Administration – Supervision and Leadership	3
_____ FRSC 1121	Firefighting Strategy and Tactics	3
_____ FRSC 1132	Fire Service Instructor	4
_____ FRSC 1141	Hazardous Materials Operations	4
_____ FRSC 1151	Fire Prevention and Inspection	4
_____ FRSC 1161	Fire Service Safety and Loss Control	3
_____ FRSC 2100	Fire Administration Management	3

	<i>(continued)</i>		
_____	FRSC 2110	Fire Service Hydraulics	3
_____	FRSC 2120	Fire Protection Systems	3
_____	FRSC 2130	Fire Service Building Construction	3
_____	FRSC 2141	Incident Command	4
_____	FRSC 2170	Fire and Arson Investigation	4

H113: Health Information Technology Degree (replaces HIT3: Health Information Technology in the Quarter System)

The Health Information Technology associate degree program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure, and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment, and research. Program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system.

Career Opportunities

Graduates are prepared for professional positions in hospitals, physicians' offices, state and federal health care agencies, clinics, managed care organizations, behavioral health facilities, consulting and law firms, ambulatory care facilities, information system vendors, insurance companies, and long-term care facilities.

Credit Required for Graduation: Minimum of 64 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 3 hours; must include ENGL 1101)

_____ Area II requirements (minimum 3 hours)

_____ Area III requirements (minimum 3 hours; must include MATH 1101 or MATH 1111)

_____ Area IV requirements (minimum 3 hours)

_____ Additional 3 hours from Area I, II, III, or IV

Program Course		Credits
<i>Occupational Courses</i>		
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	BIOL 2113 Anatomy and Physiology I	3
_____	BIOL 2113L Anatomy and Physiology Lab I	1
_____	BIOL 2114 Anatomy and Physiology II	3
_____	BIOL 2114L Anatomy and Physiology Lab II	1
_____	COMP 1000 Introduction to Computers	3
_____	HIMT 1100 Introduction to Health Information Technology	3
_____	HIMT 1150 Computer Applications in Healthcare	2

	<i>(continued)</i>		
_____	HIMT 1200	Legal Aspects of Healthcare	2
_____	HIMT 1250	Health Record Content and Structure	2
_____	HIMT 1350	Pharmacotherapy	2
_____	HIMT 1400	Coding and Classification I – ICD Coding	4
_____	HIMT 1410	Coding and Classification II – ICD Advanced Coding	3
_____	HIMT 2150	Healthcare Statistics	2
_____	HIMT 2200	Performance Improvement	2
_____	HIMT 2300	Healthcare Management	3
_____	HIMT 2400	Coding and Classification System III – CPT/HCPCS Coding	3
_____	HIMT 2410	Revenue Cycle Management	2
_____	HIMT 2460	Health Information Technology Practicum	3
_____	MAST 1120	Human Pathological Conditions in the Medical Office	3

MMI3: Marketing Management Degree (replaces MM03: Marketing Management in the Quarter System)

The Marketing Management associate degree program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management.

Career Opportunities

Graduates may find employment as buyers, advertising managers, retail store managers, tellers, general merchandise salespersons, merchandise displayers, department managers, or any of many other marketing related jobs. Any of the above employment opportunities should provide the graduate experience to assist in opening his or her own business.

Credit Required for Graduation: Minimum of 62 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. **The Marketing Management associate degree program requires an additional 3 credit hours in any area for a total of 18 credit hours.** All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

- _____ *General Core Courses*
- _____ Area I requirements (minimum 3 hours; must include ENGL 1101)
- _____ Area II requirements (minimum 3 hours)
- _____ Area III requirements (minimum 3 hours; must include MATH 1101 or MATH 1111)
- _____ Area IV requirements (minimum 3 hours)
- _____ Additional 6 hours from Area I, II, III, or IV

Program Course		Credits
<i>Occupational Courses</i>		
_____	ACCT 1100 Financial Accounting I	4
_____	BUSN 1190 Digital Technologies in Business	2
_____	COMP 1000 Introduction to Computers	3
_____	MGMT 1100 Principles of Management	3
_____	MKTG 1100 Principles of Marketing	3
_____	MKTG 1130 Business Regulations and Compliance	3
_____	MKTG 1160 Professional Selling	3

	<i>(continued)</i>		
_____	MKTG 1190	Integrated Communications	3
_____	MKTG 2000	International Marketing	3
_____	-or-		
_____	MKTG 2290	Marketing Internship/Practicum	(3)
_____	MKTG 2090	Marketing Research	3
_____	MKTG 2300	Marketing Management	3
	<i>Electives (3 credits from the list below)</i>		
_____	BUSN 1300	Introduction to Business	3
_____	BUSN 2170	Web Page Design	2
_____	MKTG 1270	Visual Merchandising	3
_____	MKTG 2010	Small Business Management	3
_____	XXXX xxxx	Any course within any WGTC credit program may be used to satisfy the elective requirement for the associate degree in Marketing Management	

-and-

Choose one of the following specializations

Specific Occupational Courses (Entrepreneurship Specialization)

_____	MKTG 1210	Services Marketing	3
_____	-or-		
_____	MKTG 2070	Buying and Merchandising	(3)
_____	MKTG 2010	Small Business Management	3
_____	MKTG 2210	Entrepreneurship	6

Specific Occupational Courses (E-Business Specialization)

_____	MKTG 1210	Services Marketing	3
_____	-or-		
_____	MKTG 2070	Buying and Merchandising	(3)
_____	BUSN 2170	Web Page Design	2
_____	MKTG 2210	Entrepreneurship	6

RT23: Radiologic Technology Degree (replaces RT03: Radiologic Technology in the Quarter System)

The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments and related businesses and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction necessary for successful employment. Program graduates receive an associate of applied science degree, have the qualifications of a radiographer, and are eligible to sit for a national certification examination for radiographers.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 N. Wacker Dr. Suite 2850, Chicago, IL 60606-3182, phone 312.704.5300, www.jrcert.org).

Students will have the opportunity to learn about all applications of diagnostic imaging, including routine radiography and fluoroscopy, trauma radiography, surgical and mobile radiography, pediatric radiography, as well as sub-specialty modalities such as computed tomography (CT), magnetic resonance imaging (MRI), ultrasound, nuclear medicine, and radiation therapy.

In order to receive a wide variety of experience, students will receive clinical assignments in a number of clinical environments. Travel will be required to all clinical sites.

NOTE: The Radiologic Technology programs are located on the LaGrange and Douglas campuses and are available in day classes.

Career Opportunities

Graduates may obtain employment as radiographers in the diagnostic field of radiology.

Competitive Selection Process

Level I: Radiologic Technology Preparatory/Core Courses

The annual Level I deadline is June 1. The following requirements must be completed by the applicable Level I deadline to be eligible for the Radiologic Technology program selection. The student:

- Must complete the West Georgia Technical college student application process and achieve regular status program admission.
- Must be in good academic standing with the College.
- Must complete the following courses with a minimum grade of C: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, ENGL 1101, MATH 1101 or MATH 1111, SPCH 1101, and PSYC 1101. ALHS 1090 is not required for the competitive selection process but must be completed no later than the first semester of the program.
- Must possess certification in CPR by the American Heart Association/BLS for the Healthcare Provider.
- Must complete the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam. Students may schedule a testing date by calling the Continuing Education Department at 770.836.6615. There is a fee for each attempt at taking this exam. Students are allowed to attempt the exam twice in an effort to improve their scores.
- Must submit a Health Services Competitive Selection File Review Request to the Office of Student Affairs upon completion of the required courses. Students must also attach a copy of

their CPR certification card and a copy of the PSB Health Occupations Aptitude Exam score report.

Level II: Radiologic Technology Competitive Selection

The competitive selection is based on the following scoring process:

- Students must achieve a cumulative minimum grade point average of 3.0 on the Level I core courses required for eligibility to the selection process. The academic performance demonstrated in the required Level I courses will comprise 75 percent of the overall score.
- Students must achieve a minimum raw score of 200 on the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination Edition 3 or a minimum raw score of 250 on other Editions of the PSB. The score on the PSB will comprise 25 percent of the overall score.
- Students with the highest overall scores from Level I courses and the PSB exam will be selected for program admission.

Level III: Radiologic Technology Occupational and Clinical Courses

Students selected for admission to each Radiologic Technology program will complete the occupational and clinical program courses in a prescribed sequence. Program courses begin in fall semester.

Credit Required for Graduation: Minimum of 93 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 6 hours; must include ENGL 1101 and SPCH 1101)

_____ Area II requirements (minimum 3 hours; must include PSYC 1101)

_____ Area III requirements (minimum 3 hours; must include MATH 1101 or MATH 1111)

_____ Area IV requirements (minimum 3 hours)

Program Course		Credits
<i>Occupational Courses</i>		
_____	ALHS 1090 Medical Terminology for Allied Health Services	2
_____	BIOL 2113 Anatomy and Physiology I	3
_____	BIOL 2113L Anatomy and Physiology Lab I	1
_____	BIOL 2114 Anatomy and Physiology II	3
_____	BIOL 2114L Anatomy and Physiology Lab II	1
_____	COMP 1000 Introduction to Computers	3
_____	RADT 1010 Introduction to Radiology	4
_____	RADT 1030 Radiographic Procedures I	3

	<i>(continued)</i>		
_____	RADT 1060	Radiographic Procedures II	3
_____	RADT 1070	Principles of Imaging I	6
_____	RADT 1160	Principles of Imaging II	6
_____	RADT 1200	Principles of Radiation Biology and Protection	3
_____	RADT 1320	Clinical Radiography I	4
_____	RADT 1330	Clinical Radiography II	7
_____	RADT 2090	Radiographic Procedures III	2
_____	RADT 2190	Radiographic Pathology	2
_____	RADT 2260	Radiologic Technology Review	3
_____	RADT 2340	Clinical Radiography III	6
_____	RADT 2350	Clinical Radiography IV	7
_____	RADT 2360	Clinical Radiography V	9

NU43: Nursing Degree (replaces NUN3: Nursing in the Quarter System)

The Registered Nursing associate degree program is designed to provide nursing courses that when successfully completed award graduates an Associate Degree in Nursing (ADN). Graduates are then eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses. The Nursing program is approved by the Georgia Board of Nursing, 237 Coliseum Drive, Macon, Georgia 31217-3858, phone 478.207.1640. The Nursing program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326. Phone 404.975.5000.

NOTE: According to the position statement of the National Organization for Associate Degree Nursing (NOADN) (2006), ADN/ASN graduates are recognized as essential members of the interdisciplinary healthcare team in diverse health care settings. The Nursing faculty is committed to the NOADN tenants of advocacy, professional involvement, life-long learning and leadership and to this end the College supports student participation and involvement in the learning environment.

Career Opportunities

Graduates may find opportunities in a wide variety of settings, including, but not limited to, acute care in hospitals and long term care facilities, outpatient clinics, physicians' offices, home health care agencies, private or governmental industries, schools, and hospice programs.

Competitive Selection Process

Level I: Registered Nursing Preparatory/Core Course

The annual Level I deadline is June 1 for fall semester admission. The following requirements must be completed by the applicable Level I deadline to be eligible for the Registered Nursing program selection. The student:

- Must complete the WGTC student application process and achieve regular status program admission.
- Must be in good academic standing with the College.
- Must complete the following courses with a minimum grade of C: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, ENGL 1101, MATH 1111, and PSYC 1101. BIOL 2117/BIOL 2117L must be completed with a C or higher prior to entry into the program but grades for these two courses are not calculated in the GPA for the Competitive Selection Process.
- Must possess certification in CPR by the American Heart Association/BLS for the Healthcare Provider.
- Must submit a Competitive Selection File Review Request to the Office of Student Affairs upon completion of the required courses and attach a copy of the CPR certification card and a copy of the Official NLN Pre-RN Admissions Entrance Examination score report.
- Additionally, any licensed LPN graduate or student who has six or more months of current work experience in a clinical setting delivering patient care may submit a letter of verification from the employer. The letter must be attached to the Competitive Selection File Review Request and received by the deadline to be considered in the scoring process. Students are not required to have work experience in a clinical setting to complete Level I requirements or enter the Level II Competitive Selection.

Level II: Registered Nursing Competitive Selection

The competitive selection is based on the following scoring process:

- Students must achieve a minimum National League for Nursing (NLN) Pre-RN Admission Entrance composite percentile score of 85 percent. The score earned on the pre-RN exam will comprise 60 percent of the overall score.
- Students must achieve a cumulative minimum grade point average of 3.0 on the seven (7) Level I core courses required for eligibility to the selection process. The academic performance demonstrated in these required Level I courses will comprise 40 percent of the overall score.
- Students with documented clinical work experience for six months prior to the competitive selection deadline will receive one (1) point in the overall score. Clinical experience is defined as actual patient care opportunities that include the delivery of physical care, such as certified nursing assistant, nurse aide, patient care technician, medical assistant, surgical technician, back office worker in a clinic or physician's office, or emergency medical technician.
- LPN graduates who are licensed and working for six months prior to the Competitive Selection Process deadline will receive one (1) additional point in the overall score.
- Students who are ranked with the highest overall scores will be selected for program admission.

Level III: Registered Nursing Occupational and Clinical Courses

Students selected for admission to the Registered Nursing program will complete the occupational and clinical program courses in a prescribed sequence as a class unit, or cohort.

Credit Required for Graduation: Minimum of 75 credit hours

Curriculum

The requirements for general core curriculum of all associate degree programs are a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

_____ Area I requirements (minimum 3 hours; must include ENGL 1101)

_____ Area II requirements (minimum 3 hours; must include PSYC 1101)

_____ Area III requirements (minimum 3 hours; must include MATH 1111)

_____ Area IV requirements (minimum 3 hours)

_____ Additional 3 hours from Area I, II, III or IV

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	BIOL 2113 Anatomy and Physiology I	3
_____	BIOL 2113L Anatomy and Physiology Lab I	1
_____	BIOL 2114 Anatomy and Physiology II	3
_____	BIOL 2114L Anatomy and Physiology Lab II	1
_____	BIOL 2117 Introductory Microbiology	3
	<i>(continued on next page)</i>	

	<i>(continued)</i>		
_____	BIOL 2117L	Introductory Microbiology Lab	1
_____	COMP 1000	Introduction to Computers	3
_____	PSYC 2103	Human Development	3
_____	RNSG 1110	Introduction to Nursing Practice	8
_____	RNSG 1120	Adult Health I	8
_____	RNSG 1130	Adult Health II	6
_____	RNSG 2110	Parent Child Nursing	8
_____	RNSG 2120	Adult Health III	8
_____	RNSG 2130	Transitions to Professional Nursing	5

Diploma Programs

West Georgia Technical College offers diploma programs in various occupational fields. The Technical College System of Georgia governs these programs by standards that provide uniform requirements for all technical institutes. Satisfactory completion of course work carries diploma credit. Diploma credit is transferable to other technical colleges within the statewide system.

Accounting

Air Conditioning Technology

Automated Manufacturing Technology

Automotive Technology

Barbering

Business Administrative Technology

Business Management

Computer Information Systems

*Computer Support Specialist
Networking Specialist*

Cosmetology

Criminal Justice

Culinary Arts

Diesel Equipment Technology

Drafting Technology

Early Childhood Care and Education

Electrical Control Systems

Electrical Systems Technology

Electronics Technology

Fire Science Technology

Industrial Mechanical Systems

Industrial Systems Technology

Machine Tool Technology

*CNC Technology
Machine Tool Technology*

Marketing Management

Medical Assisting

Practical Nursing

Surgical Technology

Welding and Joining Technology

ACI2: Accounting Diploma (replaces AC02: Accounting in the Quarter System)

The Accounting diploma program is a sequence of courses that prepares students for a variety of entry-level positions in accounting in today's technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement.

Career Opportunities

Graduates may find employment as bookkeepers or accounting clerks in the areas of accounts receivable or accounts payable.

Credit Required for Graduation: Minimum of 42 credit hours

Curriculum

	Program Course	Credits
<i>Basic Skills Courses</i>		
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1011 Business Mathematics	3
_____	-or- MATH 1012 Foundations of Mathematics	(3)
<i>Occupational Courses</i>		
_____	ACCT 1100 Financial Accounting I	4
_____	ACCT 1105 Financial Accounting II	4
_____	ACCT 1115 Computerized Accounting	3
_____	ACCT 1125 Individual Tax Accounting	3
_____	ACCT 1130 Payroll Accounting	3
_____	BUSN 1410 Spreadsheet Applications	4
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	COMP 1000 Introduction to Computers	3
<i>Occupational Electives (6 credits from the list below; at least 3 hours must be ACCT courses)</i>		
_____	ACCT 1110 Managerial Accounting	3
_____	ACCT 2110 Accounting Simulation	3
_____	ACCT 2115 Bookkeeper Certification Review	3
_____	ACCT 2120 Business Tax Accounting	3
_____	ACCT 2145 Personal Finance	3
_____	BUSN 1300 Introduction to Business	3
_____	MGMT 1100 Principles of Management	3

ACT2: Air Conditioning Technology Diploma (replaces AI02: Air Conditioning Technology in the Quarter System)

The Air Conditioning Technology diploma program is a sequence of courses that prepares students for careers in the air conditioning industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of air conditioning theory and practical application necessary for successful employment.

Career Opportunities

Graduates may find employment as air conditioning technicians.

Credit Required for Graduation: Minimum of 51 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	AIRC 1005 Refrigeration Fundamentals	4
_____	AIRC 1010 Refrigeration Principles and Practices	4
_____	AIRC 1020 Refrigeration Systems Components	4
_____	AIRC 1030 HVACR Electrical Fundamentals	4
_____	AIRC 1040 HVACR Electrical Motors	4
_____	AIRC 1050 HVACR Electrical Components and Controls	4
_____	AIRC 1060 Air Conditioning Systems Application and Installation	4
_____	AIRC 1070 Gas Heat	4
_____	AIRC 1080 Heat Pumps and Related Systems	4
_____	AIRC 1090 Troubleshooting Air Conditioning Systems	4

AM12: Automated Manufacturing Technology Diploma (replaces AM02: Automated Manufacturing Technology in the Quarter System)

The Automated Manufacturing Technology diploma program is a planned sequence of carefully developed courses designed to prepare students to work as technicians in one of the various specialties in the field. Program graduates are to be competent in the general areas of communications, mathematics, and interpersonal relations. In addition, graduates are to be competent to install, program, operate, maintain, service, and diagnose electromechanical equipment used in automated manufacturing applications.

Career Opportunities

Graduates may find employment in installation and maintenance of automated components and systems, parts production, or in other manufacturing processing and production related industries.

Credit Required for Graduation: Minimum of 55 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1013 Algebraic Concepts	3
	<i>Occupational Courses</i>	
_____	AMCA 2110 CNC Fundamentals	3
_____	AUMF 1110 Flexible Manufacturing Systems I	5
_____	AUMF 1120 Programmable Controllers	5
_____	AUMF 1130 Applied Hydraulics, Pneumatics, and Mechanics	2
_____	AUMF 1140 Electrical Controls	3
_____	AUMF 1150 Introduction to Robotics	3
_____	AUMF 1210 Flexible Manufacturing Systems II	5
_____	AUMF 1310 Flexible Manufacturing Systems III	5
_____	COMP 1000 Introduction to Computers	3
_____	DFTG 1101 CAD Fundamentals	4
_____	IDFC 1000 Principles of Electricity I	4
_____	IDFC 1005 Principles of Electricity II	5

ATI4: Automotive Technology Diploma (replaces UTA4: Automotive Technology and UT02: Automotive Fundamentals in the Quarter System)

The Automotive Technology diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment.

NOTE: Employers in this field look for people with strong communication and analytical skills. Technicians need good reading, mathematics, and computer skills to study technical manuals and to keep abreast of new technology and learn new service and repair procedures and specifications.

Career Opportunities

Graduates may find employment as automotive technicians qualified in the following service areas: engine performance, suspension and steering, brakes, electrical/electronic systems, and heating/air conditioning.

Credit Required for Graduation: Minimum of 55 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	AUTT 1010 Introduction to Automotive Technology	2
_____	AUTT 1020 Automotive Electrical Systems	7
_____	AUTT 1030 Automotive Brake Systems	4
_____	AUTT 1040 Automotive Engine Performance	7
_____	AUTT 1050 Automotive Suspension and Steering Systems	4
_____	AUTT 1060 Automotive Climate Control Systems	5
_____	AUTT 2010 Automotive Engine Repair	6
_____	AUTT 2020 Automotive Manual Drive Train and Axles	4
_____	AUTT 2030 Automotive Automatic Transmissions and Transaxles	5
_____	COMP 1000 Introduction to Computers	3

BA12: Barbering Diploma (replaces BA02: Barbering in the Quarter System)

The Barbering diploma program is a sequence of courses that prepares students for careers in the field of barbering. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, hair treatments and manipulations, haircutting techniques, shaving, skin care, reception, sales, and management. The curriculum meets state licensing requirements of the Georgia State Board of Barbering.

Career Opportunities

Graduates may be employable as barbers, salon/shop managers, or salon/shop owners.

Credit Required for Graduation: Minimum of 52 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	BARB 1000 Introduction to Barber/Styling Implements	3
_____	BARB 1010 Science: Sterilization, Sanitation, and Bacteriology	3
_____	BARB 1020 Introduction to Haircutting and Shampooing	5
_____	BARB 1030 Haircutting/Basic Styling	3
_____	BARB 1040 Shaving	2
_____	BARB 1050 Science: Anatomy and Physiology	3
_____	BARB 1060 Introduction to Color Theory/Color Application	3
_____	BARB 1070 Chemical Restructuring of Hair	5
_____	BARB 1080 Advanced Haircutting/Styling	5
_____	BARB 1090 Structures of Skin, Scalp, Hair and Facial Treatments	3
_____	BARB 1100 Barber/Styling Practicum and Internship	3
_____	BARB 1110 Shop Management/Ownership	3
_____	COMP 1000 Introduction to Computers	3

BA22: Business Administrative Technology Diploma (replaces BAT2: Business Administrative Technology in the Quarter System)

The Business Administrative Technology diploma program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology.

NOTE: The Business Administrative Technology program uses a combination of lecture and lab classes. The office tasks help students apply theory to practical situations. Job samples give students responsibility for planning, coordinating, controlling and completing activities used in offices and businesses. Many BAT students have found that by selecting electives carefully, they were able to obtain several technical certificates. Students should speak with their academic advisors regarding possibilities in relation to their specific needs.

Career Opportunities

Graduates may find employment as business administrative assistants, medical administrative assistants, or in a related field.

Credit Required for Graduation: Minimum of 50 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1011 Business Math	3
	-or-	
_____	MATH 1012 Foundations of Mathematics	(3)
	<i>Occupational Courses</i>	
_____	ACCT 1100 Financial Accounting I	4
_____	BUSN 1400 Word Processing Applications	4
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	BUSN 2190 Business Document Proofreading and Editing	3
_____	COMP 1000 Introduction to Computers	3

Specializations appear on next page.

-and-

Choose of the following specializations

<i>Specific Occupational Courses (Business Administrative Assistant Specialization)</i>		
_____	BUSN 1190	Digital Technologies in Business 2
_____	BUSN 1240	Office Procedures 3
_____	BUSN 1410	Spreadsheet Concepts and Applications 4
_____	BUSN 1430	Desktop Publishing and Presentation Applications 4
_____	BUSN 2160	Electronic Mail Applications 2
_____	BUSN 2210	Applied Office Procedures 3
<i>Occupational Electives (7 credits from the list below)</i>		
_____	BUSN 1100	Introduction to Keyboarding 3
_____	BUSN 1210	Electronic Calculators 2
_____	BUSN 1250	Records Management 3
_____	BUSN 1300	Introduction to Business 3
_____	BUSN 1420	Database Applications 4
_____	BUSN 2180	Speed and Accuracy Keying 1
*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.		
<i>Specific Occupational Courses (Medical Administrative Assistant Specialization)</i>		
_____	ALHS 1011	Anatomy and Physiology 5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences 2
_____	BUSN 2340	Medical Administrative Procedures 4
_____	BUSN 2370	Medical Office Billing/Coding/Insurance 3
_____	MAST 1120	Human Pathological Conditions in the Medical Office 3
<i>Occupational Electives (9 credits from the list below)</i>		
_____	BUSN 1100	Introduction to Keyboarding 3
_____	BUSN 1210	Electronic Calculators 2
_____	BUSN 1250	Records Management 3
_____	BUSN 2180	Speed and Accuracy Keying 1
*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.		
_____	BUSN 2320	Medical Document Processing/Transcription 4
_____	BUSN 2330	Advanced Medical Document Processing/Transcription 4
_____	BUSN 2350	Computerized Medical Office Skills 2

MDI2: Business Management Diploma (replaces MS02: Management Supervisory Development in the Quarter System)

The Business Management diploma program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management.

Career Opportunities

Graduates may find employment as management and/or supervisor assistants or trainees or in related occupations.

Credit Required for Graduation: Minimum of 47 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
	-or-	
_____	PSYC 1010 Basic Psychology	(3)
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1011 Business Math	3

NOTE: Students are encouraged to complete the core courses first—before the bulk of their program courses—instead of waiting until closer to program completion.

	<i>Occupational Courses</i>	
_____	ACCT 1100 Financial Accounting I	4
_____	COMP 1000 Introduction to Computers	3
_____	MGMT 1100 Principles of Management	3
_____	MGMT 1105 Organizational Behavior	3
_____	MGMT 1110 Employment Law	3
_____	MGMT 1115 Leadership	3
_____	MGMT 1120 Introduction to Business	3
_____	MGMT 1125 Business Ethics	3
_____	MGMT 2115 Human Resource Management	3
_____	MGMT 2125 Performance Management	3
_____	MGMT 2215 Team Project	3

Occupational Electives appear on next page.

Occupational Electives (6 credits from the list below)

_____	MGMT 2130	Employee Training and Development	3
_____	MGMT 2140	Retail Management	3
_____	MGMT 2210	Project Management	3

CIS - CSI4: Computer Support Specialist Diploma (replaces CMU4: Computer Support Specialist in the Quarter System)

The Computer Information Systems—Computer Support Specialist diploma program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing.

NOTE: Program courses in Computer Information Systems require strong aptitudes for math, problem solving, critical thinking, listening, teamwork, and written direction.

Career Opportunities

Graduates may find employment in end-user support, systems integration, PC repair/installation, LAN hardware support, commercial software support, and computer hardware/software sales.

Credit Required for Graduation: Minimum of 55 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	CIST 1001 Computer Concepts	4
_____	CIST 1122 Hardware Installation and Maintenance	4
_____	CIST 1130 Operating Systems Concepts	3
_____	CIST 1220 Structured Query Language (SQL)	4
_____	CIST 1305 Program Design and Development	3
_____	CIST 1401 Computer Networking Fundamentals	4
_____	CIST 1601 Information Security Fundamentals	3
_____	CIST 2120 Supporting Application Software	4
_____	CIST 2311 Visual Basic I	4
_____	-or-	
_____	CIST 2371 Java Programming I	(4)
_____	CIST 2921 IT Analysis, Design, and Project Management	4
_____	COMP 1000 Introduction to Computers	3

Occupational Electives appear on next page.

<i>Occupational Electives (7 credits from the list below)</i>			
_____	CIST 1510	Web Development I	3
_____	CIST 2411	Microsoft Client	4
_____	CIST 2412	Windows Server Directory Services	4
_____	CIST 2413	Microsoft Server Infrastructure	4
_____	CIST 2414	Microsoft Server Administrator	4
_____	CIST 2431	UNIX/LINUX Introduction	4

CIS - NSI4: Networking Specialist Diploma (replaces CIN4: Networking Specialist in the Quarter System)

The Computer Information Systems—Networking Specialist—diploma program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing.

NOTE: Program courses in Computer Information Systems require strong aptitudes for math, problem solving, critical thinking, listening, teamwork, and written direction.

Career Opportunities

Graduates may find employment in network installation and maintenance, network administration, network operating systems support, and hardware repair/maintenance.

Credit Required for Graduation: Minimum of 54 credit hours

Curriculum

Program Course	Credits
<i>Basic Skills Courses</i>	
_____ EMPL 1000 Interpersonal Relations and Professional Development	2
_____ ENGL 1010 Fundamentals of English I	3
_____ MATH 1012 Foundations of Mathematics	3
<i>Occupational Courses</i>	
_____ CIST 1001 Computer Concepts	4
_____ CIST 1122 Hardware Installation and Maintenance	4
_____ CIST 1130 Operating Systems Concepts	3
_____ CIST 1305 Program Design and Development	3
_____ CIST 1401 Computer Networking Fundamentals	4
_____ CIST 1601 Information Security Fundamentals	3
_____ CIST 2311 Visual Basic I	4
_____ -or- _____ CIST 2371 Java Programming I	(4)
_____ COMP 1000 Introduction to Computers	3
<i>Occupational Electives (2 credits from the list below)</i>	
_____ CIST 1510 Web Development I	3
_____ CIST 2120 Supporting Application Software	4
_____ CIST 1220 Structured Query Language	4
_____ CIST 2431 UNIX/LINUX Introduction	4
_____ CIST 2921 IT Analysis, Design and Project Management	4
-and-	

The following specialization

<i>Specific Occupational Courses (Microsoft Specialization)</i>			
_____	CIST 2411	Microsoft Client	4
_____	CIST 2412	Windows Server Directory Services	4
_____	CIST 2413	Microsoft Server Infrastructure	4
_____	CIST 2414	Microsoft Server Administrator	4

CO12: Cosmetology Diploma (replaces CS02: Cosmetology in the Quarter System)

The Cosmetology diploma program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, chemistry, anatomy and physiology, skin, hair, and nail diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, skin and nail care, hair coloring, hair lightening, reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology.

NOTE: According to the Georgia State Board of Cosmetology, a person may be denied the opportunity to take the licensing examination and/or may be denied a license if the person has been convicted of a felony or any crime violating federal or state controlled substance laws or other grounds as specified by law.

Career Opportunities

Graduates are employable as cosmetology salespersons, cosmetologists, salon managers, or salon owners, or in related employment.

Credit Required for Graduation: Minimum of 54 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	COSM 1000 Introduction to Cosmetology Theory	4
_____	COSM 1010 Chemical Texture Services	3
_____	COSM 1020 Hair Care and Treatment	2
_____	COSM 1030 Haircutting	3
_____	COSM 1040 Styling	3
_____	COSM 1050 Hair Color	3
_____	COSM 1060 Fundamentals of Skin Care	3
_____	COSM 1070 Nail Care and Advanced Techniques	3
_____	COSM 1080 Cosmetology Practicum I	4

(continued)

_____	COSM 1090	Cosmetology Practicum II	4
_____	COSM 1100	Cosmetology Practicum III	4
_____	COSM 1110	Cosmetology Practicum IV	4
_____	COSM 1120	Salon Management	3

CJT2: Criminal Justice Technology Diploma (replaces CJ02: Criminal Justice in the Quarter System)

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Completion of the Criminal Justice Technology diploma does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

NOTE: Prospective students should know that they will be required to meet all applicable employment requirements, including satisfactory background and criminal checks, in order to qualify for some internships and to gain employment in most law enforcement settings. A felony and/or aggravated misdemeanor conviction may bar students from completing the program. A felony and/or aggravated misdemeanor conviction also may preclude the student from obtaining employment in the Criminal Justice profession.

Career Opportunities

Graduates are employable in a variety of occupations, including correctional officers, private detectives and investigators, security guards, and police and sheriff's patrol officers.

Credit Required for Graduation: Minimum of 48 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	PSYC 1010 Basic Psychology	3
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	CRJU 1010 Introduction to Criminal Justice	3
_____	CRJU 1030 Corrections	3
_____	CRJU 1040 Principles of Law Enforcement	3
_____	CRJU 1068 Criminal Law for Criminal Justice	3
_____	CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice	3
_____	CRJU 2020 Constitutional Law for Criminal Justice	3
_____	CRJU 2050 Criminal Procedure	3
_____	CRJU 2070 Juvenile Justice	3

	<i>(continued)</i>		
_____	CRJU 2090	Criminal Justice Practicum	3
	-or-		
_____	CRJU 2100	Criminal Justice Externship	(3)
	<i>Occupational Electives (9 credits from the list below)</i>		
_____	CRJU 1043	Probation and Parole	3
_____	CRJU 1062	Methods of Criminal Investigation	3
_____	CRJU 1063	Crime Scene Processing	3
_____	CRJU 1075	Report Writing	3
_____	CRJU 2060	Criminology	3

CA44: Culinary Arts Diploma (replaces CUL4: Culinary Arts in the Quarter System)

The Culinary Arts diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment.

Career Opportunities

Graduates will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

Credit Required for Graduation: Minimum of 49 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	CUUL 1000 Fundamentals of Culinary Arts	4
_____	CUUL 1110 Culinary Safety and Sanitation	4
_____	CUUL 1120 Principles of Cooking	4
_____	CUUL 1129 Fundamentals of Restaurant Operations	4
_____	CUUL 1220 Baking Principles	4
_____	CUUL 1320 Garde Manger	4
_____	CUUL 1370 Culinary Nutrition and Menu Development	4
_____	CUUL 2130 Culinary Practicum and Leadership	6
	-or-	
_____	CUUL 2140 Advanced Baking and International Cuisine	(6)
_____	CUUL 2160 Contemporary Cuisine	4

DET4: Diesel Equipment Technology Diploma (new)

The Diesel Equipment Technology diploma program is a sequence of courses designed to prepare students for careers in the diesel equipment service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of truck, heavy equipment, marine systems, or emergency power generator repair theory and practical application necessary for successful employment depending on the specialization area a student chooses to complete.

Career Opportunities

Graduates may find employment as entry-level diesel equipment technicians.

Credit Required for Completion: Minimum of 48 credit hours

Curriculum

Program Course	Credits
<i>Basic Skills Courses</i>	
_____ EMPL 1000 Interpersonal Relations and Professional Development	2
_____ ENGL 1010 Fundamentals of English I	3
_____ MATH 1012 Foundations of Mathematics	3
<i>Occupational Courses</i>	
_____ COMP 1000 Introduction to Computers	3
_____ DIET 1000 Introduction to Diesel Technology, Tools, and Safety	3
_____ DIET 1010 Diesel Electrical and Electronics Systems	7
_____ DIET 1020 Preventive Maintenance	5
_____ DIET 1030 Diesel Engines	7
_____ DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems	3
-and-	
The following specialization	
<i>Special Occupational Courses (Heavy Equipment Specialization)</i>	
_____ DIET 2001 Heavy Equipment Hydraulics	6
_____ DIET 2011 Off road Drivelines	6

DT12: Drafting Technology Diploma (replaces DR02: Drafting Technology in the Quarter System)

The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field, such as drafter, CAD operator or Civil Tech based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software.

Career Opportunities

Graduates may find employment as drafters or in various other occupations in the drafting/AutoCAD field.

Credit Required for Graduation: Minimum of 50 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1013 Algebraic Concepts	3
_____	MATH 1015 Geometry and Trigonometry	3
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	DFTG 1101 CAD Fundamentals	4
_____	DFTG 1103 Technical Drawing I	4
	-and-	
	Choose one of the following specializations	
	<i>Specific Occupational Courses (Mechanical Drafting Specialization)</i>	
_____	DFTG 1105 3D Mechanical Modeling	4
_____	DFTG 1107 Technical Drawing II	3
_____	DFTG 1109 Technical Drawing III	4
_____	DFTG 1111 Technical Drawing IV	4
_____	DFTG 1113 Technical Drawing V	4
	<i>Occupational Electives (9 credits from the list below)</i>	
_____	DFTG 1127 Architectural 3D Modeling	4
_____	DFTG 2030 Advanced 3D Modeling Architectural	4
_____	DFTG 2110 Blueprint Reading for Technical Drawing I	2

_____	<i>(continued)</i>		
_____	DFTG 2120	Print Reading for Architecture	3
_____	DFTG 2210	Blueprint Reading for Technical Drawing II	2
_____	DFTG 2500	Drafting Technology Exit Review	3
	<i>Specific Occupational Courses (Architectural Drafting Specialization)</i>		
_____	DFTG 1125	Architectural Fundamentals	4
_____	DFTG 1127	Architectural 3D Modeling	4
_____	DFTG 1129	Residential Drawing I	4
_____	DFTG 1131	Residential Drawing II	4
_____	DFTG 1133	Commercial Drawing I	4
	<i>Occupational Electives (select 8 credits from the list below)</i>		
_____	DFTG 2030	Advanced 3D Modeling Architectural	4
_____	DFTG 2110	Blueprint Reading for Technical Drawing I	2
_____	DFTG 2120	Print Reading for Architecture	3
_____	DFTG 2210	Blueprint Reading for Technical Drawing II	2
_____	DFTG 2500	Drafting Technology Exit Review	3

ECC2: Early Childhood Care/Education Diploma (replaces OO02: Early Childhood Care and Education in the Quarter System)

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application, as well as limited basic skills competencies necessary for successful employment.

Career Opportunities

Graduates may find employment as private preschool teachers, household childcare workers, self-employed childcare providers, or Head Start assistants.

Credit Required for Graduation: Minimum of 53 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
	-or-	
_____	PSYC 1010 Basic Psychology	(3)
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	ECCE 1101 Introduction to Early Childhood Care and Education	3
_____	ECCE 1103 Child Growth and Development	3
_____	ECCE 1105 Health, Safety and Nutrition	3
_____	ECCE 1112 Curriculum and Assessment	3
_____	ECCE 1113 Creative Activities for Children	3
_____	ECCE 1121 Early Childhood Care and Education Practicum	3
_____	ECCE 2115 Language and Literacy	3
_____	ECCE 2116 Math and Science	3
_____	ECCE 2202 Social Issues and Family Involvement	3
_____	ECCE 2203 Guidance and Classroom Management	3
_____	ECCE 2240 Early Childhood Care and Education Internship	12

EC22: Electrical Control Systems Diploma (replaces ECS2: Electrical Control Systems in the Quarter System)

The Electrical Control Systems diploma program is a sequence of courses designed to prepare students in the field of electrical control systems. Learning opportunities develop academic and professional knowledge, along with skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in PLCs, electrical controls, and instrumentation.

Career Opportunities

Graduates may find employment as industrial electricians, industrial control technicians, or in related occupations.

Credit Required for Graduation: Minimum of 51 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	IDSY 1100 Basic Circuit Analysis	5
_____	IDSY 1110 Industrial Motor Controls I	5
_____	IDSY 1120 Basic Industrial PLCs	6
_____	IDSY 1130 Industrial Wiring	4
_____	IDSY 1150 DC and AC Motors	3
	-or-	
_____	IDSY 1180 Magnetic Starters and Braking	(3)
_____	IDSY 1210 Industrial Motor Controls II	5
_____	IDSY 1220 Intermediate Industrial PLCs	6
_____	IDSY 1230 Industrial Instrumentation	6

ESI2: Electrical Systems Technology Diploma (replaces IEA2: Industrial Electrical Technology in the Quarter System)

The Electrical Systems Technology diploma program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills.

Career Opportunities

Graduates may find employment with a number of firms both small and large. Local residential/commercial electrical contractors as well as larger manufacturing businesses or industries will continue to have a need for individuals with basic skills in electricity. Program graduates have the qualifications of entry level electricians.

Credit Required for Graduation: Minimum of 55 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	ELTR 1020 Electrical Systems Basic I	3
_____	ELTR 1060 Electrical Prints, Schematics, and Symbols	3
_____	ELTR 1080 Commercial Wiring I	6
_____	ELTR 1090 Commercial Wiring II	6
_____	ELTR 1110 Electrical Motors	4
_____	ELTR 1120 Variable Speed/Low Voltage Controls	2
_____	ELTR 1180 Electrical Controls	3
_____	IDFC 1007 Industrial Safety Procedures	2
_____	IDFC 1011 Direct Current I	3

-and-

Choose one of the specializations on next page

Choose one of the following specifications

<i>Specific Occupational Courses (Electrical Construction Maintenance Specialization)</i>		
_____	ELTR 1205 Residential Wiring I	4
_____	ELTR 1210 Residential Wiring II	4
<i>Occupational Electives (4 credits from the list below)</i>		
_____	ELTR 1520 Grounding and Bonding	2
_____	ELTR 1525 Photovoltaic Systems	5
_____	ELTR 1530 Conduit Sizing	2
_____	ELTR 1540 Wire Pulling and Codes	3
<i>Specific Occupational Courses (Industrial Electrical Technology Specialization)</i>		
_____	ELTR 1220 Industrial PLCs	4
_____	ELTR 1250 Diagnostic Troubleshooting	2
_____	ELTR 1260 Transformers	3
_____	ELTR 1270 National Electrical Code Industrial Applications	3

ET14: Electronics Technology Diploma (replaces EFA3: Electronics Technology in the Quarter System)

The Electronics Technology diploma program is a sequence of courses designed to prepare students for careers in electronics technology professions. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates are to be competent in the general areas of communications, mathematics, computer literacy, and interpersonal relations. The program emphasizes a combination of electronics technology theory and practical application necessary for successful employment using both manual and computerized electronics systems.

Career Opportunities

Graduates may find employment as specialized industrial or specialized general electronics technicians, assemblers, testers, repairers, and calibrators.

Credit Required for Graduation: Minimum of 56 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1013 Algebraic Concepts	3
_____	MATH 1015 Geometry and Trigonometry	3
	-or-	
_____	MATH 1017 Trigonometry	(3)
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	ELCR 1005 Soldering Technology	1
_____	ELCR 1010 Direct Current Circuits	5
_____	ELCR 1020 Alternating Current Circuits	7
_____	ELCR 1030 Solid State Devices	5
_____	ELCR 1040 Digital and Microprocessor Fundamentals	5
_____	ELCR 1060 Linear Integrated Circuits	3

-and-

Choose one of the specializations on the next page

Choose one of the following specializations

*Specific Occupational Courses (**Industrial Electronics Technology Specialization**)*

_____	ELCR 2110	Process Control	3
_____	ELCR 2120	Motor Controls	3
_____	ELCR 2130	Programmable Controllers	3
_____	ELCR 2140	Mechanical Devices	2
_____	ELCR 2150	Fluid Power	2
_____	ELCR 2160	Advanced Microprocessors and Robotics	3

*Specific Occupational Courses (**Field Occupation Specialization**)*

Occupational Electives (16 credits from the list below)

_____	DFTG 1101	CAD Fundamentals	4
_____	ELCR 2110	Process Control	3
_____	ELCR 2120	Motor Controls	3
_____	ELCR 2130	Programmable Logic Controllers	3
_____	ELCR 2150	Fluid Power	2
_____	ELCR 2590	Fiber Optic Systems	3
_____	ELCR 2600	Telecommunication and Data Cabling	3
_____	ELCR 2660	Security System Installation and Testing	4
_____	ELTR 1060	Electrical Prints, Schematics, Symbols	3

FST2: Fire Science Technology Diploma (replaces FSN2: Fire Science Technology in the Quarter System)

The Fire Science diploma program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills.

Career Opportunities

Graduates may find employment as firefighters, leaders, and officers in the fire service industry.

Credit Required for Graduation: Minimum of 47 credit hours

Curriculum

Program Course	Credits
<i>Basic Skills Courses</i>	
_____ EMPL 1000 Interpersonal Relations and Professional Development	2
_____ ENGL 1010 Fundamentals of English I	3
_____ MATH 1012 Foundations of Mathematics	3
<i>Occupational Courses</i>	
_____ COMP 1000 Introduction to Computers	3
_____ FRSC 1100 Introduction to the Fire Science Service	3
_____ FRSC 1110 Fire Administration – Supervision and Leadership	3
_____ FRSC 1121 Firefighting Strategy and Tactics	3
_____ FRSC 1132 Fire Service Instructor	4
_____ FRSC 1141 Hazardous Materials Operations	4
_____ FRSC 1151 Fire Prevention and Inspection	4
_____ FRSC 1161 Fire Service Safety and Loss Control	3
_____ FRSC 2100 Fire Administration Management	3
_____ FRSC 2110 Fire Service Hydraulics	3
_____ FRSC 2120 Fire Protection Systems	3
_____ FRSC 2130 Fire Service Building Construction	3
_____ FRSC 2141 Incident Command	4
_____ FRSC 2170 Fire and Arson Investigation	4

IMS2: Industrial Mechanical Systems Diploma (replaces MEH2: Industrial Mechanical Systems in the Quarter System)

The Industrial Mechanical Systems diploma program provides instruction to prepare students for employment in a variety of positions within the industrial production equipment maintenance field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

Career Opportunities

Graduates are prepared for entry-level employment or career advancement as industrial maintenance mechanics in a wide range of industrial settings.

Credit Required for Graduation: Minimum of 53 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	IDSY 1100 Basic Circuit Analysis	5
_____	IDSY 1110 Industrial Motor Controls I	5
_____	IDSY 1160 Mechanical Laws and Principles	5
_____	IDSY 1170 Industrial Mechanics	6
_____	IDSY 1190 Fluid Power and Piping Systems	6
_____	IDSY 1240 Maintenance for Reliability	4
_____	WELD 1330 Metal Welding and Cutting Techniques	2
	<i>Occupational Electives (6 credits from the list below)</i>	
_____	IDSY 1150 DC and AC Motors	3
_____	IDSY 1260 Machine Tool for Industrial Repairs	4
_____	IDSY 1020 Print Reading and Problem Solving	3

IST4: Industrial Systems Technology Diploma (replaces ICS4: Industrial Systems Technology in the Quarter System)

The Industrial Systems Technology diploma program is designed for the student who wishes to prepare for a career as an industrial systems technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The diploma program teaches skills in industrial systems technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLCs, instrumentation, fluid power, mechanical, pumps and piping, and computers.

Career Opportunities

Graduates may find employment as industrial electricians or industrial systems technicians with any industrial enterprise or manufacturing concern.

Credit Required for Graduation: Minimum of 60 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1013 Algebraic Concepts	3
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	IDSY 1100 Basic Circuit Analysis	5
_____	IDSY 1110 Industrial Motor Controls I	5
_____	IDSY 1120 Basic Industrial PLCs	6
_____	IDSY 1130 Industrial Wiring	4
_____	IDSY 1170 Industrial Mechanics	6
_____	IDSY 1190 Fluid Power and Piping Systems	6
_____	IDSY 1210 Industrial Motor Controls II	5
_____	IDSY 1220 Intermediate Industrial PLCs	6
_____	IDSY 1230 Industrial Instrumentation	6

MCH - CT12: CNC Technology Diploma (replaces CNC2: CNC Technology in the Quarter System)

The CNC Technology diploma program is a sequence of courses that prepares students for careers in the CNC technology field. Learning opportunities develop academic, technical, and professional knowledge and skills for job acquisition, retention, and advancement. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

Career Opportunities

Graduates may find employment as CNC technicians or machine tool technicians or in a related field.

Credit Required for Graduation: Minimum of 54 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	AMCA 2110 CNC Fundamentals	3
_____	AMCA 2130 CNC Mill Manual Programming	5
_____	AMCA 2150 CNC Lathe Manual Programming	5
_____	AMCA 2190 CAD/CAM Programming	4
_____	COMP 1000 Introduction to Computers	3
_____	MCHT 1011 Introduction to Machine Tool	4
_____	MCHT 1012 Blueprint for Machine Tool	3
_____	MCHT 1013 Machine Tool Math	3
_____	MCHT 1015 Surface Grinder Operations	2
_____	MCHT 1017 Characteristics of Metals/Heat Treatment I	3
_____	MCHT 1119 Lathe Operations I	4
_____	MCHT 1120 Mill Operations I	4
	<i>Occupational Electives (3 credits from the list below)</i>	
_____	AMCA 2170 CNC Practical Applications	3
_____	DFTG 1101 CAD Fundamentals	4
_____	MCHT 1030 Applied Measurement	3
_____	WELD 1000 Introduction to Welding Technology	3

MCH - MTT2: Machine Tool Technology Diploma (replaces MT02: Machine Tool Technology in the Quarter System)

The Machine Tool Technology diploma program is a sequence of courses that prepares students for careers in the machine tool technology field. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment.

Career Opportunities

Graduates may find employment as machine tool technicians or in a related field.

Credit Required for Graduation: Minimum of 48 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
	<i>Occupational Courses</i>	
_____	AMCA 2110 CNC Fundamentals	3
_____	COMP 1000 Introduction to Computers	3
_____	MCHT 1011 Introduction to Machine Tool	4
_____	MCHT 1012 Blueprint for Machine Tool	3
_____	MCHT 1013 Machine Tool Math	3
_____	MCHT 1015 Surface Grinder Operations	2
_____	MCHT 1017 Characteristics of Metals/Heat Treatment I	3
_____	MCHT 1119 Lathe Operations I	4
_____	MCHT 1120 Mill Operations I	4
_____	MCHT 1219 Lathe Operations II	4
_____	MCHT 1220 Mill Operations II	4
	<i>Occupational Electives (3 credits from the list below)</i>	
_____	AMCA 2170 CNC Practical Applications	3
_____	DFTG 1101 CAD Fundamentals	4
_____	MCHT 1030 Applied Measurement	3
_____	WELD 1000 Introduction to Welding Technology	3

MMI2: Marketing Management Diploma (replaces MM02: Marketing Management in the Quarter System)

The Marketing Management diploma program is designed to prepare students for employment in a variety of positions in today's marketing and management fields. The program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management.

Career Opportunities

Graduates may find employment as display managers, buyers, advertising managers, retail store managers, tellers, apparel trimmings sales representatives, fashion accessories salespersons, general merchandise salespersons, merchandise displayers, department managers, or many other marketing related jobs. Any of the above career opportunities may also provide graduates experience to assist in opening their own businesses.

Credit Required for Graduation: Minimum of 55 credit hours

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
	-or-	
_____	PSYC 1010 Basic Psychology	(3)
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1011 Business Math	3
	<i>Occupational Courses</i>	
_____	ACCT 1100 Financial Accounting I	4
_____	BUSN 1300 Introduction to Business	3
	-or-	
_____	MGMT 1100 Principles of Management	(3)
_____	BUSN 1190 Digital Technologies in Business	2
_____	COMP 1000 Introduction to Computers	3
_____	MKTG 1100 Principles of Marketing	3
_____	MKTG 1130 Business Regulations and Compliance	3
_____	MKTG 1160 Professional Selling	3
_____	MKTG 1190 Promotion and Marketing Communications	3
_____	MKTG 2000 International Marketing	3
	-or-	
_____	MKTG 2290 Marketing Occupation-Based Instruction	(3)

	<i>(continued)</i>		
_____	MKTG 2090	Marketing Research	3
_____	MKTG 2300	Marketing Management	3
	<i>Occupational Electives (3 credits from the list below)</i>		
_____	BUSN 1300	Introduction to Business	3
_____	BUSN 2170	Web Page Design	2
_____	MKTG 1270	Visual Merchandising	3
_____	MKTG 2010	Small Business Management	3

-and-

Choose one of the following specializations

	<i>Specific Occupational Courses (Entrepreneurship Specialization)</i>		
_____	MKTG 1210	Services Marketing	3
	-or-		
_____	MKTG 2070	Buying and Merchandising	(3)
_____	MKTG 2010	Small Business Management	3
_____	MKTG 2210	Entrepreneurship	6
	<i>Specific Occupational Courses (E-Business Specialization)</i>		
_____	BUSN 2170	Web Page Design	2
_____	MKTG 1210	Services Marketing	3
	-or-		
_____	MKTG 2070	Buying and Merchandising	(3)
_____	MKTG 2210	Entrepreneurship	6

MA22: Medical Assisting Diploma (replaces MA02: Medical Assisting in the Quarter System)

The Medical Assisting diploma program prepares students for employment in a variety of positions in today's medical offices. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting.

NOTE: According to the American Association of Medical Assistants (AAMA), a person may be denied the opportunity to take the certification examination and/or may be denied certification to practice Medical Assisting if the person has been convicted of a felony or any crime violating federal or state controlled substance laws or other grounds as specified by law.

Career Opportunities

Graduates have many choices for future employment, including private physicians' offices, clinics, emergency care facilities, hospitals, and other health care organizations. Positions include medical assistant, transcriptionist, receptionist, insurance clerk, office manager, EKG technician, lab assistant (phlebotomist), and private duty care. The field is presently experiencing rapid expansion, and the trend is expected to continue in the foreseeable future.

Competitive Selection Process

Level I: Medical Assisting Preparatory/Core courses

The annual Level I deadline is June 1 for the Murphy Campus and the LaGrange Campus.

To be eligible for the Medical Assisting program selection, the student must complete the following requirements by the applicable Level I deadline. The student:

- Must complete the West Georgia student application process and achieve regular status program admission.
- Must be in good academic standing with the College.
- Must complete the following courses with a minimum grade of C – ALHS 1011, ALHS 1040, ALHS1090, BUSN 1440, ENGL 1010, MATH 1012, PSYC 1010, and COMP 1000.
- Must possess certification in CPR by the American Heart Association/BLS for the Healthcare Provider.
- Must complete the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam. Students may schedule a testing date by calling the Continuing Education Department at 770.836.6615. There is a fee for each attempt at taking this exam. Students are allowed to repeat the exam in an effort to improve their score.
- Must submit a Health Services Competitive Selection File Review Request to the Office of Student Affairs upon completion of the required courses. Students must also attach a copy of their CPR certification card and a copy of the PSB Health Occupations Aptitude Exam score report.

Level II: Medical Assisting Competitive Selection

The competitive selection is based on the following scoring process:

- Students must achieve a cumulative minimum grade point average of 3.0 on the Level I core courses required for eligibility to the selection process. The academic performance demonstrated in the required Level I courses will comprise 75 percent of the overall score.
- Students must achieve a minimum raw score of 160 on the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam Edition 3 or a minimum raw score of 200 on other editions of the PSB. The score on the PSB will comprise 25 percent of the overall score.

- Students with the highest overall scores from Level I courses and the PSB exam will be selected for program admission.

Level III: Medical Assisting Occupational and Clinical Courses

Students selected for admission to the Medical Assisting program will complete the occupational and clinical program courses in a prescribed sequence as a class unit. A class is admitted each fall semester at the Murphy Campus and the LaGrange Campus. If a class is failed (below C) or not completed, the student must reapply by the following applicable Level I application deadline.

Credit Required for Graduation: Minimum of 47 credit hours

Curriculum

Program Course	Credits
<i>Basic Skills Courses</i>	
_____ ENGL 1010 Fundamentals of English I	3
_____ MATH 1012 Foundations of Mathematics	3
_____ PSYC 1010 Basic Psychology	3
<i>Occupational Courses</i>	
_____ ALHS 1011 Anatomy and Physiology	5
_____ ALHS 1040 Introduction to Health Care	2
_____ ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____ BUSN 1440 Document Production	4
*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____ COMP 1000 Introduction to Computers	3
_____ MAST 1010 Legal and Ethical Concerns in the Medical Office	2
_____ MAST 1030 Pharmacology in the Medical Office	4
_____ MAST 1060 Medical Office Procedures	4
_____ MAST 1080 Medical Assisting Skills I	4
_____ MAST 1090 Medical Assisting Skills II	4
_____ MAST 1100 Medical Insurance Management	2
_____ MAST 1110 Administrative Practice Management	3
_____ MAST 1120 Human Pathological Conditions in the Medical Office	3
_____ MAST 1170 Medical Assisting Externship	6
_____ MAST 1180 Medical Assisting Seminar	3

PN12: Practical Nursing Diploma (replaces PN04: Practical Nursing in the Quarter System)

The Practical Nursing diploma program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor.

NOTE: All students seeking admission to the LPN program must complete a Level I criminal background check and a 10-panel drug screen. If unfavorable results are reported, the clinical facilities may deny the student permission to perform a practicum at their site(s).

A student must complete the entire program sequentially and pass the National Council Licensure Examination (NCLEX) to become licensed. According to the Georgia Board of LPN rules, as well as other state boards of nursing, a person may be denied the opportunity to take the licensure examination and/or may be denied licensure if the person has been convicted of a felony or any crime violating federal or state controlled substance laws or other grounds as specified by law.

Student travel is required to clinical sites.

Career Opportunities

Graduates may find employment as licensed practical nurses in hospitals, physicians' offices, long-term care, rehabilitation therapy, clinics, and HMOs, or in related employment.

Competitive Selection Process

Level I: Practical Nursing Preparatory/Core Courses

Three classes are admitted annually. The selection deadline for all campuses is June 1.

To be eligible for Practical Nursing program selection, the student must complete the following requirements by the applicable Level I deadline. The student:

- Must complete the College's student application process and achieve regular status program admission.
- Must be in good academic standing with the College.
- Must complete the following courses with a minimum grade of C: ALHS 1011, ALHS 1060, ENGL 1010, MATH 1012, PSYC 1010, and COMP 1000.
- Must possess certification in CPR by the American Heart Association/BLS for the Healthcare Provider.
- Must complete the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam. Students may schedule a testing date by calling the Continuing Education Department at 770.836.6615. There is a fee for each attempt at taking this exam. Students are allowed to repeat the exam in an effort to improve their score.
- Must submit a Health Services Competitive Selection File Review Request to the Office of Student Affairs upon completion of the required courses. Students must also attach a copy of their CPR certification card and a copy of the PSB Health Occupations Aptitude Exam score report.

Level II: Practical Nursing Competitive Selection

The competitive selection is based on the following scoring process:

- Students must achieve a cumulative minimum grade point average of 3.0 on the Level I core courses required for eligibility to the selection process. The academic performance demonstrated in the required Level I courses will comprise 50 percent of the overall score.
- Students must achieve a minimum raw score of 160 on the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam Edition 3 or a minimum raw score of 200 on other editions of the PSB. The score on the PSB will comprise 50 percent of the overall score.
- Students with the highest overall scores from Level I courses and the PSB exam will be selected for program admission.

Level III: Practical Nursing Occupational and Clinical Courses

Students selected for admission to the Practical Nursing program will complete the occupational and clinical program courses in a prescribed sequence as a class unit.

Credit Required for Graduation: Minimum of 59 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
_____	PSYC 1010 Basic Psychology	3
	<i>Occupational Courses</i>	
_____	ALHS 1011 Anatomy and Physiology	5
_____	ALHS 1060 Diet and Nutrition for Allied Health Sciences	2
_____	COMP 1000 Introduction to Computers	3
_____	PNSG 2010 Introduction to Pharmacology and Clinical Calculations	2
_____	PNSG 2030 Nursing Fundamentals	6
_____	PNSG 2035 Nursing Fundamentals Clinical	2
_____	PNSG 2210 Medical-Surgical Nursing I	4
_____	PNSG 2220 Medical-Surgical Nursing II	4
_____	PNSG 2230 Medical-Surgical Nursing III	4
_____	PNSG 2240 Medical-Surgical Nursing IV	4
_____	PNSG 2250 Maternity Nursing	3
_____	PNSG 2255 Maternity Nursing Clinical	1
_____	PNSG 2310 Medical-Surgical Nursing Clinical I	2
_____	PNSG 2320 Medical-Surgical Nursing Clinical II	2
_____	PNSG 2330 Medical-Surgical Nursing Clinical III	2
_____	PNSG 2340 Medical-Surgical Nursing Clinical IV	2
_____	PNSG 2410 Nursing Leadership	1
_____	PNSG 2415 Nursing Leadership Clinical	2

ST12: Surgical Technology Diploma (replaces ST02: Surgical Technology in the Quarter System)

The Surgical Technology diploma program prepares students for employment in a variety of positions in the surgical field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in surgical technology.

NOTE: Once students have completed the selection process and have been accepted into the Surgical Technology program, they will be required to purchase all textbooks for the program during their first quarter. (Information regarding costs can be found on the West Georgia Technical College website.)

Career Opportunities

Graduates may find employment as surgical technologists in hospitals, operating rooms, physicians' offices, emergency rooms, ambulatory/day surgery centers, central supply and management roles.

Competitive Selection Process

Level I: Surgical Technology Preparatory/Core courses

The annual Level I deadline is June 1. The following requirements must be completed by the applicable Level I deadline to be eligible for the Surgical Technology program selection. The student:

- Must complete the West Georgia student application process and achieve regular status program admission.
- Must be in good academic standing with the College.
- Must complete the following courses with a minimum grade of C: ALHS 1011, ALHS 1040, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010, and COMP 1000.
- Must possess certification in CPR by the CPR for Healthcare Providers Certification (American Heart Association).
- Must complete the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam. Students may schedule a testing date by calling the Continuing Education Department at 770.836.6615. There is a fee for each attempt at taking this exam. Students are allowed to repeat the exam in an effort to improve their score.
- Must submit a Health Services Competitive Selection File Review Request to the Office of Student Affairs up on completion of the required courses and attach a copy of their CPR certification card and a copy of the PSB Health Occupations Aptitude Exam score report.

Level II: Surgical Technology Competitive Selection

The competitive selection is based on the following scoring process:

- Students must achieve a cumulative minimum grade point average of 3.0 on the Level I core courses required for eligibility to the selection process. The academic performance demonstrated in the required Level I courses will comprise 75 percent of the overall score.
- Students must achieve a minimum raw score of 160 on the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam Edition 3 or a minimum raw score of 200 on other editions of the PSB. The score on the PSB will comprise 25 percent of the overall score.
- Students with the highest overall scores from Level I courses and the PSB exam will be selected for program admission.

Level III: Surgical Technology Occupational and Clinical Courses

Students selected for admission to the Surgical Technology program will complete the occupational and clinical program courses in a prescribed sequence as a class unit. A class is admitted beginning each fall semester.

Credit Required for Graduation: Minimum of 51 credit hours

Curriculum

	Program Course	Credits
	<i>Basic Skills Courses</i>	
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
_____	PSYC 1010 Basic Psychology	3
	<i>Occupational Courses</i>	
_____	ALHS 1011 Anatomy and Physiology	5
_____	ALHS 1040 Introduction to Health Care	3
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	COMP 1000 Introduction to Computers	3
_____	SURG 1010 Introduction to Surgical Technology	6
_____	SURG 1020 Principles of Surgical Technology	5
_____	SURG 1080 Surgical Microbiology	2
_____	SURG 1100 Surgical Pharmacology	2
_____	SURG 1120 Surgical Technology Clinical I	3
_____	SURG 1130 Surgical Technology Clinical II	3
_____	SURG 2030 Surgical Procedures I	4
_____	SURG 2040 Surgical Procedures II	4
_____	SURG 2120 Surgical Technology Clinical III	3
_____	SURG 2130 Surgical Technology Clinical IV	3
_____	SURG 2140 Surgical Technology Clinical V	3
_____	SURG 2150 Surgical Technology Clinical VI	3
_____	SURG 2240 Seminar in Surgical Technology	2

WAJ2: Welding and Joining Technology Diploma (replaces WJ02: Welding and Joining Technology in the Quarter System)

The Welding and Joining Technology diploma program is designed to prepare students for careers in the welding industry. Program learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes welding theory and practical application necessary for successful employment.

Career Opportunities

Graduates may find employment as oxyfuel cutters, oxyacetylene welders, shielded metal arc welders, GTAW/TIG welders, GMAW/MIG welders, automatic cutting machine operators or in related occupations.

Credit Required for Graduation: Minimum of 50 credit hours

Curriculum

	Program Course	Credits
<i>Basic Skills Courses</i>		
_____	EMPL 1000 Interpersonal Relations and Professional Development	2
_____	ENGL 1010 Fundamentals of English I	3
_____	MATH 1012 Foundations of Mathematics	3
<i>Occupational Courses</i>		
_____	COMP 1000 Introduction to Computers	3
_____	WELD 1000 Introduction to Welding Technology	3
_____	WELD 1010 Oxyfuel Cutting	3
_____	WELD 1030 Blueprint Reading for Welding Technology	3
_____	WELD 1040 Flat Shielded Metal Arc Welding	4
_____	WELD 1050 Horizontal Shielded Metal Arc Welding	4
_____	WELD 1060 Vertical Shielded Metal Arc Welding	4
_____	WELD 1070 Overhead Shielded Metal Arc Welding	4
_____	WELD 1090 Gas Metal Arc Welding	4
_____	WELD 1110 Gas Tungsten Arc Welding	4
_____	WELD 1120 Preparation for Industrial Qualifications	3
<i>Occupational Electives (3 credits from the list below)</i>		
_____	WELD 1150 Advanced Gas Tungsten Arc Welding	3
_____	WELD 1151 Fabrication Processes	3
_____	WELD 1152 Pipe Welding	3
_____	WELD 1153 Flux Cored Arc Welding	3
_____	WELD 1154 Plasma Cutting	3

Certificate Programs

West Georgia Technical College offers technical certificate programs in various occupational fields. The Technical College System of Georgia governs these programs by standards that provide uniform requirements for all technical colleges. Satisfactory completion of course work carries certificate credit. Certificate credit is transferable to other technical colleges within the statewide system.

Accounting

Office Accounting Specialist

Air Conditioning

Air Conditioning Electrical Technician

Air Conditioning Repair Specialist

Air Conditioning Technician Assistant

Heating and Air Conditioning

Installation Technician

Automotive

Automotive Chassis Technician

Automotive Climate Control Technician

Automotive Electrical/Electronic Systems
Technician

Automotive Engine Performance Technician

Automotive Engine Repair Technician

Automotive Transmission/Transaxle
Technician Specialist

Business Administration

Administrative Support Assistant

Medical Billing Clerk

Medical Front Office Assistant

Medical Language Specialist

Microsoft Excel Application User

Microsoft Office Applications Professional

Microsoft Word Application Professional
Technical Specialist

Commercial Truck Driving

Computer Information Systems

Animation and Game Design Specialist

Game Development Specialist

Help Desk Specialist

Internet Specialist Web Site Developer

PC Repair and Network Technician

Cosmetology

Esthetician

Shampoo Technician

Criminal Justice

Crime Scene Fundamentals

Criminal Justice Fundamentals

Culinary Arts

Food Production Worker I

Prep Cook

Dental Assisting

Advanced

Basic

Drafting

CAD Operator

Early Childhood Care and Education

Child Development Specialist

Early Childhood Care and Education Basics

Infant and Toddler Child Care Specialist

Electrical Systems Technology

Commercial Wiring

Residential Wiring Technician

Emergency Services

Advanced Emergency Medical Technician

Emergency Medical Technician

Emergency Medical Responder

Fire Fighter I

Geriatric Care Assistant

Healthcare Assistant

Healthcare Science

Heavy Diesel Service Technician

Industrial Electrician

Machine Tool

Basic Machining Operator

CNC Specialist

Medical Coding

Mobile Electronics Technician

Nurse Aide

Pharmacy Assistant

Phlebotomy Technician

**Photovoltaic Systems Installation and Repair
Technician**

Radiography

Computed Tomography Specialist

Mammography

Service Sector Management Specialist

Welding

Advanced Shielded Metal Arc Welder

Basic Shielded Metal Arc Welder

Gas Metal Arc Welder

Gas Tungsten Arc Welder

Pipe Welder

OA3I: Accounting - Office Accounting Specialist (replaces 5AYI: Office Accounting Specialist in the Quarter System)

The Office Accounting Specialist certificate provides entry-level office accounting skills. Topics include principles of accounting, computerized accounting, and basic computer skills.

Career Opportunities

Graduates may be employed as entry-level accounting assistants.

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	ACCT 1100	Financial Accounting I	4
_____	ACCT 1105	Financial Accounting II	4
_____	ACCT 1115	Computerized Accounting	3
_____	COMP 1000	Introduction to Computers	3

ACKI: Air Conditioning Electrical Technician TCC (replaces AIRI: Air Conditioning Electrical Technician in the Quarter System)

The Air Conditioning Electrical Technician certificate program prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

Career Opportunities

Graduates may find employment as service technician helpers, in plant maintenance, or in sales.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

Program Course		Credits
<i>Occupational Courses</i>		
_____ AIRC 1030	HVACR Electrical Fundamentals	4
_____ AIRC 1040	HVACR Electrical Motors	4
_____ AIRC 1050	HVACR Electrical Components and Controls	4

ACYI: Air Conditioning Repair Specialist TCC (replaces AI0I: Air Conditioning Repair Specialist in the Quarter System)

The Air Conditioning Repair Specialist certificate program is a series of courses designed to prepare students for positions in the maintenance and repair of air conditioning systems. A combination of theory and practical application provides for the necessary skills to support industry requirements.

Career Opportunities

Graduates may find entry-level employment as air conditioning repair persons or in related occupations.

Credit Required for Completion: Minimum of 20 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	AIRC 1005	HVACR Refrigeration Fundamentals	4
_____	AIRC 1030	HVACR Electrical Fundamentals	4
_____	AIRC 1040	HVACR Electrical Motors	4
_____	AIRC 1070	Gas Heat	4
_____	AIRC 1080	Heat Pump and Related Systems	4

AZ3 I: Air Conditioning Technician Assistant TCC (replaces AX0I: Air Conditioning Technician Assistant in the Quarter System)

The Air Conditioning Technician Assistant certificate is a series of courses that prepares students to hold positions as technician assistants in the HVACR field.

Career Opportunities

Graduates may find entry-level employment as service technician helpers, in plant maintenance, or in sales.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	AIRC 1005	Refrigeration Fundamentals	4
_____	AIRC 1010	Refrigeration Principles and Practices	4
_____	AIRC 1020	Refrigeration Systems Components	4

HAA I: Heating and Air Conditioning Installation Technician TCC

The Heating and Air Conditioning Installation Technician certificate program prepares students for careers in the installation of heating and air conditioning systems. Emphasis is placed on the theory and practical application skills necessary to provide the skills for successful employment.

Career Opportunities

Graduates may find entry-level employment as air conditioning installation technicians or in related occupations.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

Program Course	Credits
<i>Occupational Courses</i>	
_____ AIRC 1010 Refrigeration Principles and Practices	4
_____ AIRC 1030 HVACR Electrical Fundamentals	4
_____ AIRC 1060 Air Conditioning Systems Application and Installation	4

ASGI: Automotive Chassis Technician TCC (replaces 5CVI: Automotive Suspension and Steering Technician and 5CUI: Automotive Brake Technician in the Quarter System)

The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry level chassis technician. Topics covered include shop safety; basic electrical/electronic theory and diagnosis; chassis components and types; steering system components and service; alignment theory and procedures; and brake system operation, diagnosis, and repair.

Career Opportunities

Graduates may find employment as automotive front-end technician apprentices, technician's helpers, suspension maintenance technicians, or general brake services technicians.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	AUTT 1010	Introduction to Automotive Technology	2
_____	AUTT 1020	Automotive Electrical Systems	7
_____	AUTT 1030	Automotive Brake Systems	4
_____	AUTT 1050	Automotive Suspension and Steering Systems	4

AH2I: Automotive Climate Control Technician TCC (replaces 5AMI: Automotive Heating and Air Conditioning Technician in the Quarter System)

The Automotive Climate Control Technician certificate program provides students with skills for entering the automotive service industry as an entry-level climate control technician. Topics covered include basic shop safety; electrical/electronic theory and diagnosis; and the theory, operation, diagnosis, and servicing of automotive climate control systems.

Career Opportunities

Graduates may be employed as automotive air conditioning service technicians.

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	AUTT 1010	Introduction to Automotive Technology	2
_____	AUTT 1020	Automotive Electrical Systems	7
_____	AUTT 1060	Automotive Climate Control Systems	5

AE4I: Automotive Electrical/Electronic Systems Technician TCC

(replaces 5ASI: Automotive Electrical/Electronic Systems Technician in the Quarter System)

The Automotive Electrical/Electronic Systems Technician certificate program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic automotive systems as an entry level technician. Topics covered include automotive shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

Career Opportunities

Graduates may find employment as automotive electrical diagnostic apprentices, technician's helpers, general electrical electronic troubleshooting technicians, and vehicle maintenance technicians.

Credit Required for Completion: Minimum of 9 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	AUTT 1010	Introduction to Automotive Technology	2
_____	AUTT 1020	Automotive Electrical Systems	7

AE5 I: Automotive Engine Performance Technician TCC (replaces AEG I: Automotive Engine Performance Technician in the Quarter System)

The Automotive Engine Performance Technician certificate program introduces students to the knowledge and skills they will need as entry-level automotive engine performance technicians. Topics covered include shop safety; electrical/electronics diagnosis; and diagnosis and service of fuel, ignition, emission, and electronic engine controls.

Career Opportunities

Graduates may find employment as automotive tune up technician apprentices, technician's helpers, general tune up service technicians, and vehicle maintenance technicians.

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	AUTT 1010	Introduction to Automotive Technology	2
_____	AUTT 1020	Automotive Electrical Systems	7
_____	AUTT 1040	Automotive Engine Performance	7

AE6 I: Automotive Engine Repair Technician TCC (replaces 5CSI: Automotive Engine Repair Technician in the Quarter System)

The Automotive Engine Repair Technician certificate program provides the student with entry-level automotive engine repair skills. Topics include basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

Career Opportunities

Graduates may find entry-level employment as technician apprentices or technician's helpers with automotive repair and maintenance shops, automobile dealers, or retailers and wholesalers of automotive parts, accessories, and supplies.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

Program Course	Credits
<i>Occupational Courses</i>	
_____ AUTT 1010 Introduction to Automotive Technology	2
_____ AUTT 1020 Automotive Electrical Systems	7
_____ AUTT 2010 Automotive Engine Repair	6

AA7I: Automotive Transmission/Transaxle Technician Specialist TCC
(replaces 5CTI: Automotive Automatic Transmission/Transaxle in the Quarter System)

The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry-level transmission, transaxle, and drive line technician. Topics covered include shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

Career Opportunities

Graduates may find employment as automotive transmission/transaxle tech specialists or in related occupations.

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

Program Course		Credits
<i>Occupational Courses</i>		
_____	AUTT 1010 Introduction to Automotive Technology	2
_____	AUTT 1020 Automotive Electrical Systems	7
_____	AUTT 2020 Automotive Manual Drive Train Axles	4
_____	AUTT 2030 Automotive Automatic Transmission and Transaxles	5

BAT - AS2I: Administrative Support Assistant TCC (replaces 5DCI: Administrative Support Assistant in the Quarter System)

The Administrative Support Assistant certificate program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses of study include introduction to computers, word processing, and office procedures.

Career Opportunities

Graduate may find employment as administrative support assistants or in a related field.

Credit Required for Completion: Minimum of 20 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	BUSN 1240 Office Procedures	3
_____	BUSN 1400 Word Processing Applications	4
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	COMP 1000 Introduction to Computers	3
	<i>Occupational Elective Course (6 credits from the list below)</i>	
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1210 Electronic Calculators	2
_____	BUSN 1250 Records Management	3
_____	BUSN 1300 Introduction to Business	3

BAT - MB21: Medical Billing Clerk TCC (replaces 5DO1: Medical Billing Clerk in the Quarter System)

The Medical Billing Clerk certificate program provides instruction in medical insurance and medical billing for reimbursement purposes.

Career Opportunities

Graduates may find employment in providers' offices, hospitals, health insurance companies, home health agencies, and independent billing centers.

Credit Required for Completion: Minimum of 20 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	ALHS 1011 Anatomy and Physiology	5
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	BUSN 2370 Medical Office Billing/Coding/Insurance	3
_____	COMP 1000 Introduction to Computers	3
	<i>Occupational Electives Courses (5 credits from the list below)</i>	
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1300 Introduction to Business	3
_____	BUSN 2340 Medical Administrative Procedures	4
_____	BUSN 2350 Computerized Medical Office Skills	2

BAT - MF2I: Medical Front Office Assistant TCC (replaces 5DEI: Medical Office Assistant in the Quarter System)

The Medical Office Assistant certificate program is designed to provide the educational opportunities to individuals that will enable them to obtain the knowledge and skills necessary to secure an entry-level position as a receptionist in a physician's office, hospital, clinic, or other related areas. Technical courses apply to the degree or diploma program in office technology.

Career Opportunities

Graduates may find employment as medical office assistants or in a related field.

Credit Required for Completion: Minimum of 22 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	BUSN 2340 Medical Administrative Procedures	4
_____	COMP 1000 Introduction to Computers	3
_____	ENGL 1010 Fundamentals of English I	3
	<i>Occupational Electives Courses (6 credits from the list below)</i>	
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1300 Introduction to Business	3
_____	BUSN 2320 Medical Document Processing/Transcription	4
_____	BUSN 2330 Adv Medical Document Processing/Transcription	4

BAT - MLSI: Medical Language Specialist TCC (replaces 5DFI: Medical Language Specialist in the Quarter System)

The Medical Language Specialist certificate program includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

Career Opportunities

Graduates may find employment as medical language specialists or in a related field.

Credit Required for Completion: Minimum of 30 credit hours

Curriculum

	Program Course	Credits
<i>Occupational Courses</i>		
_____	ALHS 1011 Anatomy and Physiology	5
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	BUSN 2320 Medical Document Processing/Transcription	4
_____	BUSN 2330 Adv Medical Document Processing/Transcription	4
_____	COMP 1000 Introduction to Computers	3
_____	ENGL 1010 Fundamentals of English I	3
_____	MAST 1120 Human Pathological Conditions in the Medical Office	3
<i>Occupational Electives Courses (4 credits from the list below)</i>		
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1300 Introduction to Business	3
_____	BUSN 2190 Business Document Proofreading & Editing	3
_____	BUSN 2340 Medical Administrative Procedures	3

BAT - ME5 I: Microsoft Excel Application Professional TCC (replaces 5BB I: Microsoft Excel Application User in the Quarter System)

The Microsoft Excel Application Professional certificate program prepares students to be end users of Microsoft Excel. The program emphasizes Microsoft Excel operations necessary for successful employment. It provides short-term training for students desiring to progress in their occupation.

Career Opportunities

Graduate may find employment as administrative support assistants or in a related field.

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	BUSN 1410 Spreadsheet Concepts and Applications	4
_____	COMP 1000 Introduction to Computers	3
_____	MATH 1011 Business Math	3
	-or-	
_____	MATH 1012 Foundations of Mathematics	(3)
	<i>Occupational Electives (3 credits from the list below)</i>	
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1300 Introduction to Business	3
_____	BUSN 1420 Database Applications	4

BAT - MF4I: Microsoft Office Application Professional TCC (replaces 5CGI: Microsoft Office Application Professional in the Quarter System)

The Microsoft Office Applications Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundation skills for office assistant careers as well as to prepare students for Microsoft Certified Application Specialist (MCAS) certification.

Career Opportunities

Graduates may find employment as administrative support assistants or in a related field.

Credit Required for Completion: 22 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	BUSN 1400 Word Processing Applications	4
_____	BUSN 1410 Spreadsheet Concepts and Applications	4
_____	BUSN 1420 Database Applications	4
_____	BUSN 1430 Desktop Publishing and Presentation Applications	4
_____	COMP 1000 Introduction to Computers	3
	<i>Occupational Elective Courses (3 credits from the list below)</i>	
_____	BUSN 1100 Introduction to Keyboarding	3
_____	BUSN 1190 Digital Technologies in Business	2
_____	BUSN 1300 Introduction to Business	3
_____	BUSN 2160 Electronic Mail Applications	2

BAT - MWAI: Microsoft Word Application Professional TCC (replaces 5CHI: Microsoft Word Application Professional in the Quarter System)

The Microsoft Word Application Professional certificate program provides students with the knowledge and skills to perform word processing, spreadsheet, database, and presentation applications in an office environment. It is designed to provide hands-on instruction for developing foundational skills for office assistant careers.

Career Opportunities

Graduates may find employment as administrative support assistants or in a related field.

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

Program Course	Credits
<i>Occupational Courses</i>	
_____ BUSN 1400 Word Processing Applications	4
_____ BUSN 1440 Document Production	4
*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____ COMP 1000 Introduction to Computers	3
<i>Occupational Electives (2 credits from the list below)</i>	
_____ BUSN 1100 Introduction to Keyboarding	3
_____ BUSN 1190 Digital Technologies in Business	2
_____ BUSN 1300 Introduction to Business	3
_____ BUSN 2160 Electronic Mail Applications	2

BAT - TC3I: Technical Specialist TCC (replaces 5DQI: Technical Communications in the Quarter System)

The purpose of the Technical Specialist certificate program is to prepare students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills.

Career Opportunities

Graduates may find employment in entry-level positions in a variety of business and industry settings.

Credit Required for Completion: Minimum of 36 credit hours

Curriculum

General Core Courses (from Associate Degree Area Requirements)

_____ Area I requirements (minimum 3 hours; must include ENGL 1101)

_____ Area II requirements (minimum 3 hours)

_____ Area III requirements (minimum 3 hours; must include MATH 1101 or MATH 1111)

_____ Area IV requirements (minimum 3 hours)

_____ Additional 12 hours from Area I, II, III, or IV

Program Course		Credits
<i>Occupational Courses</i>		
_____ BUSN 1300	Introduction to Business	3
_____ BUSN 2190	Business Document Proofreading and Editing	3
_____ COMP 1000	Introduction to Computers	3
_____ MGMT 1100	Principles of Management	3

BMG - SSMI: Service Sector Management Specialist TCC (replaces SST I: Service Sector Management in the Quarter System)

The Service Sector Management Specialist certificate program prepares individuals to become supervisors in business and service related companies. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management.

Career Opportunities

Graduates will be better prepared to function as managers in a service sector environment.

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	MGMT 1100 Principles of Management	3
_____	MGMT 2125 Performance Management	3
_____	MGMT 2130 Employee Training and Development	3
_____	MGMT 2140 Retail Management	3
	-or-	
_____	MGMT 2210 Project Management	(3)
_____	MGMT 2205 Service Sector Management	3

CT6I: Commercial Truck Driving TCC (replaces TU0I: Commercial Truck Driving in the Quarter System)

The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills Exam.

NOTE: Applicants must be 18 years of age by program admission date. After ASSET/COMPASS scores (and learning support scores if needed) are complete, students should have all the necessary paper work completed and ready to turn in on the first day of class.

Prospective students should be advised that the Federal Motor Carriers Safety Administration (FMCSA) regulates commercial driver licensing and requires a Department of Transportation (DOT) physical and drug test and a satisfactory Motor Vehicle Report prior to the issuance of a commercial drivers license (CDL) or learners permit, which is required prior to beginning in-the-truck training. Further, random drug testing is required during the course of the Commercial Truck Driving program (FMCSA Regulations 382.305 and 391, subpart E). Students are responsible for the cost of all drug screenings and MVR.

Career Opportunities

Graduates may seek employment as Commercial Truck Drivers or related employment. Applicants must be 18 years of age for employment as an intrastate driver and 21 years of age for employment as an interstate driver. Program graduates who are under the age of 21 may drive a commercial truck only in Georgia; therefore, Career Opportunities may be limited until graduates reach the age of 21.

Credit Required for Completion: Minimum of 10 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	CTDL 1010 Fundamentals of Commercial Driving	3
_____	CTDL 1020 Combination Vehicle Basic Operation and Range Work	3
_____	CTDL 1030 Combination Vehicle Advanced Operations	4
	-or-	
_____	CTDL 1040 Commercial Driving Internship	(3)

CIS – AAG I: Animation and Game Design Specialist TCC (new)

The Animation and Game Design Specialist certificate program is designed to prepare students to work in a variety of areas, including animation and interfaces for the game development industry and Web related fields. The graduate will be prepared to work in simulation development, model fantasy characters for games, develop gaming interfaces, work on the interactive media projects.

Career Opportunities

Graduates may find employment as entry-level video game developers or video game designers.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	CIST 2710	2D Computer Animation	3
_____	CIST 2730	Introduction to 3D Animation	3
_____	CIST 2733	3D Graphics for Gaming I	3
_____	CIST 2759	Mathematics for Game Developers	3

CIS - GDSI: Game Development Specialist TCC (replaces GAMI: Game Development Specialist in the Quarter System)

The Game Development Specialist certificate program is designed to prepare students to work as entry-level game developers. The student will be able to design and implement a game. Emphasis will be placed on development for the PC platform.

Career Opportunities

Graduates may find employment as entry-level programmers, video game developers, or video game designers.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	CIST 2730	Introduction to 3D Animation	3
_____	CIST 2750	Game Design	3
_____	CIST 2751	Game Development I	3
_____	CIST 2752	Game Development II	3
_____	CIST 2759	Mathematics for Game Developers	3

CIS - HD4I: Help Desk Specialist TCC (replaces 5BMI: Help Desk Specialist in the Quarter System)

The Help Desk Specialist certificate program teaches how to maintain and troubleshoot computer hardware and software and be a support person to handle calls from customers.

Career Opportunities

Graduates may find employment as entry-level installation and maintenance technicians, hardware repair/maintenance technicians, and help desk technicians.

Credit Required for Completion: Minimum of 24 credit hours

Curriculum

	Program Courses	Credits
	<i>Occupational Courses</i>	
_____	CIST 1001 Computer Concepts	4
_____	CIST 1122 Hardware Installation and Maintenance	4
_____	CIST 1130 Operating Systems Concepts	3
_____	CIST 1401 Computer Networking Fundamentals	4
_____	CIST 2130 Desktop Support Concepts	2
_____	COMP 1000 Introduction to Computers	3
	<i>Occupational Electives (4 credits from the list below)</i>	
_____	CIST 2120 Supporting Application Software	4
_____	CIST 2411 Microsoft Client	4
_____	CIST 2414 Microsoft Server Administrator	4

CIS – ISEI: Internet Specialist Web Site Developer TCC (new)

The Internet Specialist Web Site Developer certificate program prepares the student to create and maintain professional, high-quality web sites. Program graduates will be competent in the technical areas of web design, including web graphic design, XHTML, scripting, web application server-side languages, database driven content, web project management, internet security, and mobile applications. Various software tools will be used throughout the curriculum, including Microsoft Visual Studio, Adobe Web Suite and/or open source products. The purpose of this certificate is to provide training opportunities for persons either already employed in the computer industry or already trained in a related computer area who wish to upgrade their skills.

Career Opportunities

Graduates may find employment in the web design field or as freelance web designers.

Credit Required for Completion: Minimum of 35 credit hours

Curriculum

	Program Course	Credits
<i>General Core Courses</i>		
_____	CIST 1220 Structured Query Language	4
_____	CIST 1305 Program Design and Development	3
_____	CIST 1510 Web Development I	3
_____	CIST 1520 Scripting Technologies	3
_____	CIST 1530 Web Graphics I	3
_____	CIST 1540 Web Animation I	3
_____	CIST 1601 Information Security Fundamentals	3
_____	CIST 2510 Web Technologies	3
_____	CIST 2531 Web Graphics II	3
_____	CIST 2550 Web Development II	3
<i>Occupational Electives (4 credits from the list below)</i>		
_____	CIST 2311 Visual Basic I	4
_____	CIST 2371 Java Programming I	4

CIS - PR21: PC Repair and Network Technician TCC (replaces 5AV1: PC Repair and Network Technician in the Quarter System)

The PC Repair and Network Technician certificate program prepares the student with the skills needed to perform personal computer troubleshooting and repair.

Career Opportunities

Graduates may find employment in entry-level installation and maintenance and hardware repair/maintenance occupations.

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

	Program Course		Credits
	<i>General Core Courses</i>		
_____	CIST 1001	Computer Concepts	4
_____	CIST 1122	Hardware Installation and Maintenance	4
_____	CIST 1130	Operating Systems Concepts	3
_____	CIST 1401	Computer Networking Fundamentals	4
_____	COMP 1000	Introduction to Computers	3

COS - CEI I: Esthetician TCC (replaces CESI: Cosmetic Esthetician in the Quarter System)

The Esthetician certificate program is designed to offer esthetics training for entry-level students. Completion of the program prepares students to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetics stores as well as plastic surgeons' and dermatologists' offices.

Career Opportunities

Graduate may find employment as estheticians in a variety of settings, including beauty salons, spas, health clubs, cosmetics stores, as well as plastic surgeons' and dermatologists' offices.

Credit Required for Completion: Minimum of 33 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	COSM 1120 Salon Management	3
_____	ESTH 1000 Introduction to Esthetics	3
_____	ESTH 1010 Anatomy and Physiology of the Skin	3
_____	ESTH 1020 Skin Care Procedures	4
_____	ESTH 1030 Electricity and Facial Treatments with Machines	5
_____	ESTH 1040 Advanced Skin Care	3
_____	ESTH 1050 Color Theory and Makeup	4
_____	ESTH 1060 Esthetics Practicum I	4
_____	ESTH 1070 Esthetics Practicum II	4

COS - STI I: Shampoo Technician TCC (replaces SHTI: Shampoo Technician in the Quarter System)

The Shampoo Technician certificate program introduces courses that prepare students for careers in the field of cosmetology as shampoo technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention, and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, skin, hair, hair treatments and manipulations, hair styling, artificial hair, braiding/intertwining hair, reception sales, management, employability skills, and work ethics.

Career Opportunities

Graduates are employable as cosmetology salespersons, salon managers, or salon owners.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	COSM 1000	Introduction to Cosmetology Theory	4
_____	COSM 1020	Hair Care and Treatment	2
_____	COSM 1030	Haircutting	3
_____	COSM 1120	Salon Management	3

CRJ - CZ3 I: Crime Scene Fundamentals TCC (new)

The Crime Scene Fundamentals certificate program begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

Career Opportunities

Graduates will gain introductory exposure to knowledge and skills that may encourage preparation and departmental advancement in the areas of forensic technology or criminal justice.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	CRJU 1010 Introduction to Criminal Justice	3
_____	CRJU 1062 Methods of Criminal Investigation	3
_____	CRJU 1063 Crime Scene Processing	3

CRJ - CJ71: Criminal Justice Fundamentals TCC (replaces LEF1: Law Enforcement Technician in the Quarter System)

The Criminal Justice Fundamentals certificate program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Completion of the Criminal Justice Specialist certificate program may permit students to pursue entry-level opportunities in the criminal justice field. Completion of this certificate program does not ensure certification of officer status in Georgia. Students must seek such certification through the Peace Officer Standards and Training (P.O.S.T.) Council.

Career Opportunities

Graduates qualify for entry-level employment that can lead to on-the-job training for certification as peace officers and may pursue positions with state, local, or federal agencies.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	COMP 1000 Introduction to Computers	3
_____	CRJU 1010 Introduction to Criminal Justice	3
_____	CRJU 1030 Corrections	3
_____	CRJU 1040 Principles of Law Enforcement	3

CUL - FPWI: Food Production Worker I TCC (replaces 5ABI: Food Production Worker I in the Quarter System)

The Food Production Worker I certificate program is designed to provide basic entry-level skills for employment in the food service industry as prep cooks and banquet/service prep workers.

Career Opportunities

Graduates may pursue diverse entry-level opportunities in the food service industry as prep cooks and banquet/service prep workers.

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	CUUL 1000 Fundamentals of Culinary Arts	4
_____	CUUL 1110 Culinary Safety and Sanitation	4
_____	CUUL 1120 Principles of Cooking	4
_____	CUUL 1129 Fundamentals of Restaurant Operations	4

CUL - PC5I: Prep Cook TCC (replaces 5ACI: Prep Cook in the Quarter System)

The Prep Cook certificate program provides skills for entry into the food services preparation area as a prep cook. Topics include food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design, along with the principles of cooking.

Career Opportunities

Graduates may pursue diverse entry-level opportunities in the food services preparation area as prep cooks.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	CUUL 1000	Fundamentals of Culinary Arts	4
_____	CUUL 1110	Culinary Safety and Sanitation	4
_____	CUUL 1120	Principles of Cooking	4

This page intentionally blank.

AD2I: Advanced Dental Assisting TCC (replaces ADEI: Advanced Dental Assisting in the Quarter System)

The Advanced Dental Assisting certificate program prepares students for employment in a variety of positions in today's dental offices. The program provides learning opportunities that develop and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills in the area of dental assisting.

Career Opportunities

Graduates may be employed as chairside assistants in general dentistry, pediatric dentistry, orthodontics, endodontics, oral surgery, periodontics, and prosthodontics. Other career opportunities include insurance coordinators, infection control coordinators, appointment control coordinators, dental office assistants, and dental hygiene assistants. Graduates of the Advanced Dental Assisting Certificate may be invited to participate in the Georgia Dental Association's Expanded Duties Certificate Courses IV, V and VI based on attendance and academic performance.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

Program Course		Credits
<i>Occupational Courses</i>		
_____ DENA 1350	Dental Assisting II: Dental Specialties and EFDA Skills	7
_____ DENA 1390	Dental Radiology	4
_____ DENA 1400	Dental Practice Management	3
_____ DENA 1460	Dental Practicum I	1

BDAI: Basic Dental Assisting TCC (replaces DENI: Basic Dental Assisting in the Quarter System)

The Basic Dental Assisting certificate program prepares students for employment in a variety of positions in today's dental offices. The program provides learning opportunities that introduce academic and occupational knowledge, skills, and attitudes required for job acquisition and retention.

Career Opportunities

Graduates may be employed as chairside assistants in general dentistry and pediatric dentistry. Other career opportunities include infection control coordinators and dental hygiene assistants.

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	ALHS 1040	Introduction to Health Care	3
_____	DENA 1050	Microbiology and Infection Control	2
_____	DENA 1080	Dental Biology	5
_____	DENA 1340	Dental Assisting I: General Chairside	6

CP4I: CAD Operator TCC (replaces DOP I: CAD Operator in the Quarter System)

All courses in the CAD Operator certificate program are embedded in the Drafting Technology diploma program. The CAD Operator certificate program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software.

Career Opportunities

Graduates may find employment as specialized CAD operators in manufacturing environment or in related drafting positions such as land surveyors, mechanical drafters, or detailers for construction companies.

Credit Required for Completion: Minimum of 22 credit hours

Curriculum

	Program Course	Credits
<i>Occupational Courses</i>		
_____	COMP 1000 Introduction to Computers	3
_____	DFTG 1101 CAD Fundamentals	4
_____	DFTG 1103 Technical Drawing I	4

-and-

Choose one of the following specializations

<i>Specific Occupational Courses (Mechanical Drafting Specialization)</i>		
_____	DFTG 1105 3D Mechanical Modeling	4
_____	DFTG 1107 Technical Drawing II	3
_____	DFTG 1109 Technical Drawing III	4
<i>Specific Occupational Courses (Architectural Drafting Specialization)</i>		
_____	DFTG 1125 Architectural Fundamentals	4
_____	DFTG 1127 Architectural 3D Modeling	4
_____	DFTG 1129 Residential Drawing I	4

ECE - CD61: Child Development Specialist TCC (replaces CDEI: Child Development Specialist in the Quarter System)

The Early Childhood Care and Education Child Development Specialist certificate program is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a childcare program. Graduates have qualifications to be employed in early care and education settings, including childcare centers and Head Start.

NOTE: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal background check. Persons who have been convicted of a felony offense are not employable in this field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in practicum.

Career Opportunities

Graduates may find employment as classroom assistants in private educational facilities and learning centers. (Bright from the Start recognizes this certificate as equivalent to a CDA for employment.)

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	ECCE 1101 Introduction to Early Childhood Care and Education	3
_____	ECCE 1103 Child Growth and Development	3
_____	ECCE 1105 Health, Safety and Nutrition	3
_____	ECCE 1112 Curriculum and Assessment	3
_____	ECCE 1121 Early Childhood Care and Education Practicum	3
	-or-	
_____	EMPL 1000 Interpersonal Relations and Professional Development	(2)

ECE - EC31: Early Childhood Care and Education Basics (replaces ECI I: Early Childhood Care and Education Basics in the Quarter System)

The Early Childhood Care and Education (ECCE) Basics certificate program includes three basic Early Childhood Care and Education courses that are needed for entry-level workers. The program provides an introductory course to the ECCE field; a child growth and development course; and a health, safety, and nutrition course.

Career Opportunities

Graduates have qualifications to be employed in early care and education settings including childcare centers, and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a childcare center and family day care center.

Credit Required for Completion: Minimum of 9 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	ECCE 1101	Introduction to Early Childhood Care and Education	3
_____	ECCE 1103	Child Growth and Development	3
_____	ECCE 1105	Health, Safety and Nutrition	3

ECE - IC3 I: Infant/Toddler Child Care Specialist TCC (replaces ITCI: Infant/Toddler Child Care Specialist in the Quarter System)

The Early Childhood Care and Education Infant/Toddler Child Care Specialist certificate program is a sequence of five courses designed to prepare students with the basics needed for working with infants and toddlers. The program provides an intense look at understanding and learning activities and proper care needed for infants and toddlers.

Career Opportunities

Graduates may find employment as classroom assistants in private educational facilities and learning centers. (Bright from the Start recognizes this certificate as equivalent to a CDA for employment.)

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	ECCE 1101 Introduction to Early Childhood Care and Education	3
_____	ECCE 1103 Child Growth and Development	3
_____	ECCE 1105 Health, Safety and Nutrition	3
_____	ECCE 2330 Infant/Toddler Development	3
_____	ECCE 2332 Infant/Toddler Group Care and Curriculum	3

EST – CW3 I: Commercial Wiring TCC (new)

The Commercial Wiring certificate provides instruction in the knowledge and skills necessary to perform wiring functions in a commercial setting. Topics include safety practices, blueprint and schematic reading and interpretation, and wiring procedures and practices.

Career Opportunities

Graduates may find entry-level employment in the field of electrical construction or maintenance.

Credit Required for Completion: Minimum of 17 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	ELTR 1060	Electrical Prints, Schematics, and Symbols	3
_____	ELTR 1080	Commercial Wiring I	6
_____	ELTR 1090	Commercial Wiring II	6
_____	IDFC 1007	Industrial Safety Procedures	2

EST – RW2I: Residential Wiring Technician TCC (new)

The Residential Wiring certificate prepares students for employment in the construction industry as qualified residential wiring technicians. Topics include NEC regulations, blueprint reading, principles of direct and alternating current, and residential wiring procedures and practices.

Career Opportunities

Graduates may find entry-level employment as residential wiring technicians in the field of electrical construction or maintenance.

Credit Required for Completion: Minimum of 19 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	ELTR 1020	Electrical Systems Basics I	3
_____	ELTR 1060	Electrical Prints, Schematics, and Symbols	3
_____	ELTR 1205	Residential Wiring I	4
_____	ELTR 1210	Residential Wiring II	4
_____	IDFC 1007	Industrial Safety Procedures	2
_____	IDFC 1011	Direct Current I	3

EMS - EMHI: Advanced Emergency Medical Technician TCC (replaces EM0I: Emergency Medical Technician-Intermediate in the Quarter System)

Successful completion of the Advanced Emergency Medical Technician certificate program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT.

Career Opportunities

Graduates may find employment with ambulance services, fire departments, volunteer rescue squads, or with companies that are training designated employees to provide emergency care.

Credit Required for Completion: Minimum of 10 credit hours

Curriculum

Program Course		Credits
<i>Occupational Courses</i>		
_____	EMSP 1510 Advanced Concepts for the AEMT	3
_____	EMSP 1520 EMT Advanced Patient Care for the AEMT	3
_____	EMSP 1530 Clinical Applications for the AEMT	1
_____	EMSP 1540 Clinical and Practical Applications for the AEMT	3

EMS - EMJI: Emergency Medical Technician TCC (replaces EMBI: Emergency Medical Technician-Basic in the Quarter System)

Successful completion of the Emergency Medical Technician certificate program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT.

Career Opportunities

Graduates may find employment with ambulance services, fire departments, volunteer rescue squads, or with companies that are training designated employees to provide emergency care.

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	EMSP 1110 Introduction to the EMT Profession	3
_____	EMSP 1120 EMT Assessment/Airway Management and Pharmacology	3
_____	EMSP 1130 Medical Emergencies for the EMT	3
_____	EMSP 1140 Special Patient Populations	3
_____	EMSP 1150 Shock and Trauma for the EMT	3
_____	EMSP 1160 Clinical and Practical Applications for the EMT	1

EMS – EB71: Emergency Medical Responder TCC (new)

The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. After successful completion of an SOEMST approved EMR program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination.

Career Opportunities

Graduates of the program are prepared for entry-level positions in emergency medical services professions in a variety of pre-hospital, industrial, and first responder settings.

Credit Required for Completion: Minimum of 11 credit hours

Curriculum

Program Course		Credits
<i>Occupational Courses</i>		
_____	ALHS 1011 Anatomy and Physiology	5
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	EMSP 1010 Emergency Medical Responder	4

EMS - FF I I: Firefighter I TCC (replaces FFII: Firefighter I in the Quarter System)

The Firefighter I certificate program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and certified at the National Professional Qualifications level.

Career Opportunities

Graduates of the program are prepared for entry-level positions with fire departments and other agencies requiring the services of a trained firefighter for fire safety purposes.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

Program Course		Credits
<i>Occupational Courses</i>		
_____ FRSC 1020	Basic Firefighter – Emergency Services Fundamentals	3
_____ FRSC 1030	Basic Firefighter – MODULE I	5
_____ FRSC 1040	Basic Firefighter – MODULE II	3
_____ FRSC 1141	Hazardous Materials Operations	4

This page intentionally blank.

This page intentionally blank.

GC5I: Geriatric Care Assistant TCC (new)

The Geriatric Care Assistant certificate program provides the basic knowledge and skills needed to qualify for employment as a nurse aide. The certificate emphasizes geriatric patient care, CPR, and first aid. Students successfully completing the certificate are eligible to be placed on the State Registry for nurse aides.

Career Opportunities

Graduates may seek employment as nurse aides in nursing homes, elder personal care homes, and home healthcare agencies.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

Program Course		Credits
<i>Occupational Courses</i>		
_____	ALHS 1060 Diet and Nutrition for Allied Health Sciences	2
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	GERT 1000 Understanding the Gerontological Client	2
_____	GERT 1020 Behavioral Aspects of Aging	2
_____	GERT 1030 Gerontological Nutrition	1
_____	NAST 1100 Nurse Aide Fundamentals	6

HA21: Healthcare Assistant TCC (replaces 5CJ1: Healthcare Assistant in the Quarter System)

The Healthcare Assistant certificate program provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of healthcare delivery and are well prepared for employment and subsequent upward mobility.

NOTE: Students wishing to apply to a diploma level Health Services program after completing the Healthcare Assistant certificate must consult the appropriate section of this catalog that explains the specific requirements for the individual program. Not all courses listed for the Healthcare Assistant certificate will be required for diploma programs. Each program description outlines the Level I preparatory/core course requirements and competitive selection process eligibility criteria explicit to that program.

Career Opportunities

Graduates with any of these specializations may find employment in a variety of entry-level health care positions in nursing homes, home health agencies, medical offices, and hospitals.

Credit Required for Completion: Minimum of 36 credit hours

Curriculum

Program Course	Credits
<i>Basic Skills Courses</i>	
_____ ENGL 1010 Fundamentals of English I	3
_____ MATH 1012 Foundations of Mathematics	3
_____ PSYC 1010 Basic Psychology	3
<i>Occupational Courses</i>	
_____ ALHS 1011 Anatomy and Physiology	5
_____ ALHS 1040 Introduction to Health Care	3
_____ ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____ COMP 1000 Introduction to Computers	3
-and-	
Choose one of the following specializations (8 credits)	
<i>Specific Occupational Courses (Nurse Aide Specialization)</i>	
_____ ALHS 1060 Diet and Nutrition for Allied Health Sciences	2
_____ NAST 1100 Nurse Aide Fundamentals	6
<i>Specific Occupational Courses (Phlebotomy Specialization)</i>	
_____ PHLT 1030 Introduction to Venipuncture	3
_____ PHLT 1050 Clinical Practice	5

HS2I: Healthcare Science TCC (replaces HHSI: Healthcare Science in the Quarter System)

The Healthcare Science certificate program provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of healthcare delivery and are well prepared for employment and subsequent upward mobility.

NOTE: Students wishing to apply to a degree-level Health Services program after completing the Healthcare Science certificate must consult the appropriate section of this catalog that explains the specific requirements for the individual program. Not all courses listed for the Healthcare Science certificate will be required for degree programs. Each program description outlines the Level I preparatory/core course requirements and competitive selection process eligibility criteria explicit to that program.

Career Opportunities

Graduates may find employment in a variety of entry-level health care positions in nursing homes, home health agencies, medical offices, and hospitals.

Credit Required for Completion: Minimum of 36 credit hours

Curriculum

Program Course	Credits
<i>General Core Courses (12 credits)</i>	
_____ ENGL 1101 Composition and Rhetoric	3
_____ MATH 1101 Mathematical Modeling	3
_____ -or-	
_____ MATH 1111 College Algebra	(3)
_____ PSYC 1101 Introductory Psychology	3
_____ Area IV Requirement	3
<i>Occupational Courses (12 credits from the list below)</i>	
_____ BIOL 2113 Anatomy and Physiology I	3
_____ BIOL 2113L Anatomy and Physiology Lab I	1
_____ BIOL 2114 Anatomy and Physiology II	3
_____ BIOL 2114L Anatomy and Physiology Lab II	1
_____ BIOL 2117 Introductory Microbiology	3
_____ BIOL 2117L Introductory Microbiology Lab	1
_____ CHEM 1211 Chemistry I	3
_____ CHEM 1211L Chemistry Lab I	1
_____ CHEM 1212 Chemistry II	3
_____ CHEM 1212L Chemistry Lab II	1
_____ COMP 1000 Introduction to Computers	3

-and-

The following specialization

<i>Specific Occupational Courses (Nurse Aide Specialization)</i>		
_____	ALHS 1040 Introduction to Health Care	3
_____	ALHS 1060 Diet and Nutrition Fundamentals	2
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	NAST 1100 Nurse Aide Fundamentals	6

HD3I: Heavy Diesel Service Technician TCC (replaces HVDI: Heavy Diesel Service Technician in the Quarter System)

The Heavy Diesel Service Technician certificate program provides training in theory, diagnosis, and repair of basic systems on diesel engines and diesel equipment. Program instruction includes shop safety, shop equipment, diesel engines and fuel systems, electrical and electronic systems, off road power trains, and heavy equipment hydraulics.

NOTE: Employers in this field look for applicants who have mechanical aptitude and strong problem solving skills. Technicians constantly receive updated technical manuals and instructions outlining changes in techniques and standards for repair. It is essential that technicians be able to read, interpret, and comprehend service manuals in order to keep abreast of engineering changes.

Career Opportunities

Graduates may find employment as entry-level diesel service technicians.

Credit Required for Completion: Minimum of 32 credit hours

Curriculum

Program Course		Credits
<i>Occupational Courses</i>		
_____	DIET 1000 Introduction to Diesel Technology, Tools, and Safety	3
_____	DIET 1010 Diesel Electrical and Electronic Systems	7
_____	DIET 1030 Diesel Engines	7
_____	DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems	3
_____	-or-	
_____	DIET 1050 Diesel Equipment Technology Internship	(4)
_____	DIET 2001 Heavy Equipment Hydraulics	6
_____	DIET 2011 Off Road Drivelines	6

IE4I: Industrial Electrician TCC (replaces ISB I: Industrial Electrician in the Quarter System)

The Industrial Electrician Technical certificate program prepares students for employment using electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

Career Opportunities

Graduates may find entry-level employment in industrial electronics.

Credit Required for Completion: Minimum of 9 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	IDSY 1100 Basic Circuit Analysis	5
_____	IDSY 1130 Industrial Wiring	4

MCH - BMOI: Basic Machining Operator TCC (replaces 5DGI: Basic Machining Operator in the Quarter System)

The Basic Machining Operator certificate program prepares students for entry-level machine shop employment by providing the knowledge and skills in basic machining operations. Instruction is provided in blueprint reading; lathe, mill, and surface grinder operation; mathematical functions; and an introduction to the machine tool industry.

Career Opportunities

Graduates may find entry-level employment as machinists in the machine tool industry.

Credit Required for Completion: Minimum of 20 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	MCHT 1011 Introduction to Machine Tool	4
_____	MCHT 1012 Blueprint for Machine Tool	3
_____	MCHT 1013 Machine Tool Math	3
_____	MCHT 1015 Surface Grinder Operations	2
_____	MCHT 1119 Lathe Operations I	4
_____	MCHT 1120 Mill Operations I	4

This page intentionally blank.

MCH - CS51: CNC Specialist TCC (replaces CNCI: CNC Specialist in the Quarter System)

The CNC Specialist certificate program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC Fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

Career Opportunities

Graduates may find employment as CNC machinist/operators or in related occupations.

Credit Required for Completion: Minimum of 20 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	AMCA 2110 CNC Fundamentals	3
_____	AMCA 2130 CNC Mill Manual Programming	5
_____	AMCA 2150 CNC Lathe Manual Programming	5
_____	AMCA 2170 CNC Practical Applications	3
_____	AMCA 2190 CAD/CAM Programming	4

MC4I: Medical Coding TCC (replaces DGPI: Medical Coding in the Quarter System)

The Medical Coding certificate program provides a basic short-term academic credential with potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Medical Coding Technical Certificate of Credit program provides basic training in anatomy and physiology, medical terminology, and medical procedural and physicians' procedural coding skills.

Career Opportunities

Graduates of this program may find employment as medical coders in a medical office.

Credit Required for Completion: Minimum of 24 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	ALHS 1011 Anatomy and Physiology	5
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	BUSN 1440 Document Production	4
	*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____	ENGL 1010 Fundamentals of English I	3
_____	MAST 1120 Human Pathological Conditions in the Medical Office	3
_____	MAST 1510 Medical Billing and Coding I	2
_____	MAST 1520 Medical Billing and Coding II	3
_____	MAST 1530 Medical Procedural Coding	2

ME6 I: Mobile Electronics Technician TCC (new)

The Mobile Electronics Technician certificate program is designed to provide students with short term training to prepare them for entry-level employment in the field of car audio systems installation. Topics include direct and alternating current principles, soldering techniques, and system installation procedures.

Career Opportunities

Graduates may find entry-level employment installing car audio systems.

Credit Required for Completion: Minimum of 10 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	ELCR 1005	Soldering Technology	1
_____	ELCR 1300	Mobile Audio and Video Systems	3
_____	IDFC 1011	Direct Current I	3
_____	IDFC 1012	Alternating Current I	3

CN21: Nurse Aide TCC (replaces TTPI: Patient Care Assisting and PCGI: Patient Care Technician in the Quarter System)

The Nurse Aide certificate program prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP), which determines competency to become enrolled in the State nurse aide registry.

Career Opportunities

Graduates may find employment as nurse aides in hospitals, nursing care facilities, home health care services, and community care.

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	ALHS 1040 Introduction to Health Care	3
_____	ALHS 1060 Diet and Nutrition Fundamentals	2
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	NAST 1100 Nurse Aide Fundamentals	6

PB7I: Pharmacy Assistant TCC (replaces PA2I: Pharmacy Assistant in the Quarter System)

The Pharmacy Assistant certificate program is designed to provide students with short term training to prepare them for entry-level employment in a variety of settings such as hospitals, retail pharmacies, nursing homes, medical clinics, etc. Students will receive didactic instruction and laboratory training in anatomy and physiology; fundamental concepts; and principles of receiving, storing and dispensing medication.

Career Opportunities

Graduates may find entry-level employment in hospitals, retail pharmacies, nursing homes, and medical clinics.

Credit Required for Completion: Minimum of 33 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	ALHS 1011	Anatomy and Physiology	5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	COMP 1000	Introduction to Computers	3
_____	MATH 1012	Foundations of Mathematics	3
_____	PHAR 1000	Pharmaceutical Calculations	4
_____	PHAR 1010	Pharmacy Technology Fundamentals	3
_____	PHAR 1020	Principles of Dispensing Medicines	4
_____	PHAR 1040	Pharmacology	4
_____	PHAR 1055	Pharmacy Assistant Practicum	5

PT2I: Phlebotomy Technician TCC (replaces PYP I: Phlebotomy Technician in the Quarter System)

The Phlebotomy Technician certificate program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other healthcare providers in hospitals or other healthcare facilities. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

Career Opportunities

Graduates may find employment as phlebotomy technicians in various medical facilities or related areas.

Credit Required for Completion: Minimum of 24 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	ALHS 1011 Anatomy and Physiology	5
_____	ALHS 1040 Introduction to Health Care	3
_____	ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____	COMP 1000 Introduction to Computers	3
_____	ENGL 1010 Fundamentals of English I	3
_____	PHLT 1030 Introduction to Venipuncture	3
_____	PHLT 1050 Clinical Practice	5

PSI I: Photovoltaic Systems Installation and Repair Technician TCC (new)

The Photovoltaic Systems Installation and Repair Technician certificate program provides individuals with the opportunity to enter a workforce area that specializes in electrical applications of installing, inspecting, and repairing solar panels in the electrical construction industry.

Career Opportunities

Graduates may find entry-level employment as photovoltaic systems technicians.

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

Program Course		Credits
<i>Occupational Courses</i>		
_____ IDFC 1007	Industrial Safety Procedures	2
_____ IDFC 1011	Direct Currents I	3
_____ ELTR 1020	Electrical Systems Basics I	3
_____ ELTR 1060	Electrical Prints, Schematics, and Symbols	3
_____ ELTR 1525	Photovoltaic Systems	5

RAD - CT91: Computed Tomography Specialist TCC (replaces CTMI: Computed Tomography Specialist in the Quarter System)

The Computed Tomography (CT) certificate program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform CT exams, and to sit for the Post-Primary Computed Tomography Certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Computed Tomography, as well as providing for continuing educational requirements.

NOTE: The following requirements must be completed by the application deadline of July 1 for program beginning fall semester.

- Must complete the West Georgia Technical College student application process, including transcripts from all colleges attended.
- Must be certified in radiography, nuclear medicine, or radiation therapy by the American Registry of Radiologic Technologists. (Attach a current copy of ARRT certification with application.) *
- Must possess certification in CPR by the American Heart Association/BLS for the Healthcare Provider. (Attach copy of CPR certification with application; must be current and not due to expire prior to start date.)
- Must attend college and program orientation upon acceptance into the program. (Required health and background check material will be provided to the student upon program acceptance, to be completed before classes begin.)

*Recent graduates of an accredited radiologic technology program may apply to the program, but must have successfully completed ARRT certification prior to beginning classes.

Career Opportunities

Upon ARRT certification, graduates may find employment as computed tomography specialists in healthcare facilities.

Credit Required for Completion: Minimum of 21 credit hours

Curriculum

Program Course	Credits
<i>Occupational Courses</i>	
_____ RADT 2201 Introduction to Computed Tomography	2
_____ RADT 2210 Computed Tomography Physics and Instrumentation	5
_____ RADT 2220 Computed Tomography Procedures I	3
_____ RADT 2230 Computed Tomography Procedures II	3
_____ RADT 2250 Computed Tomography Clinical I	4
_____ RADT 2265 Computed Tomography Clinical II	4

RAD - MA I I: Mammography TCC (replaces MZNI: Mammography in the Quarter System)

The Mammography certificate program prepares postgraduate registered radiographers to sit for the national certification examination in mammography offered by the American Registry of Radiologic Technologists (ARRT). The Program meets MQSA initial education requirements for mammographers and continuing education.

NOTE: The following requirements must be completed by the application deadline of July 1 for program beginning fall semester.

- Must complete the West Georgia Technical College student application process, including transcripts from all colleges attended.
- Must be certified in radiography by the American Registry of Radiologic Technologists. (Attach a current copy of ARRT certification with application.) *
- Must possess certification in CPR by the American Heart Association/BLS for the Healthcare Provider. (Attach copy of CPR certification with application; must be current and not due to expire prior to start date.)
- Must attend college and program orientation upon acceptance into the program. (Required health and background check material will be provided to the student upon program acceptance, to be completed before classes begin.)

*Recent graduates of an accredited radiologic technology program may apply to the program, but must have successfully completed ARRT certification prior to beginning classes.

Career Opportunities

Upon ARRT certification, graduates may expect to obtain employment as certified mammographers in a hospital, clinic, or physician's office.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	RADT 2520 Mammographic Anatomy, Physics, and Positioning	6
_____	RADT 2530 Clinical Mammography	6

WLD - OSMI: Advanced Shielded Metal Arc Welder TCC (replaces 5BUI: Overhead Shielded Metal Arc Welder in the Quarter System)

The Advanced Shielded Metal Arc Welder certificate program is a continuation of the basic certificate. Successful completion of FS31: Basic Shielded Metal Arc Welder is a prerequisite to admission to this program. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

NOTE: Welders need good eyesight, hand-eye coordination, and manual dexterity. They should be able to concentrate on detailed work for long periods and be able to bend, stoop, and work in awkward positions. In addition, welders increasingly need to be willing to receive training and perform tasks in other production jobs.

Career Opportunities

Graduates are employable at an entry level in the welding field.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	WELD 1050	Horizontal Shielded Metal Arc Welding	4
_____	WELD 1060	Vertical Shielded Metal Arc Welding	4
_____	WELD 1070	Overhead Shielded Metal Arc Welding	4

WLD - FS31: Basic Shielded Metal Arc Welder TCC (replaces 5BRI: Flat Shielded Metal Arc Welder in the Quarter System)

The Basic Shielded Metal Arc Welder certificate program prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is prerequisite to the advanced certificate, OSMI: Advanced Shielded Metal Arc Welder.

Career Opportunities

Graduates are employable at an entry level in the welding field.

Credit Required for Completion: Minimum of 10 credit hours

Curriculum

	Program Course		Credits
	<i>Occupational Courses</i>		
_____	WELD 1000	Introduction to Welding Technology	3
_____	WELD 1010	Oxyfuel Cutting	3
_____	WELD 1040	Flat Shielded Metal Arc Welding	4

WLD - GM3 I: Gas Metal Arc Welder TCC (replaces 5BWI: GAS Metal Arc Welder in the Quarter System)

The Gas Metal Arc Welder certificate program prepares students for welding careers in the MIG process. Topics include an introduction to welding technology, oxyfuel cutting techniques, and MIG welding techniques and processes.

NOTE: Welders need good eyesight, hand-eye coordination, and manual dexterity. They should be able to concentrate on detailed work for long periods and be able to bend, stoop, and work in awkward positions. In addition, welders increasingly need to be willing to receive training and perform tasks in other production jobs.

Career Opportunities

Graduates are employable at an entry level in the welding field.

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	WELD 1000 Introduction to Welding Technology	3
_____	WELD 1010 Oxyfuel Cutting	3
_____	WELD 1090 Gas Metal Arc Welding	4
	<i>Occupational Electives (3 credits from the list below)</i>	
_____	WELD 1030 Blueprint Reading for Welding Technology	3
_____	WELD 1150 Advanced Gas Tungsten Arc Welding	3
_____	WELD 1153 Flux Cored Arc Welding	3

WLD - GTAI: Gas Tungsten Arc Welder TCC (replaces 5BTI: GAS Tungsten Arc Welder in the Quarter System)

The Gas Tungsten Arc Welder certificate program provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

NOTE: Welders need good eyesight, hand-eye coordination, and manual dexterity. They should be able to concentrate on detailed work for long periods and be able to bend, stoop, and work in awkward positions. In addition, welders increasingly need to be willing to receive training and perform tasks in other production jobs.

Career Opportunities

Graduated may find employment as entry-level gas tungsten arc welders or related positions in the welding field.

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	WELD 1000 Introduction to Welding Technology	3
_____	WELD 1010 Oxyfuel Cutting	3
_____	WELD 1110 Gas Tungsten Arc Welding	4
	<i>Occupational Electives (3 credits from the list below)</i>	
_____	WELD 1030 Blueprint Reading for Welding Technology	3
_____	WELD 1150 Advanced Gas Tungsten Arc Welding	3

WLD - PW I I: Pipe Welder TCC (replaces ADWI: Pipe Welder in the Quarter System)

The Pipe Welder certificate program provides instruction in the specialized field of pipe welding. A good understanding and skill base is essential for the completion of this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe welding techniques.

Career Opportunities

Graduates may find employment as pipe welders, pipe fitters, boilermaker apprentices, plumber apprentices, process pipe welders in food production, oil rig welders, or pipeline maintenance welders

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course	Credits
	<i>Occupational Courses</i>	
_____	WELD 1150 Advanced Gas Tungsten Arc Welding	3
_____	WELD 1151 Fabrication Processes	3
_____	WELD 1152 Pipe Welding	3