West Georgia TECHNICAL COLLEGE

Student Catalog 2010-2011

Revised January 1, 2011

www.westgatech.edu

Carroll | Coweta | Douglas | LaGrange | Murphy

Welcome to West Georgia Technical College!

Dear Student,

Welcome to West Georgia Technical College — a place dedicated to helping you achieve your highest potential for education and career advancement. Our 2010-2011 catalog gives you the latest curriculum information. West Georgia Tech offers more than 120 associate degree, diploma and technical certificate programs of study that can enhance your quality of life and expand the skills that you need to succeed. In addition, we offer flexible hours, multiple campus sites and the latest in technology for improved training.

At West Georgia Tech, the focus is on your success in today's fast-paced, technically advanced, global economy. Our faculty and staff believe in providing the highest quality instruction and customer service to ensure a fulfilling and satisfying learning experience. Our instructors are academically prepared, experienced and passionate as they meet the changing needs of business and industry, students and the community. We are proud to train citizens for the technical careers of today's workforce.

Thank you for choosing West Georgia Technical College for your education, retraining or career advancement needs. Please visit any of our campus locations in Carroll, Coweta, Douglas, Haralson and Troup counties, or visit us on the web at www.westgatech.edu and get to know us better.

Dr. Skip Sullivan
President

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General Information

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between students and this institution. While the provisions of this catalog will ordinarily be applied as stated, West Georgia Technical College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes. Information on changes will be available in the Office of Student Affairs and on the college website. It is especially important that students know that it is their responsibility to remain informed of all changes, including academic requirements for graduation.

West Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of West Georgia Technical College. Programs accredited by individual associations include Dental Hygiene, by the American Dental Association; Radiologic Technology, by the Joint Review Committee on Education in Radiologic Technology (JRCERT); Licensed Practical Nursing, by the Georgia Board of Licensed Practical Nurses; Medical Assisting by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB); Clinical Laboratory Technology, by the National Accrediting Agency for Clinical Laboratory Sciences; Surgical Technology, by the Commission on Accreditation of Allied Health Programs (CAAHEP); Associate Degree Nursing by the National League for Nursing Accrediting Commission (NLNAC), approved by the Georgia Board of Nursing; Cosmetology, by the Georgia Board of Cosmetology; Barbering is approved by the Georgia State Board of Barbering; and Automotive by Automotive Service Excellence (ASE).

West Georgia Technical College is a unit of the Technical College System of Georgia.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Equity (Title IX) coordinator, Vice President for Student Affairs, **770.537.5729**
176 Murphy Campus Blvd., Waco, GA 30182

ADA (Section 504) coordinator, Vice President for Administrative Services, **770.537. 6079**
176 Murphy Campus Blvd., Waco, GA 30182

Disabilities Services, Coordinator for Special Needs, **770.824.5247**
176 Murphy Campus Blvd., Waco, GA 30182

Telephone Directory

Academic Affairs	770.537.7979
Admissions	770.537.5740
Adult Education/GED	770.838.3192
Bookstore	
Carroll	770.836.6702
Coweta	678.423.2000, ext.261
Douglas	770.947.7229
LaGrange	706.756.4611
Murphy	770.537.5732
Business Office	770.537.5701
Campuses	
Carroll Campus	770.836.6800
Coweta Campus	678.423.2000
Douglas Campus	770.947.7300
LaGrange Campus	706.845.4323
Murphy Campus	770.537.6000
Career Resource Center	770.824.5243
Continuing Education	770.836.6615
Cosmetology	
Carroll	770.836.6826
Coweta	678.423.2000
LaGrange	706.756.4570
Murphy	770.537.6054
Financial Aid	770.537.5740
Human Resources	770.537.5731
Library	
Carroll	770.836.4711
Douglas	770.947.7238
LaGrange	706.845.4323, ext. 3505
Murphy	770.537.6066
Public Relations/Marketing	770.537.5756
Registrar	770.537.5740
Student Affairs	770.537.5740
WGTC Website	www.westgatech.edu

FY 2011 Academic Calendar

Summer Quarter 2010 (201101)

July 1-2	Workday/Annual Leave
July 5	Holiday-Independence Day
July 6	Late Student Registration
July 7	Classes Begin
July 7-9	Drop/Add
July 14	No-Show Reports Due
July 15	Graduation (Murphy Campus)
July 22	Graduation (LaGrange Campus)
August 9-13	Returning Student Registration
August 10	Midpoint
August 16	Open Registration Begins
September 6	Holiday-Labor Day
September 9	Open Registration Ends at 7 p.m.
September 15	Classes End
September 16	Final Exams
September 17	Grades Due by Noon
September 20-24	Workday/Annual Leave
September 27	In-service

Fall Quarter 2010 (201102)

September 28	Late Student Registration
September 29	Classes Begin
Sept. 29-Oct. 1	Drop/Add
October 6	No-Show Reports Due
October 14	Graduation
November 1-5	Returning Student Registration
November 2	Midpoint
November 8	Open Registration Begins
November 24	No Classes – Workday/Annual Leave
November 25	Holiday-Thanksgiving
November 26	Holiday-Robert E. Lee's Birthday
December 2	Open Registration Ends at 7 p.m.
December 9	Classes End
December 13	Final Exams
December 14	Grades Due by Noon
December 15	In-service
December 16-17	Workday/Annual Leave
December 20-24	Workday/Annual Leave
December 27	Holiday-Christmas *(observed)*
December 28	Holiday-Veteran's Day
December 29	Holiday-Washington's Birthday
December 30	Holiday-Columbus Day
December 31	Holiday-Confederate Mem. Day
January 3	Holiday-New Year's Day *(observed)*

Winter Quarter 2011 (201103)

January 4	Late Student Registration
January 5	Classes Begin
January 5-7	Drop/Add
January 12	No-Show Reports Due
January 13	Graduation
January 17	Holiday-MLK, Jr. Birthday
February 7-11	Returning Student Registration
February 9	Midpoint
February 14	Open Registration Begins
March 10	Open Registration Ends at 7 p.m.
March 16	Classes End
March 17	Final Exams
March 18	Grades Due by Noon
March 21 - 25	Workday/Annual Leave
March 28 - April 1	Workday/Annual Leave

Spring Quarter 2011 (201104)

April 4	In-service
April 5	Late Student Registration
April 6	Classes Begin
April 6-8	Drop/Add
April 13	No-Show Reports Due
May 9-13	Returning Student Registration
May 9	Midpoint
May 16	Open Registration Begins
May 30	Holiday-Memorial Day
June 9	Open Registration Ends at 7 p.m.
June 15	Classes End
June 16	Final Exams
June 17	Grades Due by Noon

SPECIAL INFORMATION FOR NEW 2011 STUDENTS:

Semester Academic Calendar Coming Soon!

If you're enrolling with us in the winter, spring or summer of 2011, you'll likely be transitioning with West Georgia Technical College and the entire Technical College System of Georgia as we convert to a semester calendar, beginning in August 2011.

You're probably already familiar with the semester calendar, so it won't be something new to you. It's a great move for our system and our students as we align with most other colleges and universities in Georgia and across the country.

Why semesters?
The semester system offers many advantages to our students. The new academic calendar will:
- Align our calendar with 80 percent of other colleges and universities, and even with the K-12 system;
- Make it easier to transfer to other colleges and universities;
- Increase instructional time for mastery of course material;
- Improve scheduling for joint and dual enrollment high school students; and
- Provide more time for learning experiences like clinicals and internships.

How will this change affect students?
If you will graduate before August 2011, you will not be affected by the change to semesters.
If you enroll in 2011 and will not graduate before August 2011, you'll begin on the quarter system and will make the change to semesters. Beginning in July 2010 and continuing throughout the year, college advisors will be working with transitional students to ensure a smooth conversion. You should plan to meet with your advisor to review the credit conversion schedule and receive a personal academic plan to complete your program under semesters.

Our Student Commitment
The technical college system is committed to serving and educating our students at the highest level of excellence. The conversion from quarters to semesters is a change that reflects our goal to provide students with seamless education in Georgia and the most advanced training, education and workforce preparation possible.

The guiding principle of the semester conversion process is that every effort will be made to see that each student will be successfully transitioned with as minimal disruption as possible to his or her coursework during the changeover.

To support this commitment, each TCSG transitional student will have a personal advising session to guide them through the conversion. At that meeting, each student will receive a semester crosswalk guide and an academic plan for their program under semesters.

How should students prepare?
If you'll be making the change from quarters to semesters, you'll have a personal advising session to create an academic plan that will guide you through the semester transition. Contact your advisor to schedule your meeting.

For more information: To learn more about the quarter to semester conversion, talk with your advisor or log on to www.westgatech.edu or www.TCSGSemester411.com.

Board Members

Our Commitment to You

As a member of the Technical College System of Georgia, West Georgia Technical College is committed to providing excellence in both physical facilities designed for the learner and qualified faculty prepared to work with students. We believe in the partnership between faculty and students sharing the responsibility for learning.

Our Mission

The Mission of West Georgia Technical College, a unit of the Technical College System of Georgia, is to lead economic and workforce development by offering students aged 16 and above learning opportunities through quality technical education programs and services. These opportunities focus on the development of academic and technical competence; critical thinking skills; social, personal and intellectual values; and an understanding of society. These services of West Georgia Technical College include adult education, continuing education and corporate training as well as technical associate degree, diploma and certificate programs.

Our Vision

West Georgia Technical College is built upon the full participation of individual citizens, the collaboration of business, industry, social service providers, health care providers and education groups, and the best possible use of human, financial, and natural resources.

As West Georgia strives to promote individual student development and to improve the quality of life in an increasingly multicultural community, the effectiveness of West Georgia's educational programs and services shall be measured against the following standards:

1.   offering affordable and accessible credit and non-credit programs;
2.   enhancing the economic well-being of regional business, industry and their employees;
3.   adapting programs in response to changing societal, business, and industry needs;
4.   providing state-of-the-art technology, educational resources and training; and
5.   maintaining student success as the primary measure on which West Georgia is evaluated.

Our Core Values

West Georgia Technical College believes in the value of integrity, professionalism, excellence, and student centeredness in all aspects of our programs, services, and operations. Theses core values are fundamental to the success of West Georgia Technical College in realizing our mission and vision.

- **Integrity**: Our actions and words signal the institutional integrity of our college. We embrace honesty and base our decision making on a foundation of high ethical standards and practical considerations.
- **Professionalism**: We foster respect and truth through exhibiting ethical standards in a courteous and conscientious manner.
- **Excellence**: We exhibit high quality by meeting or exceeding the needs and expectations of our students and the community. We promote exceptional performance by recognizing and rewarding excellence in our students, faculty, staff, and community.
- **Student Centeredness**: We value and respect all students as unique individuals. We assist students in realizing their educational goals and continually strive to create a dynamic learning environment which includes them as stakeholders in their own learning.

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Student Rights

West Georgia Technical College promotes a climate of academic integrity, critical inquiry, strong work ethic, intellectual freedom, and freedom of individual thought and expression consistent with the rights of others. The College protects the rights of its educational mission, vision, and purpose. Students have the right to the following:

1. To be in an atmosphere that is conducive to learning and to attend WGTC educational programs, courses, offerings and activities on campus or any activity sponsored by WGTC off campus in accordance with WGTC policies and procedures.
2. To obtain the necessary knowledge, skills and abilities in order to acquire skill competencies and obtain employment by participating in programs, courses, offerings and activities in accordance with WGTC policies and procedures.
3. To develop intellectual, personal and social values.
4. To due process procedures.
5. To participate in institutional decision making in accordance with WGTC policies and procedures.
6. To participate in approved student organizations in accordance with WGTC policies and procedures.
7. To privacy as outlined in the Family Education Rights and Privacy Act (FERPA).

General Education Outcomes

West Georgia Technical College stands committed to its mission to focus on the development of academic and technical competence; critical thinking skills; social, personal, and intellectual values; and an understanding of society. In recognition of the growing complexity of society and the workplace, West Georgia Technical College has identified general education outcomes expected of each graduate of its credit programs. These general education outcomes reflect the breadth and balance necessary for success in a global society and provide the foundation for students' lifelong learning experiences. West Georgia's general education outcomes are intended to foster the development of effective communication skills, critical thinking and reasoning abilities, technological literacy, and respect for diversity that are vital for students' success in today's workplace and society. General education outcomes provide the tools to help students understand, in a critical and independent way, the issues and structures in which we are immersed and to develop learning skills that will equip students for a productive life in the 21st century.

*   Apply appropriate reading, writing, speaking, and listening skills to express ideas, and opinions.
*   Collaborate effectively with others to share information, solve problems, or complete tasks.
*   Use everyday mathematical concepts and basic mathematical tools to obtain or convey information.
*   Develop critical thinking and reasoning skills for problem solving.
*   Apply the principles of purposeful, organized thinking.
*   Practice analytical, explorative, and innovative thinking.
*   Develop technological literacy.
*   Demonstrate knowledge of the applications of technology in everyday life.
*   Develop an understanding of gender, ethnic, minority, multicultural, and global issues.
*   Possess a sense of personal, social, professional, and work ethics.

Student Warranty

West Georgia Technical College provides a guarantee of quality to all graduates of diploma or degree programs. To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the Board of the Technical College System of Georgia will warrant every graduate from programs offering a diploma or associate degree according to the following stipulations:

- This warranty guarantees the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard and Program Guide; any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or employee for tuition or instruction fees.
- Any claim against the warranty will be based upon an agreement between the employer and the college graduate that the individual could not perform one or more of the competencies contained in the industry-validated Standard and Program Guide.
- This warranty is included as a part of the original tuition cost at all state technical colleges in Georgia and is applicable to graduates of any diploma or degree program who entered the program subsequent to the mandated standards implementation date.
- This warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state technical college which offers the same program.
- This warranty shall be issued in writing to each graduate who enters a diploma or degree program subsequent to the mandated standards implementation date beginning in the fall quarter, 1989.

http://www.technicalcollegesystemofgeorgia.org/our_guarantee.php

WGTC Non-Discrimination Policy and Grievance Procedure

West Georgia Technical College is in compliance with the rules and regulations for the administration of Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Public Law 83-318, as amended by Section 3 of Public Law 93-568; Title VI, Section 504 of the Rehabilitation Act of 1973; and Public Law 101-336, The Americans with Disabilities Act of 1990.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

West Georgia Technical College is adamantly opposed to inappropriate workplace behavior, including unlawful harassment, discrimination, and retaliation, and will take effective measures to stop such behaviors. Since the College can take action to stop such behavior only if it is aware of such activities, it is crucial that employees seek assistance. Please seek assistance if you feel that you have been personally harassed, discriminated against, or have been retaliated against.

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Grievance Procedure

The following procedure is to be used in reporting and settling grievances in regard to the policy on the previous page.

1. Opportunities will be provided to resolve the complaint informally through meetings with proper faculty, staff, students, and appropriate administrators.
2. All grievances or complaints alleging action of a discriminatory nature shall be addressed, in writing, to the appropriate coordinator listed below.
    *   In regard to Race or Gender discrimination: Equity/Title IX Coordinator, 770.537.5729, Vice President for Student Affairs
    *   In regard to the Americans with Disabilities Act (ADA): Section 504/ADA Coordinator, 770.824.5247, Vice President of Administrative Services
3. Upon written notification of the complaint, the appropriate coordinator shall select (or serve as) a thorough and impartial investigator to examine the allegation including:
    *   Interviewing the complainant and the alleged perpetrator separately.
    *   Interviewing any witnesses named.
    *   Rendering an opinion as to the merit of the complaint based upon the information gathered.
    *   Recommending an appropriate response to the allegation.
4. The investigator will complete the investigation and inform the President of the College (and the appropriate coordinator if necessary) as to the results of the investigation and the recommended action within thirty (30) calendar days of submittal of the written complaint.
5. The President will have ten (10) calendar days to render a final decision and inform the alleged perpetrator of the results of the investigation and then enforce any disciplinary action to be taken (if complaint is found to be justified).
6. The appropriate coordinator will inform the complainant as to the outcome of the investigation.
7. The President's decision may be appealed in writing, respectively to the West Georgia Technical College Board of Directors, the Commissioner of the Technical College System of Georgia, and the Board of Directors of the Technical College System of Georgia.

Our Role and Scope

West Georgia Technical College provides opportunities for students seeking postsecondary technical education. The services and programs offered include the following:

Administrative Services areas of the College provide effective leadership by setting the tone and direction of the institution, as well as providing resources, qualified personnel, and facilities, thus allowing West Georgia employees to carry out their duties.

Adult Education programs provide individuals a variety of locations and times to take advantage of training in reading, math and other basic skills. Classes prepare students for the General Educational Development (GED) Tests, allow students to improve their English language skills in English Literacy Programs (formerly English as Second Language or ESL), and equip students to function effectively in the workplace.

Advisory Committees, composed of representatives from business and industry, meet with school faculty to make recommendations, offer suggestions, and assist in the evaluation of each training program. Input from community representatives ensures that West Georgia's programs and skills remain relevant to workforce needs.

Career Services personnel provide students and alumni access to career exploration and job search resources while connecting them with potential employers.

Continuing Education offerings provide skills upgrading areas of technical, computer, and other related proficiencies, as well as training for new and interesting occupations in the technical, computer, medical, and clerical fields. Courses are offered to assist in professional development and a wide variety of enrichment courses in areas of personal interest and health. Participants may also earn Continuing Education Units (CEUs) for noncredit courses and seminars.

Corporate Training can assist the business and industry community by designing, developing, and delivering customized training programs. We can conduct quality training on-site at a business or at one of the four campus locations for a reasonable cost that will result in value-added employees for your business. Participants may also earn Continuing Education Units (CEUs) for noncredit courses and seminars.

Disability Services are provided to the student with a disability or who exhibits an economic or academic disadvantage. This includes, but is not limited to, setting realistic goals, developing individual programs of study, providing job orientation, providing assistance in determining the degree and nature of disability and/or disadvantage, and providing referrals to appropriate offices or agencies for assistance. Students may contact Student Affairs for assistance with accommodations for a disability, academic, or economic need.

Distance Learning programs provide activities and services including credit/noncredit and continuing education instruction, video teleconferencing, interactive multimedia, online courses, and other instructional delivery technologies.

Economic Development programs assist local chambers of commerce, development authorities, and other groups in promoting economic development in Carroll, Coweta, Douglas, Haralson, Heard, Meriwether and Troup counties through Quick Start projects for new and expanding industries and customized training for all industries.

Educational Degree, Diploma, and Certificate programs provide technical and general education skills required for employment and career growth. Graduates earn Associate in Applied Science degrees, technical diplomas, and technical certificates of credit.

Institutional Advancement activities communicate the College's programs and services to both internal and external audiences.

Institutional Effectiveness efforts provide continuous planning, reviewing, and evaluating of the College's progress in meeting accreditation needs.

Learning Support programs help students improve their academic and personal preparedness for postsecondary level study.

Library Services and facilities provide printed, audio-visual, and electronic materials that aid students in the pursuit of education, information, and/or research.

Student Affairs offices provide services and activities to support the transition into higher education, maximize chances for success, and enhance the potential for personal and educational growth of the individual.

Technical Support operations provide computing services and learning resources hardware and software support to West Georgia's educational programs and administrative areas of the College.

Tutoring Services are available on the Douglas, Carroll, Coweta, LaGrange and Murphy campuses for students taking reading, English, mathematics, science, or introductory computer courses. Please check in each campus Learning Resources Lab for hours and sign-up sheets.

Our History

On September 4, 2008, the State Board of the Technical College System of Georgia voted unanimously to consolidate 14 technical colleges statewide into six. The West Georgia Technical College/West Central Technical College merger made the newly named West Georgia Technical College the second largest technical college in Georgia. West Georgia Technical College serves seven counties – Carroll, Coweta, Douglas, Haralson, Heard, Meriwether and Troup.

With over 100 approved programs of study, West Georgia Technical College is poised to meet the needs of business, industry and an ever-changing community. Students have multiple opportunities to participate in student groups and organizations. Additionally, students have the opportunity to participate in athletics through the Golden Knights men's and women's athletic teams.

West Georgia Technical College is proud to provide post secondary education and training to the citizens of West Georgia. Through this process, our students have the opportunity to improve their quality of life, achieve their dreams and make our community a better place to live.

The faculty and staff are committed to providing technical education that is responsive to the changing needs of business and industry, students and the community at large. Today, West Georgia's unwavering commitment to educational excellence and student success has made our graduates some of the most competitive individuals in the workforce. West Georgia Technical College's excellent leadership, strong faculty and staff, accessible locations and affordability will continue the rich tradition of excellence.

Admissions

Admissions Policy

Admission to West Georgia Technical College is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. Students are admitted on a first-to-qualify/space available basis except for Health Services programs. Admission to Health Services diploma and degree programs is based on a competitive selection process. There are minimum requirements for admission to individual Health Services programs, and meeting minimum requirements does not guarantee admission to the program.

The admissions policy of the Technical College System of Georgia is intended to assure the nondiscriminatory processing of the application for admission to any technical college by any adult citizen of Georgia 16 years of age or older who seeks access to quality instruction designed to develop his or her capabilities to the maximum.

West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age political affiliation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status (except in those special circumstances permitted or mandated by law).

Admissions Procedures for Credit Programs

1. Complete and submit application for admission with a one-time nonrefundable $25 fee.
2. Submit an official high school or GED transcript. Please refer to High School Diploma/GED Requirements section. Certain identified certificate programs do not require a high school diploma or GED.
3. If you have previously attended college/technical school, submit an official transcript from each college/technical school attended.
4. If you have taken a SAT, ACT, ASSET or COMPASS college placement test within the last five (5) years, submit your official test scores.
5. Complete ASSET or COMPASS placement testing. Applicants who submit official placement test scores or college transcripts may not be required to test with West Georgia if the previous test scores or course completion meet program placement requirements.
6. Submit Resident Alien Card (if applicable). Applicants who hold green cards or who qualify under refugee or asylee status must submit photocopies of their resident alien cards.
7. The Office of Student Affairs will notify applicants by letter of acceptance status.
8. Applicants to diploma and degree Health Services programs must complete a competitive selection process prior to admission to the desired diploma or degree program. Applicants may choose to be institutionally accepted to begin taking required core classes or they may choose to be admitted to the Healthcare Science or Healthcare Assistant certificate program. Please refer to the Additional Procedures for Diploma and Associate Degree Level Health Services Programs section of this catalog for additional information.

Admissions Requirements for Applicants

Age

Applicants must be 16 years of age or older for college admission. The minimum age for admission in certain programs is greater than 16 years of age. Age requirement for certain programs may be different because of professional accreditation standards or because of applicable state or federal laws. Consult the Program Descriptions section for specific age requirements for each program of study.

High School Diploma/GED Requirements

A GED or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to West Georgia Technical College unless otherwise specified by the program's standards. Certificates of Attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization (suggested agencies). Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 credit hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma. In order to be accepted by West Georgia Technical College, the applicant must have been awarded a high school diploma from a secondary school that is accredited by regional accrediting associations that are part of the Commission on Colleges (such as the Southern Association of Colleges and Schools), the Georgia Accrediting Commission, the Georgia Association of Christian Schools, the Association of Christian Schools International, the Georgia Private School Accreditation Council, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools, the Florida Council of Independent Schools and the Distance Education Training Council, or from a public school regulated by a school system and state department of education.

Applicants of home schools who did not attend a recognized accredited program must adhere to the following alternative path for admission:
- Submit a letter from the local superintendent's office verifying that the parent or legal guardian notified the superintendent of intent to home school and must also verify that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. 20-2-690.
- Annual progress reports or final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

Placement Testing

All program applicants must meet minimum placement testing requirements to determine regular, provisional, or developmental admission status. Most program applicants will take the ASSET or COMPASS placement test offered by West Georgia. Applicants may submit recent (within the last five years) SAT, ACT, ASSET or COMPASS scores for review for placement status. Previous college or technical school course work completed at an accredited institution may be submitted for review of placement status.

Non-program seeking students are required to meet placement test score requirements per individual course registration.

Health

All applicants should be physically able to perform ordinary class and laboratory functions that are required by the program of study. Some programs require special immunizations or the submission of medical reports.

Transfer from Other Institutions

Any student wishing to transfer from another institution to West Georgia must have been in good standing at the former institution. An exception may be granted permitting a student provisional/probationary admittance pending satisfactory completion of the first quarter's work. Students admitted in probationary status must make satisfactory academic progress their first quarter of

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attendance. Students not making satisfactory academic progress the first quarter of attendance will be academically dismissed.

In-State Residents

A student must be a resident of the state of Georgia for 12 months before initial enrollment at the college to qualify as an "in-state resident" for admission and tuition purposes. Students must be able to provide appropriate residency documentation to the college.

Out-of-State Residents

An out-of-state resident shall be enrolled on a space available basis and shall not displace any student desiring to enroll who is a resident of the State. An out-of-state resident will be charged tuition at two times the rate of in-state residents. A student initially enrolled as an out-of-state resident may complete a Change of Residency Request Form with the Office of Student Affairs 12 months after becoming a resident of the state. Official documentation of state residency will be required. In-state residency for admission and tuition purposes will begin the academic quarter following the one-year anniversary date of documented initial Georgia residency.

Residents of Chambers, Cleburne and Randolph counties in Alabama will be considered "in-state residents" for admission and tuition purposes.

International Students

Persons residing in the United States on permanent residency status may qualify as an "in-state resident" or "out-of-state resident" for admission and tuition purposes as defined in the In-State Residents and Out-of-State Residents sections of this catalog. Permanent residents must submit documentation of their permanent residency status. West Georgia Technical College is not approved by the Office of Immigration and Naturalization Services (INS) to accept students residing in the United States while on a student visa. Any other international student, determined eligible for admission, shall be enrolled on a space available basis and shall not displace any student desiring to enroll who is a resident of the State. An international student will be charged tuition at four times the rate of in-state residents.

Admissions Categories

1. Admission categories to a technical college will be one of the following: Regular, Provisional, Learning Support, Special or Transient.
2. Minimum admissions requirements are specified in each certificate, diploma and degree program.

Regular Status

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

Provisional Status

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co- requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

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Learning Support Status

Applicants who score below the provisional cut scores in English, math or reading are granted learning support status or referred to Adult Education. Students with Learning Support status may not take occupational courses until achieving Provisional status. Students with this status are not eligible for federal financial aid (i.e. Pell, FSEOG, ACG or Federal Work Study).

Special Admit Status (Non-credential seeking)

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- May apply up to a maximum of 25 credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- May enroll in classes only on a space-available basis.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

Transient Status

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

The transient student must:
1. Complete and submit application for admission with a one-time nonrefundable $25 fee.

2. Submit a transient student letter for initial admission and prior to registration for each subsequent quarter of attendance. The letter should be issued by the registrar to the effect that the student is in good standing and eligible to return to that college. The letter must state the course(s) the student may take for the specific quarter of attendance and must be submitted to the Office of the Registrar at least two weeks prior to the scheduled registration date.

3. Students receiving financial aid at their home college will also need to submit a transient letter with proof of financial aid status prior to registration for each quarter of attendance. The letter must state the student's financial aid eligibility for the specific quarter of attendance and must be submitted to the Office of Registrar at least two weeks prior to the scheduled registration date.

Requirements for Transient Permission at WGTC:
1. Student must be a current student or complete a student update for current quarter.
2. Student must be in good academic standing.
3. Course(s) must be required for student's current program of study at WGTC.

Note: If the request is for transient classes online at another Technical College System of Georgia college, a student must apply through Georgia Virtual Technical College (GVTC) at the website www.gvtc.org. Students must adhere to the deadline for transient students posted by the host college as they may differ from WGTC.

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Readmission

Students who withdraw in good standing from West Georgia and wish to re-enter must apply to the Office of Student Affairs. A Student Update Form or Student Application must be submitted no less than four (4) weeks prior to registration.

1. Submit a Student Update Form to the Office of Student Affairs if out of school more than one quarter but less than one year. A student who has been out of school more than one year must submit a Student Application. An exception is a student who withdraws in good standing during a quarter may return the following quarter without completing a Student Update Form if they are returning in the same program of study.
2. Submit to the Office of Student Affairs official transcripts from all institutions of higher education attended since the last enrollment at WGTC.
3. Meet the West Georgia Technical College General Catalog admission requirements in affect at the time of readmission. Student being readmitted after a break in enrollment (of at least two quarters) must re-enter under the current catalog, admission requirement and program standards.
4. Returning students absent from WGTC for more than five years may be required to submit official transcripts and/or new placement examination scores. Student documents are maintained for five years after the last date of attendance.

Double Programs/Majors

The opportunity to pursue a double program/major is available on a limited basis. A student may request approval of a double program/major by submitting a Student Update Form in the Office of Student Affairs.

- Student must have regular program admission in the primary program.
- Student must be in good academic standing.
- Programs must have a common core curriculum and be closely related.
- Dual majors may be a combination of two technical certificates of credit, two diplomas, or two associate degrees only.

Admissions Appeal

Applicants who feel that they were unjustly denied admission to West Georgia Technical College may appeal to the Vice President for Student Affairs. The appeal must be made in writing within five days of the student's receipt of the admissions denial letter. The Vice President for Student Affairs will make a written report of findings within ten working days of receipt of the written appeal. Further appeal may be made to the President of the College.

Program Categories: Certificate/Diploma/Degree

Any student who has been admitted through the regular admissions procedures and is following a course of study toward a certificate, diploma, or degree in any of the programs offered by West Georgia is classified as a certificate, diploma, or degree credit student.

Credit for High School Coursework

A student who has successfully completed a secondary Career Pathway Program of Study (three courses within a single pathway) may be eligible for articulated postsecondary course credit. The College has articulation agreements in place with the local school systems identifying courses in the

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areas of business, health occupations, and marketing, as well as trade and technical and general core courses. The applicant shall be responsible for procuring the proper documentation for articulation credit review.

1.   Student must meet all admissions requirements as stated by the institution.
2.   Student must submit an official high school transcript identifying completion of a Career Pathway Program of Study.
3.   Student must complete courses to be articulated with a minimum grade of 85%.
4.   Student must submit a Documentation of Articulated Credit form identifying secondary course(s) completed and postsecondary course(s) articulated. The teacher's signature is required for each secondary course.
5.   Student must enroll in the postsecondary institution within 18 months of high school graduation.
6.   Articulated course credit will be transferred upon successful completion of a course skills/knowledge validation exam.
7.   All articulated courses will be exempt from fees.

For more information about Career Pathways or course articulation agreements, please contact a High School Coordinator at 770.947.7538 or 706.756.4670.

High School Dual Enrollment

High school students who are excelling academically may enroll in identified courses or programs which normally require a high school diploma. The credits earned by completing the college course(s) must be applied to both the high school academic record/transcript and college academic record/transcript. A Dual Credit Agreement or an Accel Program Application must be completed by the student, parent, high school official, and college official. The Dual Credit Agreement or the Accel Program Application must identify the specific college courses in which the student is eligible to enroll.

Certificate & Diploma Dual Enrollment Programs

Program availability is based on individual program agreements between local high schools and WGTC. Each agreement specifies the program of study and the course alignment between the college course/s and the high school course/s. The credits earned by completing the college course(s) must be applied to the high school academic record/ transcript and college academic record/transcript. Please check with an admissions counselor for program availability for specific area high schools.

Georgia high school students dually enrolled in a certificate or diploma program may receive the HOPE (Helping Outstanding Pupils Educationally) Grant if they complete the HOPE Grant application process and meet all HOPE Grant eligibility requirements. Credit hours paid by the HOPE Grant for the student will not count towards the limit of postsecondary hours paid for by the HOPE Program.

Eligibility Requirements:
To be eligible for dual enrollment certificate or diploma programs, the student:
•   Must be at least 16 years old.
•   Must be a high school junior or senior.
•   Must meet the minimum placement test scores required by the college.
•   Must be in good academic standing in his or her high school program.
•   Must complete the West Georgia Student Application process.
•   Must submit a Dual Credit Agreement signed by student, parent and high school official.
•   Must, if applying for the HOPE Grant, complete the HOPE Grant application process and meet all HOPE Grant eligibility requirements.

Degree Level Core Course Dual Enrollment (Accel Program)

The High School Accel Program allows Georgia high school students who are excelling academically to enroll in identified degree level core courses while still enrolled in high school. The high school certifying official must identify the high school course/s to be substituted by the postsecondary course/s. The college official must identify the postsecondary course/s to be completed as identified in the Course Directory for High School Courses and College Equivalents for the ACCEL Program. The credits earned by completing the college course(s) must be applied to both the high school academic record/transcript and college academic record/transcript.

The program is funded by the Georgia Lottery for Education, and the credit hours paid by the Accel Program for the student will count towards the limit of postsecondary hours paid for by the HOPE Program.

Eligibility Requirements:
To be eligible for the Accel program, the student:
- Must be at least 16 years old.
- Must be a high school junior or senior.
- Must meet the minimum placement test scores required by the college.
- Must be in good academic standing in his or her high school program.
- Must complete the WGTC Student Application process, which includes the following:
    - The student's parent must complete Part I of the Accel Program Application.
    - The high school official must complete Part II of the Accel Program Application.
    - The College must complete Part III of the Accel Program Application.

Registration

West Georgia Tech registration dates are listed on the academic calendar at the front of the catalog and on the College's website at www.westgatech.edu/academics/calendar.html. Steps for registration are also available on the WGTC web site, and quarterly course schedules are posted as the dates and times for advisement and registration become active each quarter. Registration is conducted via the web and/or with the assistance of a student affairs staff person or academic advisor. There are several phases of registration each quarter, to serve various groups of students.

Returning Student Registration is open to currently enrolled students near the mid-point of each quarter. Students who have been out only one quarter may request to register with returning students by completing a Student Update Form in the Office of Student Affairs by the third week of the quarter. Returning student registration is not available to Special Status or Transient students.

NOTE: Students may not register by phone but may schedule an appointment with program advisors by phoning or, preferably, by emailing. In determining quarterly schedules, the online version is the most accurate list of available classes; changes are updated regularly: www.westgatech.edu/academics/course_schedule.pdf.

Open Registration (new student registration) begins one week after returning student registration begins and allows for registration of new students who have been admitted in the first part of the quarter and those who are admitted during the time leading up to the final day of open registration and orientation, scheduled quarterly at each campus.

Late Registration is open to all students who do not take advantage of early registration or the open registration period, or who apply by the application deadline for late registration. Late registration is held on each campus the business day immediately prior to the first day of each quarter.

Drop/Add is scheduled the first three days of each academic quarter. Students wishing to make changes to their schedules must do so by the third day of the quarter. Students may drop or add courses during this period. Courses dropped during Drop/Add will not appear on the student's official academic record.

Withdrawal from one or more courses before or during the Drop/Add period will not incur tuition or fee penalties or appear on a student's academic record. Students who need to withdraw from one or more courses after the third day of the quarter must do so either by completing a Drop Form, available in the Registrar's office or by emailing registrar@westgatech.edu. The course(s) will be included on the student's transcript.
1. Any student dropping ALL classes for the academic quarter must complete an Official Withdrawal Form in the Office of Student Affairs.
2. The date the Office of Student Affairs receives the student's official Drop Form or Official Withdrawal Form will be used as the effective date of drop.

Withdrawal during the first three days of the quarter provides for the refund of 100 percent of applicable tuition and fees.

'No Shows' are reported for nonattendance in the first week of the quarter. Any student who fails to show for class or log in for online classes within the first seven days of the quarter will be reported as a 'No Show.' 'No Show' classes will not appear on a student's record. Financial aid students who have been reported as a 'No Show' will become responsible for all charges.

Special Status and Transient Student Registration is held the same day as late registration. Registration for students admitted in special status is available to new students who complete their admissions file by the quarterly application deadline, currently enrolled special status students, and previous special status students who request readmission by the quarterly application deadline.

Registration for transient students is available to new students who complete their admissions file by the quarterly application deadline. Registration for currently enrolled transient students is available to students who submit a transient student letter at least two weeks prior to registration each quarter. Registration for previously enrolled transient students is available to students who request readmission and submit a transient student letter by the quarterly application deadline.

Orientation

Orientation acquaints students with West Georgia Technical College, its policies, and its services. New students and students who have returned to WGTC after two or more quarters away are required to complete the online general orientation at the time of registration.

Additional orientation information is provided by instructors in each of the College's programs of study. The catalog also details further information on the policies and services provided by the institution.

Student Identification Number

At the time of admission to the College, each student will be assigned a nine-digit identification number to be used throughout the time of enrollment. This student number will be used during course registration, for online course access, and in many other situations as students' primary means of access to their academic and financial aid records.

Personal Identification Number (PIN)

At the time of admission to the College, each student will be assigned a default six-digit Personal Identification Number (PIN). This number will be used by students to gain access to their academic and financial records in BanWeb. For security purposes, students are encouraged to change their PIN from the default in order to maintain the confidentiality of their records.

Student E-mail

Students will receive a West Georgia e-mail account upon their initial course registration. E-mail is the primary vehicle used for communication of important events, announcements, deadlines, financial aid information, registration, and much more. All instructors will require students to access their e-mail accounts for course information and updates throughout the quarter. Instructions for e-mail usage are located on the BanWeb page of the West Georgia web site.

Health Sciences Programs (General Procedures)

Applicants to West Georgia Technical College diploma and degree Health Services programs must complete a competitive selection process prior to admission to the program. Applicants may initially choose to be admitted as institutionally accepted to take core courses for their intended program. Applicants to degree-level Health Services programs may choose to apply to the Healthcare Science certificate program to take core courses required for their intended degree program. Applicants to diploma level Health Services programs may choose to apply to the Healthcare Assistant certificate program to take core courses required for their intended diploma program.

Institutional Acceptance

Students institutionally accepted will be placed as developmental, provisional, or regular admission status, based on the intended diploma or degree Health Services program. Students may take all core courses required for their intended program. Institutionally accepted students are not enrolled in a program of study and are not eligible to receive financial aid.

Healthcare Science Certificate

Students accepted to the Healthcare Science certificate program will be placed as developmental, provisional, or regular admission status based on the certificate requirements and the requirements of the intended degree program. Students will take general core courses and health core courses common to both the certificate and the intended degree program. Students enrolled in the Healthcare Science certificate may be eligible to receive financial aid. Please review the complete program information contained in the Certificate Programs section of this catalog.

Healthcare Assistant Certificate

Students accepted to the Healthcare Assistant certificate program will be placed as developmental, provisional, or regular admission status based on the certificate requirements and the requirements of the intended diploma program. Students will take general core courses and health core courses common to both the certificate and the intended diploma program. Students enrolled in the Healthcare Assistant certificate may be eligible to receive financial aid. Please review the complete program information contained in the Certificate Programs section of this catalog.

Competitive Selection Process

The competitive selection process for diploma and degree Health Science programs is made up of three levels.
Level I: Preparatory/Core Courses
Level II: Competitive Selection
Level III: Occupational and Clinical Courses

Student Guidelines for the Competitive Selection Process
1. The student must declare his/her intended diploma or degree Health Science program on the Student Application or Student Update form prior to the selection deadline.
2. A student may not declare or be included in the selection process for more than one Health Science program at a time.
3. A Competitive Progression File Review Request will include the student in one selection process only—if not selected, a student must submit a new Competitive Progression File Review Request to be included in the next selection process.
4. The following specific technical, science, and Health Science courses must be completed within seven years of the start of Level III Occupational and Clinical Courses.

Course	Duration of acceptance
BIO 2113	**7 years**
BIO 2114	**7 years**
BIO 2117	**7 years**
CHM 1111	**7 years**
CHM 1112	**7 years**
AHS 1011	**7 years**
SCT 100	**7 years**

5. All transcripts reflecting grades earned in required courses must be received prior to the selection deadline.
6. After competitive selection is complete, any student who withdraws will forfeit his or her seat and must meet criteria for the next competitive selection process in order to return.
7. A student selected and enrolled in Level III courses for any Health Science program who does not successfully complete with his/her cohort must petition the Dean of the Health Services Division to be readmitted. The Dean will then forward a recommendation to the Assistant Vice President of Academic Affairs, who will approve or deny the request. Some reentry requirements will apply for selected programs and will be determined on a case-by-case basis.

Competitive Selection Academic Scoring Guidelines
The following are general standards for academic scoring and should be used by students as a guideline. Students with specific questions about the scoring process should contact an admissions counselor in the Office of Student Affairs.
1. A minimum grade of *C* must be earned in each required course.
2. Specific technical, science, and Health Science courses must be completed within seven years of the start date of Level III-Occupational and Clinical Courses
3. The highest grade earned in each required course will be included in the competitive selection academic score.
4. Students receiving exemption credit, advanced placement credit, articulated credit, or other nontraditional credit for required courses should consult with an admissions counselor for scoring information.

Occupational and Clinical Courses
The student must have the following official documentation on file prior to clinical rotations:
- Completed Physical Examination and Health History, with a physician's statement that the student is in satisfactory health
- Approved drug screening at sites arranged by WGTC administration
- Copy of immunization records including proof of administration of two MMRs. Student must show proof of positive rubella, rubeola, varicella and mumps titers.
- Two-step PPD and/or chest x-ray
- Adacel immunization unless the student has received a tetanus immunization within the past five years. Documentation of administration of tetanus immunization is required.
- Hepatitis screen results and documentation of immunity to rubella, measles, varicella and tetanus
- Professional Liability Insurance (may be purchased through the college)
- CPR Certification by American Heart Association for Healthcare Providers
- Criminal background check and urine drug screen

Specific Admissions Procedures for Diploma and Associate Degree Level Health Services Programs

Each diploma and degree Health Services program has specific admissions and selection criteria. Please refer to the specific criteria listed for each program within this catalog.

Students who withdraw from Health Services programs while failing (academically or clinically) for the second time, or who fail a course academically for the second time, are not eligible to return to these programs for a third attempt. This also applies to students who fail health services courses at other institutions and transfer to West Georgia Technical College.

Tuition and Fees

The tuition and fees listed below are assessed according to the policies established for all technical colleges governed by the Technical College System of Georgia. Tuition and fees are subject to change without notice. Fees are charged to cover the cost of registration and other incidental items necessary to maintain the operational activities of the college. The following fees will apply:

Application Fee: Students applying for admission must pay a one-time nonrefundable application fee of $25.

Registration Fee: All students must pay a $26 registration fee each quarter.

Student Activity Fee: Students are required to pay a student activity fee of $20 each quarter.

Tuition Fee: All students will be assessed fees at the rate of $45 per credit hour for tuition for diploma and degree programs, up to a maximum of 15 credit hours per quarter. Certificate fees may vary, depending on program.

Graduation Fee: All graduating students must pay a $35 graduation fee.

Student Accident Insurance Fee: Students are required to pay a student accident insurance fee of $4 each quarter. All students enrolled in a credit program are covered while on campus by the student's accident insurance.

Out-of-State Tuition Fee: Out-of-state students are charged tuition twice that charged for in-state residents. Out-of-state students pay activity and registration fees equal to that charged for in-state residents. Student residency is determined at initial enrollment. (Please refer to the Admissions section of this catalog for definitions). *Residents of Chambers, Cleburne and Randolph counties in Alabama will be considered as in-state residents for fee purposes.*

International Tuition Fee: International students pay tuition four times that charged for in-state residents. International students pay activity and registration fees equal to that charged for in-state residents. Student residency is determined at initial enrollment. (Please refer to Admissions section of this catalog for definitions).

Instructional and Technology Support Fee: A fee of $35 will be charged to all students each quarter regardless of how many hours a student is enrolled. These funds will be used to increase instructional resources and technology.

Textbooks: Students will be expected to purchase necessary text books, materials for personal projects, and other items required for each course. For the convenience of the students, the college maintains a bookstore on each campus where textbooks and supplies may be purchased. Every student is required to have books, tools, uniforms, and other equipment appropriate to the program of study; in most instances these items will be usable in the student's employment following graduation. All required books and supplies may be purchased from the College bookstores or online.

Check Return Fee: A check return fee of $30 is charged for handling each check returned to the college.

Facilities Fee: A fee of $15 per quarter will be charged to all students regardless of how many hours a student is enrolled. These funds will used to update and maintain the facilities of the college.

Athletics Fee: A fee of $10 per quarter will be charged to all students regardless of how many hours a student is enrolled. These funds will used to support the College's Golden Knight athletic programs which include women's basketball and volleyball and men's basketball and baseball.

Fee Chart

To determine quarterly costs, compute the number of credit hours and consult the fee chart.

NUMBER OF CREDITS	TUITION*	FEES**/***	TOTAL
1	$45	$95	$140
2	$90	$95	$185
3	$135	$95	$230
4	$180	$95	$275
5	$225	$95	$320
6	$270	$95	$365
7	$315	$95	$410
8	$360	$95	$455
9	$405	$95	$500
10	$450	$95	$545
11	$495	$95	$590
12	$540	$95	$635
13	$585	$95	$680
14	$630	$95	$725
15+	$675	$95	$770

Full-time status= 12 or more credits

*Programs below have a higher rate of tuition per credit hour (plus fees):
*Commercial Truck Driving .... $292 per credit hour
*EMT-Basic .... $83 per credit hour
*EMT-Intermediate .... $83 per credit hour

**Fee totals are based on the following:
Activity $20
Athletics $10
Facilities $15
Insurance $4
Registration $26
Instructional and Technology Support Fee $35

***Other fees associated with enrollment in certain programs of study:
Diesel Fuel Surcharge $130
Student Malpractice Insurance $4.25
CDL Testing Fee $66
Graduation Fee $35
Student Malpractice Insurance for EMT $17.75

Georgia residents 62 years of age and older may take courses at West Georgia Technical College on a space available basis free of tuition fee. Such students will be responsible for all other fees, books and supplies. Seminars and special courses are excluded.

Miscellaneous Fees and Expenses

Books: Each student is required to purchase required books for courses. Costs vary, depending upon the course in which the student is enrolled.

Tools/Kits: In many training programs, students are required to purchase basic tools essential to the occupational field for which they are training.

Uniforms/Badges/Insurance/Liability Insurance: (can be purchased through the College) varies in cost according to program of study. In many programs students will be required to purchase uniforms and badges related to their programs.

Refund of Tuition and Fees

Students will receive a 100 percent refund of tuition and applicable fees by submitting an official withdrawal form before the fourth day of class in any quarter. Refunds will be processed after the student has formally withdrawn from class. Refunds are made by check and mailed to the student. Refunds by check may take up to 30 days for processing.

Students who pay any tuition, fees, or book costs with a check will not be refunded until 30 days after the issuance of that check. Once the student check has cleared the bank, the business office will proceed in writing a refund check to that student.

Students who are eligible for Title IV funds and withdraw from the College before completing 60 percent of the quarter will have their award recalculated according to the Return of Title IV Funds Policy. Recalculations will be based on the number of days completed within the quarter.

Student Insurance

All students enrolled in credit programs and continuing education courses are covered while on campus by school accident insurance. NOTE: The insurance is only supplementary.

Financial Obligation to the College

Failure to meet financial obligations to the College may result in the student's automatic withdrawal with no credit for the quarter. Additionally, such a student may be denied enrollment in subsequent quarters. The College will withhold copies of educational records of students who have outstanding debts to the institution. After the college has attempted to collect a debt from a student, the debt owed to the college will be sent to a collection agency to collect the debt on behalf of the College. This collection attempt will include, but is not limited to, collection attempts made by phone calls, mailed notifications, placement with credit bureaus and, up to and including, placement with local magistrate court.

The College also makes attempts to collect financial obligations owed to the College prior to the start of classes for each quarter so that the student will not lose course enrollment due to non-payment. The College accomplishes this by using a third-party messaging system that enables the College to contact many students at once. This is a complimentary service to the student as a reminder only, and it is the responsibility of the student to ensure all fees and tuition are paid in full prior to attending class on the first day of each quarter.

Student Financial Aid

The purpose of the Office of Student Financial Aid is to offer grants, scholarships, and work-study employment to assist students with the cost of their education. All students are encouraged to apply for financial aid. The College has financial aid personnel located in Student Affairs areas of each campus. Students are encouraged to take advantage of the WGTC's web page, which hosts a collection of information and forms pertinent to financial assistance. **The financial aid award year of West Georgia Technical College begins on July 1 (Summer Quarter) and ends on June 30 (Spring Quarter).**

Student Loan Information

WGTC does not participate in any federal student or parent loan program. Any student loan for which a student wishes to apply must be a "non-school-certified," alternative or continuing education loan. The WGTC Registrar will certify enrollment attendance only.

Application Process for Financial Assistance

It is imperative the Admissions process is completed in a timely manner. A student must be accepted for Admissions before Financial Aid awards can be determined. The student's financial aid file must be complete prior to early registration in order to insure no delays in receiving financial assistance for which the student is eligible. WGTC Financial Aid priority deadlines are posted on the Financial Aid web site.

Forms for financial aid are available in Student Affairs-Financial Aid Offices or on the web site at www.westgatech.edu under Financial Aid.
Applicants for financial assistance must complete and submit the following:
- A current application for admission to WGTC.
- High School, GED and all previous college transcripts.
- Apply on-line for the HOPE Application if you are a Georgia resident at www.GAcollege411.org

Or
- Apply for the Free Application for Student Financial Aid (FAFSA) for all students applying for federal aid (PELL, ACG, FSEOG, FWS) and/or state aid (HOPE) at www.fafsa.ed.gov, which must be renewed yearly.

If a student is chosen for verification, he or she must satisfy all financial aid requirements before the financial aid file is considered complete. Verification requires a copy of the student's, his or her parents', and/or his or her spouse's signed Federal Income Tax Form 1040 along with verification form are required in the student's file before the file is complete.

A student's financial aid award package is determined annually and is based on the student's current estimated family contribution, cost of attendance, residency, and other *specific* financial aid eligibility requirements. Once a student's financial aid award package is complete, the student will be notified by mail or student email of his or her financial aid award.

Eligibility Requirements for Financial Assistance

Anyone applying for financial assistance must meet the following general requirements:

- A student must be enrolled at West Georgia Technical College in an eligible program of study seeking a certificate, diploma or degree.
- A student must be a United States citizen or eligible non-citizen of the United States.
- A student must be in compliance with Selective Service registration requirements. Students ages 18-25 who have not registered for the Selective Service may register online at www.sss.gov.
- A student must not be in default on a federal college loan or owe a repayment to any other college, state or federal program.
- A student must resolve any existing drug conviction issue. Incarcerated students are not eligible for Financial Aid.
- A student must maintain satisfactory academic progress towards the completion of his or her program of study.

A student who already has a bachelor's degree is ineligible for any Federal Grant (PELL, ACG, FWS and FSEOG) and the state's HOPE Scholarship for the Associate's Degree at WGTC. Students who have a bachelor's, master's or doctorate degree may be eligible for the Hope Grant.

Citizenship Requirements

Citizens and Eligible Non-Citizens

A student must be a U.S. citizen or eligible non-citizen to be eligible for federal or state student aid. State aid programs (HOPE Grant, HOPE Scholarship) also require the eligible non-citizen status to have been granted 12 months prior to the first day of classes of the term for which the student wishes to receive the state aid.

To be considered for financial assistance administered by the Office of Student Financial Aid, you must have one of the following citizenship or eligible resident classifications:

1. **U.S. Citizen**
2. **U.S. National** (includes natives of American Samoa and Swain's Island)
3. **U.S. Permanent Resident who has:**
   a) A Permanent Resident Card (Form I-551 since 1997), or
   b) A Resident Alien Card (Form I-551 before 1997), or
   c) An Alien Registration Receipt Card (Form I-151, issued prior to June 1978), or
   d) An Arrival/Departure Record (CBP Form I-94) or the new Departure Record (Form I-94A) with the endorsement "Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence. Valid until (Date Cannot Have Passed). Employment Authorized.", or
   e) A machine readable immigrant visa (MRIV) in the holder's passport. The MRIV will have an admission stamp, and the statement "UPON ENDORSEMENT SERVES AS TEMPORARY I-551 EVIDENCING PERMANENT RESIDENCE FOR 1 YEAR" which appears directly above the machine readable section. An MRIV with this statement, contained in an **unexpired** foreign passport and endorsed with the admission stamp, constitutes a **temporary I-551, valid for one year from the date of endorsement on the stamp.**
   f) A United States Travel Document (mint green cover), which replaces the Reentry Permit (Form I-327) and the Refugee Travel Document (Form I-571). It is used by lawful permanent residents (as well as refugees and asylees) and is annotated with "Permit to Reenter Form I-327 (Rev. 9-2-03)."
4. **Citizens of the Federated States of Micronesia and the republics of Palau and Marshall Islands.**

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Note: Citizens of Palau are eligible only for the Federal Pell Grant, Federal Supplemental Opportunity Grant or Federal Work-Study (FWS). Citizens of Micronesia and the Marshall Islands are only eligible for the Federal Pell Grant.

5. For eligible noncitizens other than permanent residents:
    a) **Refugees** with a Form I-94 or I-94A annotated with a stamp showing admission under Section 207 of the Immigration Nationality Act (INA). Also acceptable is the old Refugee Travel Document (Form I-571) or the new U.S. Travel Document cited in paragraph 3.f. above annotated with "Refugee Travel Document Form I-571 (Rev. 9-2-03)."
    b) **Asylees** with a Form I-94 or I-94A and a stamp reflecting admission under Section 208 of the INA, or the same travel documents cited in 5.a. above.
    Note: A refugee or an asylee may apply for permanent resident status and may have an I-94 that includes the endorsement "209a (or 209b) pending. Employment Authorized." These students are eligible for federal student aid funds if the I-94 has not expired.
    c) **Parolees** with a Form I-94 or I-94A with a stamp indicating they have been paroled into the United States for at least one year, with a date that has not expired.
    d) **Cuban-Haitian entrants** with a Form I-94 indicating they have been classified as a "Cuban-Haitian Entrant (Status Pending). Reviewable January 15, 1981. Employment authorized until January 15, 1981." This document is valid even if the expiration date has passed. However, if the I-94 is stamped "applicant for permanent residence", the Cuban-Haitian entrant is not eligible for federal student aid and must request documentation of permanent residency status from the USCIS.
    e) **Victims of Human Trafficking** are entitled to the same benefits as refugees under the Victims of Trafficking and Violence Protection Act (VTVPA). Because this status is certified by the U. S. Department of Health and Human Services (HHS) and not the DHS, these students must submit their certification or eligibility letter from the HHS to us for review and subsequent contact with the Office of Refugee Resettlement. The spouse, child or parent of a trafficking victim might be eligible for aid, but will have a T-visa (e.g., T-2 or T-3) which must be submitted to us along with the certification letter.

Students applying for federal Title IV aid as eligible non-citizens whose citizenship status is not electronically confirmed by the FAFSA process must provide the financial aid office with documentation. The financial aid office will then initiate a secondary confirmation process with the United States Citizenship and Immigration Service (USCIS) in the Department of Homeland Security (DHS). The confirmation of an eligible citizenship status must be received before students can be awarded any aid.

Ineligible NON-Citizens
A student does not meet the Citizenship Requirements, for purposes of Financial Aid awards if the student is a Non Citizen with an F1 or F2 student Visa, a J1 or J2 exchange visitor Visa, a G series Visa, or any other classification not included in the definition of an eligible Non Citizen in Federal Title IV Regulations.

Types of Financial Aid Available

State Grant & Scholarship Programs
HOPE (Helping Outstanding Pupils Educationally) is a program for Georgia residents that provide financial assistance in degree, diploma, or certificate programs at any eligible Georgia post-secondary college.

The **HOPE Grant** is available to Georgia residents who are pursuing a certificate or diploma. There is no high school graduation date, grade point average, or income restriction to receive this grant. The primary requirement is Georgia residency for a minimum of 12 consecutive months prior to enrollment; some exceptions may apply. HOPE Grant covers 95 credit hours of tuition and $50 of mandatory fees and provides a book allowance of $50 for 5 or less credit hours and $100 for 6 or more credit hours per quarter.

The **HOPE Scholarship** pays for degree level classes and is available to Georgia residents who graduated from a Georgia high school in 1993 or later and deemed a HOPE Scholar upon graduation. Beginning July 1, 2008, all students not graduating from a Georgia High School must be a Georgia Resident for 24 consecutive months before being eligible for the HOPE Scholarship program. Georgia residents who do not meet these requirements may become eligible for the HOPE Scholarship after completing 45 hours of degree level courses that will transfer into their program of study and have a grade point average of 3.0 or higher in the degree level coursework. Students should contact the Financial Aid Office and complete a HOPE Evaluation form to determine if they qualify as a Nontraditional HOPE Scholar. HOPE Scholarship pays for 190 credit hours of tuition, $50 of mandatory fees, and provides a book allowance of $50 for 5 or less credit hours and $100 for 6 or more credit hours per quarter.

Continued eligibility is checked at the end of each 45-hour segment (45, 90, 135 credit hours) and at the end of spring quarter. There will also be a three-term check point for all HOPE Scholar First Tier students who are enrolled for less than 12 hours for three consecutive quarters. Students who have already earned a Bachelor's degree are not eligible to receive the HOPE Scholarship.

The **HOPE GED Voucher** is a one-time $500 award given to Georgia residents who earn a General Education Development (GED) diploma awarded by the Technical College System of Georgia. This award can be used toward tuition, books and other educational costs at any eligible Post-secondary college in Georgia. Any funds not used for books or supplies will be refunded to the student during the quarter. The HOPE GED Voucher recipient must have a HOPE application or FAFSA on file to be eligible. HOPE GED VOUCHER recipients are eligible for the HOPE Grant during the same term. The voucher must be used within 24 months of its issuance.

The **HERO Scholarship** (Helping Educate Reservist and their Offspring Scholarship) is a non-need based scholarship that provides educational scholarship assistance to members of the Georgia national Guard and U.S. Military Reservists who served in combat zones and the children and the spouses of such members of the Georgia national Guard and U.S. Military Reserves. Students must be HOPE eligible and have served 181 consecutive days in a combat zone after February 1, 2003. Children of USMR or GNG must be under 25 years of age to qualify. The award may be used for any educational expense. An award of $2,000 yearly for a maximum of $8,000 is available to full time students and prorated for school terms for less than 12 hours. A military form DD214 or other documents certifying eligibility along with the HERO Application is to be submitted to the Financial aid Office.

The **LEAP Grant** (Leveraging Educational Assistance Partnership) is an academic award given to students who are residents of Georgia and enrolled in 6 or more hours. Student must be eligible for Pell. LEAP is not paid summer quarter.

The **Georgia Public Safety Memorial (GSPSM) Grant** program provides non-repayable grants to eligible Georgia residents who are dependent children of Georgia law enforcement officers, prison guards, fire fighters, or emergency medical technicians who were permanently disabled or killed in the line of duty. The amount of the award covers the cost of attendance minus any other financial aid received by the student. The student applicant must be the natural or adopted child of a public safety officer who meets the eligibility requirements of the Georgia Student Finance Commission and the Georgia Board of Public Safety on the date of the accident or event from which death or permanent disability resulted. The GPSM Grant is payable during the normal academic year, and also during the summer term. Recipients are eligible for a maximum of 12 quarters of attendance.

The **Law Enforcement Personnel Dependents (LEPD) Grant** program provides non-repayable grants of $2,000 per academic year to eligible Georgia residents who are dependent children of Georgia law enforcement officers, prison guards, or fire fighters who were permanently disabled or killed in the line of duty. The student applicant must be the natural or adopted child of a law enforcement officer, prison guard, or firefighter who was employed by a Public Employer on the date of the accident or event from which death or permanent disability resulted. The accident or event must have occurred while performing the duties he or she was assigned in the normal course of employment.

The LEPD Grant may be used at any eligible Georgia public or private college or university or public technical college. The grant is payable during the normal academic year, and also during the summer term. The maximum aggregate amount a student may receive from this program during his or her undergraduate study is $8,000.

Federal Grants & Work Programs

The **PELL Grant** is a federal need-based grant. PELL is awarded depending on income reported on the various IRS 1040 tax forms, the number of people in the student's household, number of students in college and the number of classes taken at the college. Eligible applicants must have a high school diploma or GED. Students who have earned a bachelor's degree are not eligible to receive any federal grants. A program of study must have 480 contact hours to be eligible for PELL, which eliminates many certificate programs.

PELL awards are calculated based on the number of credit hours. Students must attend classes for 60 percent of the quarter before they are eligible for the full PELL award. Dropping classes before the 60 percent timeframe reduces the award to the percentage that the student attends. Attending 20 percent of the quarter will reduce the PELL award to 20 percent of the original award. This reduction may cause students to owe a refund to WGTC should they totally withdraw from WGTC before the end of the quarter. PELL refund checks representing any left-over federal funds not needed for college charges are traditionally paid within the first four weeks of the quarter.

The **Federal Supplemental Opportunity Grant (FSEOG)** is a federal grant available to PELL eligible students. Funds are limited and are awarded to students with the greatest financial need (those having a zero EFC number).

The **Academic Competiveness Grant (ACG)** is awarded to PELL eligible students that graduated from high school after May 2005. The student must have graduated from a rigorous high school

curriculum as defined by the Georgia Department of Education. After high school graduation, the student must be enrolled at least halftime in a certificate, diploma or degree program at WGTC. Students are eligible for ACG for $750 in their first year of classes to a maximum of 47 credit hours, while ACG2 offers $1,300 for the next year of classes (48-96 credit hours).

The **Federal Work Study program (FWS)** is a federal work program that allows eligible students with demonstrated financial need to earn money for educational expenses. Funds are limited and awarded on a first come, first-served basis. Students are allowed to work 150 hours per quarter. All FWS employment opportunities are listed at the West Georgia Technical College website Job Center. All FWS participants must submit to a criminal background check before employment.

Other Types of Financial Assistance

Veteran Education Benefits

Veteran Education Benefits are provided through the Montgomery G. I. Bill, Survivors and Dependents Benefits and Veterans' Rehabilitation Benefits. Most of West Georgia Technical College's programs are approved for Veteran Educational Benefits with several certifying officials available in the Financial Aid Office for veterans' needs.

Veterans and other eligible students receiving Veterans Affairs (VA) educational entitlements are required to comply with the admissions, academic, and attendance regulations that have been established for all students at WGTC. In addition, those receiving VA benefits must:

1. Seek credit for all previous training or experience that could be applicable to their chosen program of study. VA regulation 14253 requires all previous training be evaluated for possible credit. A transcript or other documentation of training must be submitted with the individual's eligibility papers. The school will give written notice granting or denying such credit.
2. Once admitted to WGTC, the veteran must comply with the college's attendance regulations and report any schedule changes that could affect their status with the VA. Such changes include notifying the certifying official of the following:
   - Dropping or adding courses
   - Transferring from full- to half-time status or vice versa
   - Changing programs of study
   - Withdrawing from school without filing the proper withdrawal forms in Admissions.

Applications and forms are readily available in the Financial Aid Office. Certifying Officials in Financial Aid will provide counseling and assistance completing forms. Students receiving VA benefits must adhere strictly to their program of study. Program change forms 22-1995 or 22-5495 and enrollment change of status forms 22-1999b must be filed promptly to avoid personal liability resulting from over-payment of VA benefits.

VA benefits are based on the number of credit hours taken per quarter, 12 hours is full time:
*   12 or more...... 100% payment of monthly*
*   9-11 .... 75% payment of monthly*
*   6-8 .... 50% payment of monthly*
*   1-5 .... 25% payment of monthly or the cost of tuition and fees*

For more information regarding VA Education Benefits view the website www.gibill.va.gov or contact the VA hotline at 1.888.442.4551. WGTC's VA Certifying Official can be contacted at (770) 947.7263.

Vocation Rehabilitation

Funds provided may cover the cost of training at WGTC for students with certain permanent disabilities that prevent employment. Vocational Rehab offers services which may include counseling and guidance, college or university training, work readiness and on the job support. A student who is eligible for Vocational Rehab funds must also meet WGTC's admission requirements and must apply for financial aid. Apply at the following offices of Vocational Rehabilitation:

- Carrollton Office   770.836.6681
- Newnan Office   770.254.7210
- LaGrange Office   706.298.7270

Dislocated workers may be eligible for additional benefits through the Trade Readjustment Act/Trade Assistance Act (TRA/ TAA). Contact your local Department of Labor for more information.

Workforce Investment Act (WIA)

Economically disadvantaged students or displaced homemakers may receive financial assistance with technical skills training.

Contact the WIA representative or the local Department of Labor Offices for eligibility.

- Region I—Coosa Valley RDC, 770.824.5246 — includes the following counties: Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield.
- Region III—Atlanta Regional Council, 404.463.3327 — includes the following counties: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale. Douglas County residents may call for an appointment to meet with someone in Douglasville at 770.806.2020
- Region IV-West Central Region WIB, 770.229.9799 — includes the following counties: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson. Carroll and Coweta residents also call the DOL Career Center in Carrollton at 770.836.6668.

Local Scholarships

Local scholarships are available each quarter for students at West Georgia Tech. Applications for West Georgia Technical College local scholarships are available in the Student Affairs Office and on the scholarship bulletin boards located at each campus. Scholarships and the award amounts vary from quarter to quarter. If a student is awarded a scholarship and does not enroll during the quarter the scholarship is granted, the scholarship will be forfeited.

Book Awards

Federal and State financial aid awards will be credited to the student's account at the time of registration. HOPE Book funds will be in the bookstore one week prior to the first day of classes for students who have registered during the early registration period and whose financial aid file is complete.

Students may charge against their PELL grant award (50 percent of award minus any tuition and/or fee charges) to help them pay for books and supplies in the bookstore.

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Overaward and Disbursement

Students with a credit on their account after all tuition, fees and books have been paid will receive a refund of their credit balance by the end of the fourth week of the quarter. Pell refunds are mailed to students beginning the fourth week of the quarter and every 14th day thereafter. Should a Pell student withdraw from all classes before the 60 percent time frame entitlement period, he or she will be required to pay back funds not earned. All refunds are issued from the Business Office. All refund checks will be mailed and are not available for pickup.

Overaward and Indebtedness

It is expected that every student will discharge any indebtedness to the college as quickly as possible. When at all possible, WGTC will attempt to resolve the overpayment during the next term(s). If the overpayment is due to student error and cannot be resolved, WGTC must report the overaward to the National Student Loan Data System. Students who are in overaward status are ineligible for financial assistance at any postsecondary college until the overpayment is resolved and will be prohibited from attending classes in future quarters at WGTC. Students are required to repay the over payment received even if it was due to school error. Most awarding errors are due to the dropping of courses, non-attendance or inaccurate information on the financial aid application.

Refund & Repayment Requirements

Recipients of financial aid who withdraw, drop out or otherwise fail to complete the period of enrollment for which they were charged tuition and fees are subject to Federal refund and repayment requirements. The refund and repayment requirements apply to Federal aid programs. One hundred percent (100%) of the financial aid award will be returned to specific financial aid programs for students who do not attend through the three-day drop-add period.

Students receiving Federal Title IV Funds (PELL, ACG, and FSEOG) who completely withdraw from all classes during the quarter are subject to a refund of a portion of the award. The percentage of the award to be refunded will depend on the student's formal withdrawal date, or the last recorded date of class attendance provided by their instructor, if the student drops without filing the drop formal paperwork.

If the student drops before the 60 percent point in time of the enrollment period for which they were awarded, the amount refunded must be calculated using the Federal Return to Title IV (R2T4) withdrawal refund calculation. For example, if the student completes 30 percent of the payment period of enrollment, then the student has earned 30 percent of the originally scheduled financial assistance. Once more than 60 percent of the enrollment period is completed, a student is entitled to the full amount of the award. The Business Office will distribute refund checks to eligible students.

A student must repay any and all debts to the college before the student is allowed to register for classes in future quarters at WGTC.

Financial Aid Satisfactory Academic Progress

In accordance with federal financial aid regulations, financial aid recipients are required to make Satisfactory Academic Progress (SAP) toward completion of their educational goals in a program of study in order to receive financial aid. This SAP policy is separate from WGTC's academic progress policies. Additionally, federal rules state that SAP standards must include a review of all periods of enrollment, for which the student did and did not receive financial aid.

The following requirements must be met in order to receive or continue to receive financial aid. A student must be enrolled in an eligible program of study that leads to a certificate, diploma, or an associate degree. In addition, there are three SAP requirements that students need to meet or they may become ineligible to receive financial aid due to unsatisfactory academic progress:

> **Quality**—this is monitored by grade point average (GPA). To maintain eligibility for financial aid, students must stay in good academic standing by maintaining a 2.0 cumulative GPA (C average) and must have at least a 2.0 grade point average at the end of each quarter on the scheduled credit hours attempted. ***Grades A*, B*, C*, D* or F* are given in learning support classes to students. Grades with an (*) asterisks have no numeric value and are not counted in the calculation of GPA. Courses in which the student received grades of F*, F, or WF are considered failing.***

> **Quantity**—this is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 67 percent. Passing grades for this purpose are letter grades of A, B, C, D, or A*, B*, C*, D* from learning support classes. ***Courses in which the student received grades of F*, F, W, WF or I are considered failing and are not counted as completed courses.***

> **Maximum Timeframe**—the final component requires that students complete their program of study within 150 percent of the required credits of the program. For example, if you are in a program of study that requires 80 credits to graduate, you may receive funding for the first 120 credits attempted. All repeated units are included as attempted; therefore, each time a course is taken, the number of units will be included in the calculation of the 150 percent rule and academic progress.

SAP is monitored at the end of each quarter. Students who do not meet progress requirements will be placed on financial aid probation and may become ineligible for financial aid after one additional quarter.

Treatment of Selected Grades:

- *Withdrawals* - Credit hours in which a student receives a grade of "W", "WF", or "WP" are included in the number of attempted hours, but do not count toward successfully completed hours. A grade of "WF" also affects a student's GPA. This is considered an unofficial withdrawal. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements.
- *Incompletes and Failing Grades* - Credit hours in which a student receives a grade of "I" or "F" are included in the number of attempted hours, but do not count toward successfully completed hours. In addition, grades of "F" negatively affect GPA. Students with "incompletes" may have difficulty meeting the satisfactory academic progress requirements at the time of evaluation, but may request reevaluation upon completion.

- *Transfer Credit* - Students transferring from another college will be considered making satisfactory progress at the time of enrollment at West Georgia Technical College. A student's maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours towards his/her program of study.
- *Audit Courses* - An audit "AU" grade is not considered attempted coursework. It is not included in the grade point average or completion rate determinations. A student cannot receive financial aid for courses that he or she audits.
- *Proficiency (Credit by Exam)* - While a credit by exam "X" is not included in the enrollment hours for purposes of awarding financial aid, the attempted and completed credits are counted in each component of the quantitative standard.
- *Repeat Courses* - For financial aid purposes, all hours attempted will continue to be counted in the student's cumulative total of hours.

Financial Aid Probation: Students who receive financial aid, but fail to maintain SAP, will be placed on financial aid probation for one quarter. Students will be notified in writing that they have been placed on financial aid probation. Students on financial aid probation may continue to receive financial aid during the probationary quarter. It is highly recommended that students on financial aid probation meet with an academic advisor, retention coordinator or student affairs counselors to discuss educational plans/requirements and overall institutional academic progress.

Removal from Financial Aid Probation: At the end of a student's probationary quarter, the student must have completed the required number of units and/or raised the GPA to the minimum standards for all courses attempted during that quarter to return to good academic standing. If the student fails to achieve academic progress after one probationary quarter, the student will be placed on financial aid suspension.

Financial Aid Suspension: A student placed on financial aid suspension is no longer eligible to receive financial aid. A student placed on financial aid suspension will be notified in writing that he or she has failed to make SAP.

Reinstatement of Financial Aid: A student who has been suspended from receiving financial aid may be reinstated by registering for classes at his or her own expense (without financial aid funds) and fulfilling the requirements for satisfactory academic progress.

Appeal Procedures

If a student becomes ineligible for financial aid, the student may appeal the decision due to extenuating circumstances within the first week after the end of the quarter. Extenuating circumstances include as examples, personal illness/accidents, serious illness or death within the immediate family, or some circumstance beyond the reasonable control of the student. Extenuating documentation shall include a letter from doctors, hospital or social services agency, obituary notice/death certificate or police report. To appeal a financial aid decision, a student should:
- Complete the Financial Aid Appeal Form
- Write a letter that answers the following two questions:
    1. What were the circumstances that caused you to lose your financial aid?
    2. What actions have you taken to ensure you will not lose the aid again?

The student should return both documents to the Director of Financial Aid. The appeal will be reviewed by the Financial Aid Appeal Committee, and the Director of Financial Aid will notify the student in writing of the Appeal Committee's decision. The decision of the Financial Aid Appeal Committee is final.

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Registrar Services

Academic Probation and Dismissal

Students who earn a GPA of less than 2.0 for a quarter are placed on academic probation. The quarter GPA is calculated according to the College's grading system and grade point formula found in sections Grading System and Grade Point Average (GPA) of this catalog.

Students who are placed on academic probation or are admitted on probation must earn a minimum of a 2.0 GPA the following quarter of attendance to remove themselves from probation. Students who fail to earn a 2.0 GPA while on probation are subject to academic dismissal.

A student who receives an academic dismissal may apply for re-admission after one full quarter. A second academic dismissal will constitute a permanent dismissal.

Graduation Information

West Georgia Technical College graduation exercises are scheduled three times a year during summer (July), fall (October), and winter (January) quarters. Students should meet with their academic advisor before completing the graduation application.

Prior to graduation, each degree, diploma, or certificate student must:
- Achieve regular program admission status for the program.
- Complete all program curriculum requirements.
- Earn a graduation grade point average of 2.0 in their program of study.
- Be in good academic standing with West Georgia Technical College.
- Submit a Graduation Application (for a degree, diploma, or certificate) with the advisor's signature to the Registrar's Office.

Graduation Ceremony	Application Deadline
January	August 1
July	February 1
October	May 1

- Settle all financial obligations with West Georgia Technical College, including the $35 graduation fee.
- If applying to graduate with an associate degree, take the ACT Collegiate Assessment of Academic Proficiency (CAAP) exam prior to graduation. Students should contact their advisors for more information.

A separate application and fee of $35 is required for each degree, diploma, or certificate. The graduation fee is nonrefundable and payable to the Business Office at the time a student submits an application for graduation. This fee will cover the cost of graduation activities and processing of the diploma or certificate. All questions concerning the graduation process should be directed to the Registrar's Office.

Students who are pursuing a degree or diploma program that has embedded certificates will NOT be required to pay the $35 fee for the embedded certificate.

When all academic requirements and financial obligations are met, the student will receive his/her diploma or certificate through the U.S. mail.

Transfer Credit from Other Institutions

Students may request transfer of credit for course work completed at a nationally or regionally recognized accredited institution. To comply with state policy, West Georgia Technical College requires that a minimum of twenty-five percent (25%) of the course work of a particular program of study be completed at WGTC in order to grant the award. The Registrar may confer with program instructors when determining appropriateness of transfer request but is responsible for final transfer credit approval. Students who have been educated outside of the United States will need to have their transcripts translated and evaluated by professional credential evaluation services before any credit will be considered.

1. Student must request review for transfer of credit within the first quarter of attendance. Request for Transfer of Credit forms are available in the Office of Student Affairs.
2. Student must provide an official transcript from the institution with which course work was completed. Transfer credit may not be awarded if credit is showing on transcript as transfer or exemption credit.
3. Course work must be concurrent with the curriculum outline of the student's current program of study. Student may be required to furnish course catalog or course syllabus.
4. Previous course work must have been completed with a grade of C (2.0) or better to be considered for transfer credit.
5. Certain courses are subject to time limitations. Specific technical, science, and Health Services courses may not be considered for transfer credit after seven years.
6. Student will be notified by mail of approved transferred credits within several weeks from submission of the Request for Transfer of Credit form.

Advanced Placement

The Registrar will grant appropriate credit to students who receive scores of three or higher on an approved College Board Advanced Placement (AP) exam. Applicants must have official test scores mailed directly from the College Board to the Registrar at West Georgia Technical College. The Registrar will award credit for approved AP examinations listed below.

AP Exam Course
- for ENG 1101: English Language and Composition
- for ENG 1102: English Literature and Composition

Students should direct questions to the Registrar about credit for other AP courses or credit received.

College-Level Examination Placement (CLEP) Credit

West Georgia Technical College awards credit for a limited number of college-level examination subject exams but not for the general exams. To receive CLEP credit, the scores received must be at the 50th percentile or higher. The Registrar awards credit for the following courses:

CLEP Exam Course
- for ENG 1101: Freshman College Composition with Essay
- for MAT 1111: College Algebra
- for PSY 1101: General Psychology

Students wishing to earn CLEP credit for any courses not listed should contact the Registrar.

Nontraditional Course Credit

Nontraditional course credit may be awarded for military training or corporate courses where appropriate. The Registrar may confer with program instructors when determining appropriateness of course credit to be awarded but is responsible for final credit approval.

- Students must request review for transfer of credit within their first quarter of attendance. Request for Transfer of Credit forms are available in the Office of Student Affairs.
- Students must provide official documentation of previous training or course completion.
- Training/course work must be concurrent with the curriculum outline of the student's current program of study. A form DD 2586 - Verification of Military Experience and Training - may be required as verification of military experience and training. A course syllabus or training outline may be required for consideration of nonmilitary training.

Student Affairs

Personnel from the Office of Student Affairs help to provide a successful learning environment for students at West Georgia Technical College. They support the total educational effort through services that include testing, admissions, financial aid, job placement assistance, student follow-up, and student records.

Admissions Evaluation

Interest and abilities testing is available to help an applicant decide which program to enter. During program placement sessions with potential students, admission counselors may use the information gathered from testing to help students explore pre-enrollment career options or develop educational plans.

Library Services

The library exists to support the curricular, professional, and personal development needs of the WGTC academic community. The library staff works closely with the faculty, administration, and students to acquire and make accessible a well-balanced collection in a variety of formats to support the college's instructional programs and adult learning centers.

The Library functions as a research center for students, faculty, staff, and community users. The library staff provides reference services as well as instruction in use of GALILEO and other library resources. Computers with varied software programs including Microsoft Office are available.

Student Records

Procedures relating to the establishment of student records are in accordance with the provision of the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment), as amended, with the policies of West Georgia Technical College, and with the regulations of the Department of Health, Education, and Welfare.

Each student at West Georgia Technical College has the right and may request to inspect his or her general education records within 45 days of the day the college receives a request for access. This right of inspection includes academic records maintained by the Office of Student Affairs. All college records are confidential and are not available without the student's written consent. Directory information (name, address, telephone, number, date and place of birth, major field of study, participation in student activities and organizations, athletics, degrees and awards received) will normally be released without student notification or consent unless a student has requested that such information not be released. Students desiring access to their records should contact the Registrar's Office. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The student has the right to request the amendment of the student's education records that the student believes in inaccurate or misleading. The student should write the Registrar, clearly identify the records they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend a record as requested by the student, the school will notify the student of his or her right to a hearing regarding the request for an amendment. A student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, and academic or research, or support staff position (including law enforcement personnel and health staff) a person or company with whom

the school has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records to officials of another school in which a student seeks or intends to enroll. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by West Georgia Technical College to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Career Services

The mission of the West Georgia Technical College Career Services Department is to provide support to students, graduates, and employers while creating a viable link between students and potential career sources.

Career Services is designed to assist students in preparing for the job search process and locating major-related employment upon graduation. Career Services maintains contact with the instructional staff and acts as a conduit for referrals. Students may access services such as individual career counseling, career workshops, assessments, and online career resources at any time during their enrollment or after graduating.

Periodic follow-up surveys are conducted to obtain data from former students and employers. This data assists the College as it seeks to meet its training objectives. When contacted, former students and employers are urged to promptly return the completed materials.

Get Connected … with eRecruiting/Experience and the WGTC Job Web
- Log on to http://www.westgatech.edu/jobweb
- View "Student" box on left of screen.
- Click "Create Account" and follow instructions for completing your personal profile, uploading your resume and conducting a job search.
- Click "submit" after carefully proofreading your profile.
- When applying for any position on eRecruiting/Experience, follow the instructions in the description. You may only apply online if requested by the employer.
- Logon frequently for Weekly Job Listing and daily position updates and other important announcements.
- By setting up a WGTC Job Web account, you will receive email notices for career fairs, on-campus recruiters and other important career-related information.

Questions: Contact the Director of Career Services, 706.756.4628, or the Program Assistant, 706.756-4653.

Visit the Career Services Center in Room 407 at the LaGrange Campus for Job Search Assistance, help preparing a professional résumé and cover letter with WinWay Resume program or to practice successful interviewing and networking skills. Or visit the:

One-Stop Career Resource Center

The West Georgia Technical College One-Stop Career Resource Center, located on the Murphy Campus, assists the economic well being of our community workforce by serving as a focal point for a wide range of

services for employers, WGTC students, graduates, and other job seekers through an integrated system of employment, training, and educational resources. The Career Resource Center provides a means of connecting job seekers and employers.

WGTC, the core funding provider, has implemented continual funding efforts with collaborative state agency resource providers such as the Georgia Department of Labor, Vocational Rehabilitation and state service providers with the Technical College System of Georgia Special Services—Georgia Fatherhood Program referral and WIA Program services for the economically disadvantaged and dislocated workers.

The Career Resource Center is a way of reinventing government services so that employers and job seekers can receive better, more comprehensive service in one place, without having to navigate through a bureaucratic maze of programs and services.

Career development resources include access to copy machines, fax machines, computer/LaserJet printer connectivity, internet access, the Workforce Library Center, the WinWay resume program, and GCIS CareerScope.

Georgia Fatherhood Program

The Georgia Fatherhood Program was established in 1997 with locations throughout the state of Georgia. The Georgia Fatherhood Program is designed to assist both mothers and fathers who are noncustodial parents, or parents seeking to increase their earning level to become more active, both emotionally and financially, in the lives of their children and to place the parents in jobs or job training leading to permanent employment.

How can Georgia Fatherhood Benefit Students?
The program provides:
- Academic and vocational counseling
- Career guidance
- Support groups for developing self-esteem
- Financial aid assistance
- Life skills and job skills training
- Interpersonal communication skills
- Skills training needs to find employment and success on the job

Who is Eligible for Georgia Fatherhood?
Parents:
- Who have been court ordered to pay child support, are unemployed or underemployed.
- Who desire assistance in acquiring the skills needed to get a job and succeed in the work environment.
- Primarily those who are residents of Carroll, Coweta, Douglas, Haralson, Heard, Meriwether and Troup counties but may also include neighboring counties.

Does Georgia Fatherhood Cost Anything?
The Georgia Fatherhood Program is FREE to qualified applicants.

When is the Georgia Fatherhood Program Offered?
Program orientations are offered monthly. For more information, please contact the Fatherhood Program Coordinator nearest you:
       Carrollton – Carroll Campus – Office 105, Office Phone: 770.838.2526
       LaGrange – West Campus - Office 406C, Office Phone: 706.756.4588

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Disability Services

West Georgia Technical College provides equal educational opportunities to qualified students with disabilities. Assistance is available for students with a temporary or permanent physical or psychological disability or with a learning disorder, including attention deficit disorder, acquired brain injury and specific learning disability. To receive the services, a student must provide recent documentation (evaluations that clearly indicate that a physical, psychological or learning disorder is present).

For all types of disabilities, certain accommodations are provided in order to offset as much as possible the effect the disability may have on learning, class performance and testing. Based on the student's documentation and a personal interview, these accommodations are determined and developed on a case-by-case basis by the Coordinator for Special Needs. Accommodations may include but are not limited to the following:

- An individualized Classroom Accommodation Form for instructors, if desired
- Extended time for class/work projects/tests (extended time is not allowed for course criteria that require time as part of the competency; for example, typing speed of 25 words per minute)
- Preferred seating in classrooms
- Permission to use audio tapes for classroom lectures
- Sign language interpreters
- Magnification software
- Tutoring

To request reasonable accommodations based on valid documentation or to schedule an appointment to receive additional information, students may contact the disability services provider at 770.824.5242.

Student Academic Success

West Georgia Technical College is committed to providing to enhancing academic performance for all students. These resources are available at all campuses and include learning resource labs, tutoring, academic workshops, on-line tutorials, academic coaching and the Mentor Connection program. These services are free for all WGTC students. The Student Academic Success website at http://www.westgatech.edu/academics/lss/index.htm provides current information and a listing of available resources. For more information, please contact the Coordinator for Student Success at 706.756.4678.

Special Populations

West Georgia Technical College provides technical education to students with special needs. Professional staff members are available to assist special population students as they work toward their educational and professional goals. Special populations includes:

- Individuals with disabilities
- Individuals from economically disadvantaged families, including foster children
- Individuals preparing for non-traditional fields
- Individuals with limited English proficiency
- Single parents
- Displaced homemakers

Services include programs that will enhance or improve the academic, technical and employability skills of special population students. For more information please contact the Office of Student Affairs, Coordinator for Special Needs at 770.824.5241.

Student Organizations and Activities

Many student organizations are available at West Georgia Technical College, and other organizations are currently being researched in order to offer a broader range of activities in the near future. Joining one of the following organizations can enrich a student's academic experience and facilitate meeting other students. For more information, students may contact the Student Activities Coordinator at 770.537.5722.

Student Government Association (SGA): The Student Government Association is an elected body of students. SGA participates in fund delegation and discussing important issues on campus. SGA also sponsors and volunteers for charity events on and off campus, lecture and other educational opportunities on campus, small social gatherings for students to get to know one another, and large College-wide events that are both fun and educational.

College Activities Board (CAB): The College Activities Board serves as the student event planning committee for West Georgia Technical College. The students involved work hand-in-hand with the Student Activities Coordinator to plan fun and educational events over the various campuses and sites. CAB is open to any student in good standing with the College.

Collegiate DECA: Collegiate DECA is the postsecondary division of DECA, the Distributive Education Clubs of America. Collegiate DECA is a student-centered organization whose program of leadership and personal development is designed specifically for students enrolled in the Marketing Management or Culinary programs.

National Technical Honor Society (NTHS): The National Technical Honor Society is an honor society for students enrolled in technical programs. The purpose of NTHS is to promote services, leadership, honesty, career development and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal setting; to promote a stronger linkage between local and vocational-technical institutions, business and industry; and to promote the image of technical education in America. In order to become a member of West Georgia Technical College's NTHA, the student must:

- Be enrolled in a diploma/degree program;
- Be recommended in writhing (on a special form) by an instructor in his/her program;
- Have competed 20 consecutive quarter/credit hours in one program;
- Have maintained a 3.5 or higher overall GPA in his/her program;
- Must have a 2 or better in Work Ethics; and
- Have good character, exhibit leadership skills, and plan to pursue a career in his/her program of study.

Phi Beta Lambda (PBL): Business Administrative Technology, Accounting, and Computer Information Systems students are invited to join Phi Beta Lambda, a non-profit educational association that provides preparation for careers in business. The mission of Phi Beta Lambda is to bring business and education together in a positive working relationship through innovative programs.

Phi Theta Kappa (PTK): Phi Theta Kappa is a highly recognized international honor society for students who achieve superior academic success at a two-year college or institution. Chapter members serve as leaders for other students and for people in the community. Membership into the Beta Theta Phi Chapter offers intellectual enrichment and personal development as well as academic scholarships.

SkillsUSA: The SkillsUSA is the national organization for students enrolled in classes with vocational trade, industrial, technology and health occupational objectives. West Georgia Technical College's SkillsUSA operates under a charter granted by the Georgia Association of the Vocational Industrial Clubs of America. SkillsUSA provides student with opportunities to learn and practice leadership and employability skills. They also learn to manage their time, communicate effectively and work as part of a team. Through SkillsUSA students can prepare themselves for future education or a full-time work experience. One of the benefits of being a SkillsUSA member is the opportunity to compete for scholarships and awards that are offered by our industry partners for achievement. Members conduct business using the democratic process. Regular club meetings are scheduled each month. Membership must be established prior to February in order to compete in the annual Local, State and National Skills Olympics.

Radiological Association for the Development of Students (RADS): The Radiological Association for the Development of Students is an organization for students in the Radiologic Technology program at West Georgia Technical College. This organization provides an opportunity for members to improve their leadership skills, attend educational seminars, and explore the many career opportunities available in the radiology field.

Student Nursing Association: The Student Nursing Association at West Georgia Technical College is part of the Georgia Student Association of Nurses. This program is for students majoring in Registered Nursing and is the way to maximize a student's experience in the nursing program. This program provides networking opportunities, NCLEX review courses, aid with books, discounts, and educational conferences in- and out-of-state.

Student Nursing Association in LaGrange (S.N.A.I.L.s): The Student Nursing Association in LaGrange is a student organization established to enhance the education of practical nursing students at West Georgia Technical College and to provide for specified needs of students enrolled in the practical nursing program. The focus of the group is to make the student aware of educational and employment opportunities related to the nursing field, enhance leadership skills, and provide opportunities to benefit from working as a team member. The organization participates in community service projects, such as, providing Christmas stockings for the Florence Hand Home residents and participation in meeting the needs of student on campus. The group holds fundraising activities to assist in meeting the objectives of the organization.

Student Members of the American Dental Hygienists' Association: Membership in this student organization is available for students enrolled in the Dental Hygiene program at West Georgia Technical College. Much like the Student Nursing Association, this program aids students in attending annual conferences for the Dental Hygienists Association, discounts, books, and recreational activities.

Housing

West Georgia Technical College does not provide housing for students attending the school; however, students desiring housing may obtain information through local newspaper advertisements and real estate agencies.

Voter Registration

West Georgia encourages all students to become registered voters. To register to vote you must:
- Be a citizen of the United States.
- Be a legal resident of Georgia.
- Be at least 17 years of age (must be 18 years of age to vote).
- Not be serving a sentence for a conviction of felony involving moral turpitude.
- Not have been found mentally incompetent by a judge.

Drug Free Schools and Communities Act

The Federal *Drug Free Schools and Communities Act* of 1990 contains Section 20, Drug Free Schools and Campuses, which was enacted to ensure that any institution of higher education that received funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the Technical College's property or as part of any of its sponsored activities. Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically in the case of a drug related offense the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

WGTC shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:
1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

WGTC is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:
1. The dangers of drug and alcohol abuse on the campus and elsewhere.
2. Any available drug and alcohol counseling, rehabilitation and assistance programs.
3. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Academic Affairs

Each student at West Georgia Technical College must be a responsible partner in the learning process and should observe all current published regulations and procedures required by the College and by the program in which he or she is enrolled. A current published regulation will not be waived nor will an exception be granted because a student pleads ignorance of the regulation or asserts that he or she was not informed of a specific requirement by a faculty advisor or by a College staff member.

Students must become especially familiar with the offerings and requirements of their individual majors or programs of study and the content of the quarterly schedule of classes, which may contain notices of changes in academic regulations or procedures. West Georgia Technical College will make a reasonable effort to keep students advised of any such changes, and information on changes made by the College will be available in the Student Affairs Office. Students must be aware that it is their own responsibility to remain informed about current graduation requirements for their particular programs.

A candidate for graduation is normally subject to the catalog requirements that are in effect at the time of initial enrollment. However, in consultation with his or her advisor, a student may elect to satisfy the graduation requirements specified in any of the catalogs in effect subsequent to the time of initial enrollment, with the following exception: a student not enrolled for one or more consecutive quarters is subject to the requirements in effect at the time of reentry.

Academic Advising System

Full-time instructors are responsible for advising students within their departments. Each student is assigned to an academic advisor at enrollment and works with that advisor throughout enrollment at West Georgia. Enrolled credit students may access Banner Web at any time to identify their advisors. Status or program changes may involve advisor reassignment, so students making such changes should check Banner Web or with the Office of Admissions.

The role of an academic advisor is to assist students in the development of meaningful educational plans that are compatible with their life goals. The ultimate responsibility for making informed decisions about life goals and educational plans rests with the individual student. However, the academic advisor can assist by working with students to identify and assess alternatives and consequences of decisions.

An academic advisor's responsibilities include helping students to design a program of study, interpret catalogs and degree requirements, and choose among academic alternatives. Advisors also monitor academic progress and recommend appropriate resources to answer questions or solve problems related to academic and career matters. They are also valuable sources of information about College policies, procedures, resources, and programs.

Academic advisors keep regularly scheduled office hours and consult with students quarterly to plan appropriate class schedules. Students are encouraged to contact advisors during the first two weeks of the announced registration period for academic counseling. Advisors' schedules are posted on the College web site, and students receive information regarding quarterly advisement and registration via their student email accounts.

Course Availability

A listing of quarterly course offerings at West Georgia Technical College is available on the website. The College reserves the right to cancel classes due to low enrollment or other reasons. A full refund is made for any class canceled by the College.

Course Progression

To meet academic requirements, students may not make a grade of *D* in their program courses, including program-specific electives. (This policy excludes core courses, unless a grade of *C* or better is required as a prerequisite to other courses.) Students who make a *D* must repeat the course and obtain a final grade higher than *D*. The first grade will, however, still be recorded on the transcript. A minimum cumulative grade point average of 2.0 is required for graduation.

To fulfill the academic requirements of all health services programs, a minimum grade of *C* is required for progress from specified courses to more advanced courses. Students unable to meet the academic requirements for continuation in any health services program will not be allowed to continue until the requirements are met. Upon completion of these requirements, the student will be allowed to continue when course sequence permits. A second *D* or *F* in any required program-specific course would result in dismissal of the student from the program.

Course Numbering System

Courses numbered 0-099 are preparatory courses and do not carry credit toward graduation. Courses numbered 100 and above for three-digit-numbered courses and 1100 and above for four-digit-numbered courses carry credit toward graduation. carry credit toward graduation. General education courses carrying a course number of 1100 and above (e.g., ENG 1101) are taught in associate degree programs.

Elective Courses

Program elective courses may be inside or outside the program of study, based on the list of approved electives provided in each program description. Program majors may include three types of electives:

1. Occupational/technically-related electives are those that are relative to the student's chosen academic major. These electives are generally satisfied by courses found in the student's academic major area or in a major related to the student's chosen field of study.
2. General core electives must be taken from the general core course offerings. General core electives must be selected from the general core class offerings available at the award level of the academic program in which the student is enrolled. Degree general core electives must come from degree level academic courses. Diploma level general core must come from diploma level general education offerings. However, if a student's placement score in a particular diploma program meets the degree level, the student may substitute the higher level degree course for the lower level diploma course. For example, if a student's diploma level program requires ENG 1010 but the student's placement score in English is at the degree level (or higher), the student may take the higher degree level ENG 1101 Composition and Rhetoric course. Diploma level courses cannot be used as electives in degree programs.
3. General electives may be satisfied by either a technically-related occupational course or a general education course. When a general education class is used to satisfy this elective, it must be selected from offerings available at the award level of the academic program in which the student is enrolled. Degree general education electives must come from degree level general education course offerings. Diploma level general education electives must come from diploma level general education offerings. However, if a student's placement score in a particular diploma program meets the degree level, the student may substitute the higher level degree course for the lower level diploma course (see example in paragraph above).

Learning support classes cannot be used to satisfy any elective requirement. Students should consult with their program advisors before registering for any elective course to ensure that the course selection will meet program graduation requirements.

Grading System

The following grade system is used to report student progress in credit courses:

Grade	Nature of Work	Grade Points
A	(90-100) Excellent	4
B	(80-89) Good	3
C	(70-79) Satisfactory	2
D	(60-69)	1
F	(Below 60) Failing	0
WF	Withdrew Failing	0
I	Incomplete	Not Computed
WP	Withdrew Passing	Not Computed
NG	No Grade	Not Computed
AU	Audit	Not Computed
EX	Credit by Competency Exam	Not Computed
TR	Transfer Credit	Not Computed
W	Withdrew	Not Computed
AC	Articulated Credit	Not Computed

Learning support courses are graded on an A* through F* scale. The following learning support grades are not computed in a student's institutional GPA but do apply toward the Financial Aid Satisfactory Progress Policy.

A*	= 90-100	Not Computed
B*	= 80-89	Not Computed
C*	= 70-79	Not Computed
D*	= 60-69	Not Computed
F*	= 00-59	Not Computed
WF*	= 00-59	Not Computed

Grade Point Average (GPA)

A grade point average (GPA) is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted.

I (Incomplete) The grade of *I* is given to students only in extenuating circumstances. It signifies that a student has not completed all required course work by the end of the quarter. Student and instructor must request a grade of I before grades are posted. If the required make-up work is not completed by the end of the first three weeks of the following quarter, the *I* will automatically become an *F*. If a student received a grade of *I* in a course which is a prerequisite to other courses, the student must complete the required make-up work to determine the final grade and eligibility to enroll in other courses.

AU (Audit) By registering as an auditor, a student is permitted to audit a course/program and attend classes without receiving credit. Students are not permitted to change from audit to credit after the

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drop/add period or from credit to audit after the drop/add period at the beginning of each quarter. Students who audit a class must pay regular tuition and fees for enrollment in any course(s).

W (Withdraw) This grade signifies that a student has officially withdrawn by the midpoint of the quarter.

WF (Withdraw Failing) This grade indicates that a student officially withdrew after the midpoint of the quarter. The *WF* has zero quality points and is calculated in the grade point average (GPA).

WP (Withdraw Passing) The grade of *WP* is given only to students with extenuating circumstances. This grade indicates that a student was passing when he or she officially withdrew after the midpoint of the quarter.

Transcripts and grade reports contain two grades for each occupational course. The first grade is the letter grade assigned for academic work and skill development in the course. The second grade reflects the work ethics of the student in the course. (See section on Work Ethics.)

Attendance

Students are expected and encouraged to attend each scheduled class. Absences and tardies will become a part of the student's record through the work ethics grade (detailed in the catalog section on Work Ethics Procedures). It is recognized that there may be times when a student will not be able to attend class. In such cases, it is the student's responsibility to make arrangements with the instructor concerning the completion of work missed. All make-up work will be at the discretion of the instructor, under the guidelines of the work ethics policy and procedures.

A student may be dropped from a course in which the number of his or her absences, whether excused or unexcused, exceeds 20 percent of the total number of course meetings in the quarter, according to the following guidelines:

Number of course meetings per week	May be dropped if absences exceed
1	2
2	4
3	6
4	8

If there are extenuating circumstances, the teacher's discretion will be considered in the final decision for an exception. The grade of withdraw passing (*WP*) or withdraw failing (*WF*) will be assigned after the midpoint of the quarter. The grade of *WP* is given only to students with extenuating circumstances.

Health Services programs and all online or hybrid courses have attendance guidelines specific to those methods of instructional delivery. These guidelines will be detailed in individual course syllabi for Health Services and for online/hybrid courses.

Work Ethics Procedures

The Technical College System of Georgia and WGTC believe it is extremely important to identify, evaluate, and encourage good work habits as an integral part of the instructional program. Therefore, a system to evaluate "work ethics" in each course has been developed. Work ethics grades (3, 2, 1, 0) are earned in each completed credit hour course and are included on the student's permanent record and transcript.

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Characteristics
The following work ethics characteristics are emphasized:
1. Attendance
2. Character
3. Teamwork
4. Appearance
5. Attitude
6. Productivity
7. Organizational Skills
8. Communication
9. Cooperation
10. Respect

Weekly emphasis is given to each of these characteristics or traits. A trait of the week will be emphasized campus wide in all credit courses. Each instructor will present a brief lesson on the trait, or activities featuring the trait may be introduced in classes or labs.

Grading
Grading is performed "by exception." Instructors record a grade for students who display either poor work ethics or exceptional work ethics behaviors. A plan of improvement is given to the student who displays a poor work ethic, and a review date is set.

There are two formal reports—the Mid-Quarter Report, a progress report given to those students who need an opportunity to improve, and the Final Report, a quarterly work ethics grade to be displayed on the student's academic record.

Evaluation Process:
3 points = Exceeds expectations
2 points = Meets expectations
1 points = Needs improvement
0 points = Unacceptable

NOTE: The work ethics credits do not count toward graduation requirements or in calculating eligibility for financial aid.

Excused Absences
No points are deducted from the attendance portion of the work ethics report if the student must be absent under any of the following conditions and follows the outlined procedures:
1. Jury duty (prior notification of instructor with written proof).
2. Death of immediate family member (mother, father, sister, brother, spouse, or child; notify instructor during the first day of absence with maximum of three days excused).
3. Court summons (prior notification of instructor with written proof).
4. Military duty (prior notification of instructor with written proof).
5. Job interview (prior approval of instructor and a job interview verification form to be signed by the employer—may be obtained from the job placement specialist).
6. Doctor's official work/school release form (completed and signed by attending physician and provided for the instructor the first day of return; a maximum of three days in a given quarter will be excused for medical reasons, but only with proper documentation).

NOTE: Students are expected to follow individual instructors' make-up policies, and the excused absences outlined above are included in the total allowable 20% of course absences. Absences above 20% of the total number of course meetings may result in the student's withdrawal from the course. (See individual course syllabi for attendance guidelines for Health Services programs and for online or hybrid courses.)

Academic Honors

The College recognizes the following academic honors for students enrolled in credit programs:

Honor Graduate – These graduation honors are awarded based on the cumulative grade point average, in the following categories: Highest honors (3.9-4.0 GPA), High Honors (3.7-3.89 GPA), and Honors (3.5-3.69 GPA).

President's List - Students achieving a 4.0 grade point average for the quarter.

Dean's List - Students achieving a grade point average of 3.5 to 3.99 for the quarter.

Names of qualifying students are acknowledged on the College website.

Satisfactory Academic Progress

Students are considered to be in good standing and making satisfactory academic progress if they maintain a quarterly GPA of 2.0 or higher. A cumulative GPA of 2.0 or higher is required for graduation. This designation appears on the quarterly grade report and the official transcript. Students who earn a GPA of less than 2.0 for a quarter are placed on academic probation. Additional information about SAP is included in the Financial Aid section of the catalog. Additional information about Academic Probation and Dismissal is included in the Registrar Services section of the catalog.

NOTE: Students enrolled in the Health Services programs should refer to the specific academic requirements for these programs.

NOTE: Health Services students who fail to earn a *C* or better in any course required for their selected program of study may repeat a course one time only. A second *D* or *F* in any required program-specific course will result in dismissal of the student from the program.

Academic Integrity

West Georgia Technical College encourages an academic culture of honesty and personal integrity among its faculty, staff, and student body. Academic integrity is defined by the Center for Academic Integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility." In this context, academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless authorized by the instructor). The work of another person represented as one's own is dishonest and does not fairly measure the competence, knowledge, and achievement of the individual. Academic dishonesty is contrary to the standards, ethics, and goals of higher education and is unacceptable in the technical college community and in this course. West Georgia Technical College promotes and expects each member of the College to conduct himself or herself with professional behavior and intellectual integrity.

Prohibited behaviors include, but are not limited to, the following:
- Plagiarizing any assignment. "Plagiarism" means using someone else's ideas or words without using quotation marks and/or giving credit by citation of source(s).

- Copying/submitting another person's work.
- Unauthorized taking of someone else's work.
- Using unauthorized notes or equipment (including programmable calculators) during an examination.
- Stealing an examination or using a stolen examination.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
- Having someone else take an assessment in your place.
- Fabricating information such as data for a lab report.
- Falsifying a patient's medical record or a student's clinical record.
- Using another person's file or diskette or copying another student's computer program.

Depending on the severity of the situation, any student found to be in violation of any of the above prohibitions will be subject to a range of disciplinary actions, which may include the following:
- A zero for the assignment
- An F for the course
- Dismissal from the program
- Dismissal from the College

The Student Code of Conduct (see the Student Handbook) is enforced for traditional, hybrid, web-enhanced, and online classes. If an online student is suspected of dishonesty, the instructor may require completion of onsite tests or other assessments.

Students have the right to appeal any decision of the instructor regarding academic dishonesty through the academic appeals process detailed in the WGTC Catalog and Student Handbook.

Academic Overload

An acceptable course load will vary depending upon the academic program and course taken. Please contact your advisor to make an informed decision about a reasonable course load when working full- or part-time.

Students wishing to register for more than 20 credit hours in any quarter must obtain prior approval from the Dean of the division in which the student's program is included. In general, a student must have been at West Georgia Technical College for at least two quarters and have achieved an overall GPA of at least 2.5 before an overload will be approved.

Online Learning

Types of Courses
The following terms describe the delivery methods of online courses offered at West Georgia:

Online—A course in which all instruction occurs online, and testing may occur online or in a proctored environment.

Hybrid—A course in which 25 percent-50 percent of the learning activities are conducted online. Traditional class meeting times will vary within these guidelines, depending on course content and instructor discretion. Meeting times will be predetermined and specified in the quarterly class schedule.

Web-enhanced—A traditional classroom course that uses the Internet as a component of the course. That component supports classroom instruction and may require students to use the Internet in order to interact with one another and the instructor, do research, complete and/or submit assignments, or take tests.

Requirements

The content, assessments, and student learning outcomes of online courses are the same as those of their traditional counterparts. The primary difference is that online courses offer students an alternative form of course delivery that is more flexible and convenient than traditional classroom attendance. As a trade-off, however, online courses require a greater time commitment than traditionally delivered courses. Students who take online courses need strong skills in studying, time management, Internet navigation, and reading comprehension to be successful. Individual courses may require additional specific skills, such as proficiency in word processing. Following instructions, working independently, and submitting assignments by due dates are an important part of online learning. Students must have frequent access to a computer (preferably at home) and a reliable Internet provider as some providers are not compatible with the online platform. (For more information on appropriate providers and online requirements, see our Online Learning web page.)

Students admitted in provisional status should not register for online courses; learning support and online courses are both demanding, and trying to do both decreases a student's chance of academic success. Students enrolled in learning support reading courses cannot register for online courses. Students who failed a specific course or withdrew failing from a specific course will not be allowed to take an online version of that course.

Online learning may not be the right choice for all learners, but for those who meet the requirements, it is an exciting and viable alternative to traditional classes. Students interested in pursuing online learning opportunities should visit the Online Learning page of the West Georgia web site or contact their advisors for more information.

Academic Support Services

West Georgia Technical College is committed to student success and to assisting students in achieving their individual goals. The following resources for academic support are offered to all students studying in credit program areas:

College Success (COL 099) is a three-credit course designed to assist students to develop effective study skills, become acquainted with the programs and services of the College, and adjust to life as a college student. COL 099 is required for any student who, upon taking the admissions placement exam, is required to enroll in two or more learning support courses, or for any student readmitted after academic probation.

Learning Resource Labs available on each campus include a computer lab equipped with instructional software, DVD/VCR player for instructional videos, and a tutoring area for all levels of English and math classes. A basic computer literacy tutor is also available for students enrolled in SCT 100 classes. Tutorial services are provided free to students enrolled in credit courses. Students are encouraged to access tutors early in the quarter in order to receive the most benefit from the free tutoring services.

Learning Support

The Learning Support Program at West Georgia Technical College serves students who are in need of academic assistance. It includes learning support courses designed to improve students' basic abilities in the areas of English composition, mathematics, and reading skills. These courses, designated by course numbers 097-099, carry institutional credit and may be taken prior to enrollment in credit courses or in combination with credit courses, depending on a student's admission status.

Students required to take learning support courses must take those classes each quarter until they have fulfilled the requirements.

In order to successfully complete learning support courses that lead to an Associate of Applied Science degree course of study, students must pass an exit exam with a qualifying score before entering credit classes that require regular status admission.

Learning support courses will be covered by Title IV assistance if the student is enrolled as a provisional admit student in an eligible program at West Georgia Technical College and the learning support course is required by the College. Only State aid can be used to cover learning support admit coursework.

Federal financial aid can be awarded for a maximum of 45 hours of learning support coursework. Grades received for learning support courses are counted in the HOPE Scholarship GPA calculation. All learning support courses are included in the 67 percent hours attempted completion rate.

Learning Support Courses Over Five Years Old
Learning support courses over five years old must be repeated unless the student presents acceptable placement test scores less than five years old. The student may retake the placement exam if the exam scores are over five years old.

Independent Study

Upon the recommendation of the advisor and the instructor and with approval of the appropriate academic dean, a course may be taken as an independent study during a student's last two quarters. Independent study will be allowed only under extenuating circumstances in which a course is not available through a normal schedule or through Georgia Virtual Technical College. A student must have a GPA of at least 3.0, as verified by the Registrar, in order to take a course as independent study. A student may not take through independent study a course in which he/she has previously received a grade of *D*, *F*, *W*, *WP*, or *WF*. Courses used as electives will not be offered as independent study. Final approval is given by the Assistant Vice President for Academic Affairs and is dependent upon the student's having met all requirements outlined in the independent study request. Students wishing to request independent study should contact their advisors the quarter before the course is needed in order to begin the process.

Institutional Course Exemption

For students with previously acquired knowledge and skills, course credit may be obtained by demonstrating mastery of the subject through written and/or performance tests. Exemption examinations are available for several, but not all, courses at West Georgia Technical College. Students should contact the Dean of the division which includes the course in question to verify whether an exemption exam exists.

The following procedures for course exemption exams are to be followed:

1. Student must be accepted to or currently enrolled as a credit student at West Georgia Technical College and must take the exemption exam prior to enrolling in the course. (Exemption exams may be taken only once.)
2. Student presents evidence to the Dean of the appropriate division indicating that prior education, training, or work experience is similar to that of the course being challenged. If approved, the Dean will sign the Exemption Exam Request form and forward it to the student's program advisor.
3. Student meets with program advisor, who verifies the student's eligibility and signs the form, which lists all course exemption information and scheduled dates/times/locations of the exam.
4. Student presents Exemption Exam Request form to the campus cashier for fee payment. Exemption exam fee is $5 per credit hour of the course taken. This fee is nonrefundable and is not covered by financial aid.
5. Student presents Exemption Exam Request form and photo ID to exam proctor at scheduled time of exam, on predetermined campus.
6. Student completes exemption exam. Student must receive minimum score of 80% to be awarded exemption credit.
7. The Dean of the appropriate division submits official exam score to the Registrar for academic recording.
8. Registrar notifies the student of exemption exam results by mail and student email.
9. If the student has passed the exam, the Registrar records the grade as EX on the student's transcript. (EX grades are not included in the calculation of the student's grade point average.)
10. No more than 10 credit hours may be earned by course exemption.

Internship

The internship program provides related work experience in a student's program of study prior to graduation. Internship is an option as an elective or as a required part of several diploma and degree programs. It is taken upon completion of prerequisites and with advisor approval. Students should see their advisors for more information.

Student Right to Grade Appeal

A student who wishes to contest a final course grade must first institute an informal appeals process through the instructor who awarded the grade or made the decision. A student must make every effort to resolve the appeal through initially contacting the instructor by phone, email, or personal visit before filing a formal appeal.

If consultation with the instructor does not resolve the appeal, the student may appeal to the Academic Dean of the division in which the course was taught by filing a written request for review. The written appeal must state the class in which the grade was received, the instructor of the class, the reason for the appeal, and the action requested based on the appeal. (Forms for the appeal may be requested from the Office of Academic Affairs.) This request must be filed within four weeks from the date that the grade was originally posted.

The Academic Dean will respond to the student within two weeks of receiving the written request. If the student is not satisfied with the Dean's decision, the student may appeal in writing to the Vice President for Academic Affairs within two weeks of receiving the Dean's decision. The Vice President will respond to the student's request within one week. The decision of the Vice President for Academic Affairs shall be final.

The College assures that a student will not face retaliation for filing a formal grievance.

The previous appeal procedures do not apply to equity issues (i.e. race, age, national origin, or gender discrimination.) See the Non-Discrimination Policy and Grievance Procedure section of this catalog for an explanation of other grievance procedures.

Notification to Students Regarding Testing As a Degree Requirement

Students finishing Associate of Applied Science degrees must complete the three-part Collegiate Assessment of Academic Proficiency (CAAP) during either the last quarter or next to last quarter prior to graduation. The CAAP assesses mathematical reasoning, writing skills, and critical thinking skills. Those in Health Services AAS degree programs (Dental Hygiene, Clinical Laboratory Technology, Registered Nursing, and Radiologic Technology) will also be required to take the Science Reasoning portion of the CAAP. Unless otherwise provided for in an individual program, no minimum score or level of achievement is required for graduation. The CAAP will be given multiple times during the seventh or eighth weeks of fall and spring quarter to accommodate all graduating students.

Students may also be asked to participate in one or more satisfaction surveys designed to measure institutional effectiveness. Participation in testing may be required for all students, students in selected programs, and for students selected on a sample basis.

Licensure Programs

Certain programs are designed to satisfy the educational requirements for licensure examinations. However, the licensing board may change these requirements prior to the completion of the course of study. While reasonable efforts will be made to enable students to satisfy additional requirements, no assurances can be made that the College will be able to offer these additional courses or, if taken, that such courses will entitle students to take or pass licensure examinations.

Embedded Certificate/Diplomas

Any student enrolled in a diploma/degree program will be recorded as a graduate of a lower level program (diploma, TCC) when the following conditions have been met:
- Student has met all of the admissions requirements for the diploma/TCC
- Student has successfully completed all coursework for the diploma/TCC
- Student requests to receive a diploma/TCC
- The College chooses to award a diploma/TCC with acknowledgement from the student

Data recording practices must represent an accurate history of student participation in programs. Students formally enrolled in a major will remain in that major until they formally change majors, graduate from that major, or leave the College. They may, however, simultaneously receive awards for diplomas/TCCs for which the requirements have been met.

Intellectual Property

The College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment.

Intellectual property includes, but is not limited to, any copyrightable subject matter or material(s), patentable inventions, online courses, computer software or materials, or works of art that might be normally developed on a proprietary basis. Intellectual property also includes the common meaning, definition and description of intellectual property as established by the Copyright Act (Title 17 of the United States Code). Intellectual and creative works that can be copyrighted or patented, such as

literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc., are "intellectual property."

Unless otherwise provided in a separate agreement, the College owns all rights to a copyrightable or patentable work created by the employee or student with College support. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

Ownership resides with the employee or student if the following criteria are met:
- The work is the result of individual initiative, not requested or required by the College.
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the College.
- The work is not prepared within the scope of the employee's job duties or course/program requirements.
- The work is not completed using equipment or resources provided by the College.

Ownership resides with the College if the above criteria are not met and/or if the following criteria apply:
- The work is prepared within the scope of the employee's job duties or course/program requirements.
- The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the College.
- The development of the work involved facilities, time, and/or other resources of the College including, but not limited to, released time, grant funds, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
- Ownership refers to a legally binding agreement specifying the named party or parties to whom the intellectual property belongs and who will be attributer as the owners of the intellectual property in the general public.
- College resources include, but are not limited to, offices, computers, standard office equipment and supplies, libraries, labs, funds, and personnel.

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Economic Development and Continuing Education

The Economic Development Division for West Georgia Technical College provides high-quality solutions for economic and workforce development via four major departments: Business & Industry, Corporate Training, Continuing Education, and Conference Centers.

Economic Development

Business & Industry provides high-quality solutions for economic and workforce development via Georgia Quick Start, Georgia Retraining Tax Credits, Georgia Work Ready, and a host of other services.

Georgia Quick Start is nationally recognized for providing high-quality training services at no cost to new or expanding businesses in Georgia that are preparing to hire a minimum number of net new employees in the same job classification for the manufacturing and warehouse and distribution industry or the service industry. Since 1967, Quick Start has provided customized training for hundreds of thousands of employees and for thousands of businesses and industries throughout the state.

Georgia Retraining Tex Credits are available to foster the profitability and competitiveness of Georgia's existing businesses by encouraging workforce development through retraining tax incentives, helping companies offset the costs of retraining employees that are affected by the implementation of new equipment or new technology, and enhancing the skills of Georgia employees to enable them to successfully use new equipment, technology or operating systems. An eligible business may be granted tax credits equal to one-half of the direct cost of retraining, up to $500 per program per year per person, up to $1,250 per person per year, and up to 50 percent of the amount of the taxpayer's income tax liability for the taxable year as computed without regard to this Code.

Georgia Work Ready was launched in August 2006 by Governor Sonny Perdue and the Georgia Chamber of Commerce to improve the job training and marketability of Georgia's workforce and drive future economic growth for the state. Work Ready Certificates are available to individuals for free and are designed to provide an employer with valuable documentation that illustrates a job applicant's ability to meet a minimum set of educational and skill standards based on Platinum, Gold, Silver, and Bronze certificate ratings. Skills Gap Training also is available for free to individuals who want to improve their scores and gain a higher-level certificate. Customized Job Profiles are available to employers for free and are designed to provide valuable documentation that illustrates the minimum set of educational and skill standards for a specific position. By matching the customized job profile with an employee's Work Ready Certificate, an employer can make reliable decisions about hiring and training. Results and incentives to the employer are typically associated with decreased employee turnover, decreased training, decreased cost for training, increased productivity and ultimately increased revenue.

Corporate Training Department

Corporate Training provides organizations with high-quality solutions for economic and workforce development via customized training that is specifically tailored to the request of an employer with regard to curriculum, scheduling and training delivery location. Training is then developed and delivered by professionals with relevant business and industry experience. An Online Education Center may even be customized for a specific company. Two of our most requested training programs include the Leadership Academy and the Industrial Maintenance Education Center.

Leadership Academy provides the Managerial & Supervisory Leadership Certificate that serves employers with a practical solution for succession management through a series of six-hour courses that may be customized based on the demand for specifically tailored courses including, but not limited to, Frontline Leadership & Mentoring, Managerial Leadership, Leadership Overview, Effective Meetings & Presentations, Business Communication & Writing, Excellence in Service & Performance, Organizational Behavior & Communication, Project Management, Teams, & Participation and Professional Ethics & Etiquette.

Industrial Maintenance Education Center is endorsed by the U.S. Department of Education and designed specifically for the manufacturing industry by offering the Manufacturing Orientation Certificate and a variety of Industrial Maintenance Technician Certificates. Manufacturing Orientation Certificate is designed to introduce or reintroduce employees to the manufacturing industry. This program includes introductions to Lean Manufacturing, Waste, Value Stream, 5S, Standardized Work, Automation (Jidoka), Heijunka (leveling production), Kanban, Customer and Supplier Relations, Kaizen, and Six Sigma. In addition, the Manufacturing Orientation Certificate includes the fundamentals of problem solving, work ethic, customer service, teamwork, plant safety, bloodborne pathogens, confined space, lockout/tagout, hazard communications, fire safety, electrical safety, ergonomics, personal protective equipment, and forklift awareness. The Industrial Maintenance Technician Certificate, which is endorsed by the U.S. Department of Education, is an innovative approach designed to introduce employees to industrial maintenance or enhance the skills of experienced industrial maintenance technicians. Programs are tailored based on a selection of specific industrial maintenance objectives. Each program comprises a series of five-hour courses that each begin with self-study interactive online training and conclude with a hands-on lab at the WGTC Carroll Campus. Plans are underway to also make it available in the near future at the WGTC LaGrange East Campus.

Continuing Education Department

Continuing Education provides high-quality solutions for economic and workforce development via thousands of non-credit training programs and courses designed for personal and professional development that are available through the Online, Healthcare, Computer, Professional Development, Personal Development, and Industrial Education Centers. Continuing Education also hosts an Assessment & Testing Center that facilitates exam delivery for industry recognized certifications and licenses including, but not limited to, those available from ACT, Pearson VUE, Prometric, Commercial & Structural Pest Control, Microsoft Office Specialist (MOS), Work Ready, National League for Nursing (NLN) and the Psychological Services Bureau (PSB) among others.

Conference Centers

Conference Centers provide high quality solutions for economic and workforce development via unique venues available at the Murphy Conference Center in Waco and Callaway Conference Center in LaGrange. These facilities offer convenient and practical accommodations for business meetings, office retreats, local and regional conferences, weddings, wedding receptions, family reunions and other events with up to 11,000 square feet and capacities for up to 650 people in banquet and 1,200 in auditorium seating. Callaway Conference Center, in partnership with the widely recognized Burson Center in Carroll County, also offers facility rentals and other services to assist new and existing small businesses and entrepreneurs.

Adult Education

Adult General Education/GED® Preparation Classes

The Adult Education Program at West Georgia Technical College is specifically designed for adults who need assistance with academic skills. Our programs offer flexible schedules that can meet the needs of any adult over 16 years of age who is eligible to participate.

The Adult Education Department is located at the Carroll Campus of West Georgia Technical College. The Department provides free day and evening classes in Carroll, Coweta, Douglas, Haralson, Troup, Heard, and Meriwether Counties to students wishing to improve basic skills, preparing for the GED Tests, or developing English skills. Students requiring Learning Support 095 and 096 classwork in reading, writing, or math may complete their requirements through Adult Education.

To begin classes, call the Adult Education Department at 770.838.3192 or 706-882-2626 to learn more about new student orientation classes and assessment or access our website.

The Adult Education Program offers high quality educational assistance, providing the following:

Basic Skills
- Improve reading, writing, and math skills
- Develop new interests
- Gain increased self-confidence
- Learn to help children with homework
- Improve workplace skills

GED (General Educational Development)
- Prepare for passing GED Tests
- Prepare for a better job
- Use computer lab for class work
- Study for college entrance exam
- Earn a $500 HOPE voucher with GED
- Improve reading and math skills
- Beginning - Learn to speak English
- Intermediate - Improve speaking, writing and reading skills
- Advanced - Pronunciation and usage

General Educational Development (GED) Testing

West Georgia Technical College has been designated as an official test center for administering the Tests of General Educational Development (GED). Those making satisfactory scores on this test will receive a GED Diploma from the Technical College System of Georgia. This diploma is widely accepted by government, business, industry, and other educational institutions. GED testing is available in Carroll, Coweta, Haralson, Douglas, and Troup counties. For more information on GED testing and registration, call 770.838.2535 or 706-756-4619.

Associate of Applied Science Degrees

West Georgia Technical College offers two-year associate degree programs in applied science (AAS). These programs have been authorized by the State Board of Technical and Adult Education and are accredited by the Commission on Colleges (COC). Students finishing Associate of Applied Science degrees must complete the three-part Collegiate Assessment of Academic Proficiency (CAAP) during the last quarter or the next to last quarter of their enrollment at West Georgia prior to graduation. The CAAP tests mathematical reasoning, writing skills, and critical thinking skills. Those in Health Services AAT degree programs (Dental Hygiene, Clinical Laboratory Technology, Associate Degree Nursing, and Radiologic Technology) will also be required to take the Science Reasoning portion of the CAAP. The CAAP will be given multiple times during the seventh or eight weeks of fall and spring quarter to accommodate all graduating students. Students should see their academic advisors for further information.

Associate Degree General Education Requirement

The requirements for general core curriculum of all degree programs are a minimum **25 credit hours**** using the curriculum structure below (**all course prerequisites must be met**):

Area I: English/Humanities/Fine Arts (minimum of 10 credit hours)
Courses that address English/Humanities/Fine arts learning outcomes:

Program Course		Credits
General Core Courses		
_____ ART 1101	Art Appreciation	5
_____ ENG 1101	Composition & Rhetoric	5
_____ ENG 1102	Literature & Composition	5
_____ ENG 1105	Technical Communications	5
_____ ENG 2130	American Literature	5
_____ HIS 1111	World History I	5
_____ HIS 1112	World History II	5
_____ HIS 2111	U.S. History I	5
_____ HIS 2112	U.S. History II	5
_____ HUM 1101	Introduction to Humanities	5
_____ MUS 1101	Music Appreciation	5
_____ SPC 1101	Public Speaking	5

Successful completion of ENG 1101 is required as 5 of the minimum of 10 credit hours.

Area II: Social/Behavioral Sciences (minimum of 5 credit hours)

Courses that address Social Sciences/Behavioral Sciences learning outcomes:

Program Course		Credits
General Core Courses		
_____ ECO 1101	Principles of Economics	5
_____ ECO 2105	Principles of Macroeconomics	5
_____ ECO 2106	Principles of Microeconomics	5
_____ POL 1101	American Government	5
_____ PSY 1101	Introduction to Psychology	5
_____ PSY 2103	Human Growth and Development	5
_____ PSY 2250	Abnormal Psychology	5
_____ SOC 1101	Introduction to Sociology	5

Area III: Natural Sciences/Mathematics (minimum of 5 credit hours)

Courses that address learning outcomes in the Natural Sciences and Mathematics:

Program Course		Credits
General Core Courses		
_____ BIO 2113	Anatomy and Physiology I	5
_____ BIO 2114	Anatomy and Physiology II	5
_____ BIO 2117	Introduction to Microbiology	5
_____ CHM 1111	Chemistry I	5
_____ CHM 1112	Chemistry II	5
_____ MAT 1101	Mathematical Modeling	5
_____ MAT 1111	College Algebra	5
_____ MAT 1112	College Trigonometry	5
_____ MAT 1113	Precalculus	5
_____ MAT 1127	Introduction to Statistics	5
_____ MAT 1131	Differential Calculus	5
_____ PHY 1110	Introductory Physics	5
_____ PHY 1111	Mechanics	5

Successful completion of MAT 1101 or MAT 1111 is required as 5 of the minimum credit hours.

**To meet the minimum required 25 credit hours, the additional 5 credit hours may be selected from Areas I, II, or III.

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

Applied Manufacturing Technology

Business Administrative Technology

Clinical Laboratory Technology

Computer Information Systems
Computer Support Specialist
Networking Specialist

Criminal Justice

Culinary Arts

Dental Hygiene

Early Childhood Care and Education

Electronics Technology
General
Industrial

Fire Science Technology

Health Information Technology

Management and Supervisory Development

Marketing Management

Radiologic Technology

Registered Nursing

Accounting

The Accounting Associate of Applied Science degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical and professional skills required for job acquisition, retention and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, spreadsheet and database fundamentals, tax preparation and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Associate of Applied Science Degree in Accounting.

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 98 credit hours

Curriculum
The requirements for general core curriculum of all associate degree programs are a minimum 25 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, and Area III requirements.

General Core Courses

_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

In addition to the above area selections, students in the Accounting degree program must successfully complete ECO 1101– Principles of Economics, or ECO 2105 – Macroeconomics, or ECO 2106 – Principles of Microeconomics, for a total of 30 hours.

	Program Course		**Credits**
	Occupational Courses		
_____	ACC 1101	Principles of Accounting I	6
_____	ACC 1102	Principles of Accounting II	6
_____	ACC 1103	Principles of Accounting III	6
_____	ACC 1104	Computerized Accounting	3
_____	ACC 1106/BUS 2120	Spreadsheet Applications	3
_____	ACC 1151	Individual Tax Accounting	5

(continued)

_____	ACC 1152	Payroll Accounting	5
_____	ACC 2150	Cost Accounting	6
_____	ACC 2164	Bookkeeper Certification Review	6
_____	BUS 1130	Document Processing	6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.

_____	BUS 1140	Word Processing	5
_____	BUS 1300	Introduction to Business	5
_____	BUS 2130	Adv. Spreadsheet Applications	3
_____	SCT 100	Introduction to Microcomputers	3

Applied Manufacturing Technology

The Applied Manufacturing Technology program is a two-year associate degree level program developed to offer business and industry employees an educational opportunity that will recognize successful work experience and provide further technical and academic course work. The proposed degree program is to be submitted to the Assistant Vice President for Instruction for final approval and signatures required. Day and evening classes are available. This program is customized to individual students and industries to ensure appropriate training. Customization of the curriculum is accomplished by offering different fundamental technical courses, based on individual needs. A core of academic courses provides students with English, mathematics, and social science skills.

This program consists of four parts:
1. A core of general education courses (minimum of 25 quarter credit hours)
2. Selected technical courses to include an introductory computer course (SCT 100)
3. Academic credit for related work experience
4. Student electives

The program is intended to produce degree graduates who possess competencies as required by the agreement between a participating company and West Georgia Technical College. Graduates will receive an Associate in Applied Science degree in Applied Manufacturing Technology.

Career Opportunities
The Applied Manufacturing Technology degree program is intended to produce graduates who are prepared for upward mobility to cross-train in various manufacturing fields. A major component of the program is the awarding of academic credit for successful related work experiences.

Credit Required for Graduation: Minimum of 99 credit hours (actual courses will vary based on the customization of the program.)

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 credit hours using the curriculum structure outlined in the beginning of this degree program section (page 54). All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, and Area III requirements.

General Core Courses
_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

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.

Work Based Courses/Learning Activities
Work-based learning will total a minimum of 20 credit hours (600 contact hours). Three contact hours of occupational-based instruction (OBI) per week for the duration of a quarter equals one quarter hour. Occupational-based instruction is defined as instruction that emphasizes supervised-with-experience activities requiring the application of occupational competencies.

Application of Work Based Learning Credits toward AMT Degree Program
- O.B.I. credit through Work Based Learning (WBL) is awarded only within the AMT program
- Maximum number of WBL credits that may be counted toward a degree is 20
- WBL credit may not:
    - Count toward residency requirement
    - Meet general education requirements

Portfolio Preparation and Submission
The means to have work or training experiences evaluated for possible college credit awards includes submitting a portfolio. The portfolio contains a student's written self-assessment of what has been learned through his/her experiences. Proof of these experiences in the form of documentation must accompany each self-assessment.

Completed portfolios are sent to the Dean of Trade and Industry on the Carroll Campus. After the portfolio has been reviewed, credits are applied to a student's transcript by means of courses AMF 301, AMF 302, AMF 303, and AMF 304; each course provides 5 credit hours.

Business Administrative Technology

The Business Administrative Technology degree program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The program provides learning opportunities, which 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 innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive an Associate of Applied Science degree in Business 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 95 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 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, and Area III requirements.

General Core Courses

_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Including the above area selections, students in the Business Administrative Technology degree program must successfully complete SPC 1101—Public Speaking, and PSY 1101—Introduction to Psychology, for a total of 25 hours.

Program Courses		**Credits**
Occupational Courses		
_____ ACC 1101	Principles of Accounting I	6
_____ ACC 1102	Principles of Accounting II	6
_____ BUS 1120	Business Document Proofreading and Editing	3
_____ BUS 1130	Document Processing	6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.

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(continued)

_____	BUS 1140	Word Processing	5
_____	BUS 1150	Database Applications	3
_____	BUS 1170	Electronic Communication Applications	5
_____	BUS 1240	Office Procedures	5
_____	BUS 1300	Introduction to Business	5
_____	BUS 2110	Advanced Word Processing	5
_____	BUS 2120	Spreadsheet Applications	3
_____	BUS 2150	Presentation Applications	3
_____	BUS 2210	Applied Office Procedures	5
_____	SCT 100	Introduction to Microcomputers	3
_____	MKT 101	Principles of Management	5
	-or-		
_____	MSD 100	Principles of Management	(5)

Occupational Elective Courses (2 credits from the list below)

_____	BUS 1100	Introduction to Keyboarding	3
_____	BUS 1160	Desktop Publishing	3
_____	BUS 2130	Advanced Spreadsheet Applications	3
_____	BUS 2140	Advanced Database Applications	3
_____	BUS 2160	Electronic Mail Applications	3

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Clinical Laboratory Technology

The Clinical Laboratory Technology associate degree program is a sequence of courses that prepares students for technician positions in medical laboratories 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 in Clinical Laboratory Technology. Successful completion of the CLT program insures graduates have the qualifications for working as a medical laboratory technician and are eligible for national certification.

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 April 1.

The following requirements must be completed by the April 1 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: BIO 2113, BIO 2114, CHM 1111, ENG 1101, and MAT 1101 or MAT 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 Services upon completion of the required courses and attach a copy of his or her 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:
- The academic performance demonstrated in the required Level I courses will comprise 75 percent of the overall score.
- The score on the Psychological Services Bureau Health Occupations Aptitude Exam 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 quarter.

Credit Required for Graduation: Minimum of 120 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 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, and Area III requirements.

> *General Core Courses*
> _____ Area I requirements (minimum 10 hours)
>
> _____ Area II requirements (minimum 5 hours)
>
> _____ Area III requirements (minimum 5 hours)
>
> _____ Additional 5 hours from Area I, II or III

Health Services 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.

As part of the general core requirements listed above, students in the Clinical Laboratory Technology degree program should include the following core courses specific to the CLT program for a total of 45 hours:

Program Course		Credits
Specific Required Core Courses for Clinical Laboratory Technology		
_____ BIO 2113	Anatomy and Physiology I	5
_____ BIO 2114	Anatomy and Physiology II	5
_____ CHM 1111	Chemistry I	5
_____ CHM 1112	Chemistry II	5
_____ PSY 1101	Introduction to Psychology	5

Occupational courses begin on next page.

Program Course		Credits
Occupational Courses		
_____ AHS 104	Introduction to Health Care	3
_____ CLT 101	Introductions to Clinical Laboratory Technology	3
_____ CLT 103	Urinalysis/Body Fluids	3
_____ CLT 104	Hematology/Coagulation	8
_____ CLT 105	Serology/Immunology	3
_____ CLT 106	Immunohematology	7
_____ CLT 107	Clinical Chemistry	7
_____ CLT 108	Microbiology	8
_____ CLT 109	Clinical Phlebotomy, Urinalysis, Serology Practicum	4
_____ CLT 110	Clinical Immunohematology Practicum	6
_____ CLT 111	Clinical Hematology/Coagulation Practicum	6
_____ CLT 112	Clinical Microbiology Practicum	6
_____ CLT 113	Clinical Chemistry Practicum	6
_____ CLT 118	CLT Licensure Review I	1
_____ CLT 119	CLT Licensure Review II	1
_____ SCT 100	Introduction to Microcomputers	3

Computer Information Systems: Computer Support Specialist

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. Program 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, computer networking fundamentals, and computer applications (word processing and desktop publishing, spreadsheet and database). Program graduates receive an Associate of Applied Science degree in Computer Information Systems, Computer Support Specialist, and are qualified for employment as computer support specialists.

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

Career Opportunities
Computer Support Specialist 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 110 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 credit hours using the curriculum structure outlined in the beginning of this degree program section (page 54). All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, and Area III requirements.

General Core Courses

_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

In addition to the above area selections, students in the Computer Support Specialist degree program must successfully complete an additional general core elective from Area I, II, or III for a total of 30 hours.

Program Course		Credits
Occupational Courses		
_____ ACC 1101	Principles of Accounting I	6
_____ BUS 1300	Introduction to Business	5
_____ CIS 103	Operating Systems Concepts	6
_____ CIS 105	Program Design and Development	5
_____ CIS 106	Computer Concepts	5

(continued)

_____	CIS 1140	Networking Fundamentals	6
_____	CIS 122	Microcomputer Installation and Maintenance	7
_____	CIS 127	Comprehensive Word Proc. and Presentation Graphics	6
_____	CIS 2228	Comprehensive Spreadsheet Techniques	6
_____	CIS 2229	Comprehensive Database Techniques	6
_____	MKT 101	Principles of Management	5
_____	SCT 100	Introduction to Microcomputers	3
_____	CIS 157	Introduction to Visual Basic	7

-or-

_____	CIS 252	Introduction to Java Programming	(7)

(Students must take an additional 7 credit hours from occupationally appropriate courses, pending adviser approval, in order to fulfill the minimum requirements for the Computer Support Specialist degree.)

Occupational Elective Courses (7 credits from the list below)

_____	ACC xxx	Accounting course	x
_____	BUS xxx	Business course	x
_____	CIS xxx	Any CIS course not required above	x
_____	MKT xxx	Marketing Management course	x

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Computer Information Systems: Networking Specialist

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. Program 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. Program graduates receive an Associate of Applied Science degree in Computer Information Systems, Networking Specialist, and are qualified for employment as networking specialists.

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

Career Opportunities
Networking specialist 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 102 credit hours

Curriculum
The requirements for general core curriculum of all degree programs are a minimum 25 credit hours using the curriculum structure outlined in the beginning of this degree program section (page 54). All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, and Area III requirements.

     General Core Courses
_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

In addition to the above area selections, students in the Networking Specialist degree program must successfully complete an additional general core elective from Area I, II, or III for a total of 30 hours.

Program Course		Credits
Occupational Courses		
_____ CIS 103	Operating Systems Concepts	6
-or-		
_____ CIS 2554	Introduction to Linux/Unix	6
_____ CIS 105	Program Design and Development	5
_____ CIS 106	Computer Concepts	5
_____ CIS 1140	Networking Fundamentals	6
_____ CIS 122	Microcomputer Installation & Maintenance	7

(continued)

_____	CIS xxxx	Networking course(s) approved by advisor	9
_____	CIS 157	Introduction to Visual Basic	7
	-or-		
_____	CIS 252	Introduction to Java Programming	(7)
_____	SCT 100	Introduction to Microcomputers	3

-and-

Completion of the CIS Windows Series specialization:

_____	CIS 2149	Implementing Microsoft Windows Professional	6
_____	CIS 2150	Implementing Microsoft Windows Server	6
_____	CIS 2153	Implementing MS Win Networking Infrastructure	6
_____	CIS 2154	Implementing MS Win Network Directory	6

Students must take an additional 9 credit hours from occupationally appropriate courses, pending adviser approval, in order to fulfill the minimum requirements for the Networking Specialist degree.

Occupational Elective Courses (9 credits from the list below)

_____	CIS xxx	Any CIS course(s) not required above	(9)

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Criminal Justice

The Criminal Justice Technology Associate of Applied Science degree program is a sequence of courses designed to prepare graduates to enter the criminal justice profession. The program provides learning opportunities which introduce, develop, and reinforce occupational and professional skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive an Associate of Applied Science degree in Criminal Justice Technology. Students in the Criminal Justice program who hold state law enforcement certification through the Georgia Peace Officer Standards and Training (P.O.S.T) Council may be eligible to receive course credit. Please contact a program instructor for details.

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 quality 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 98 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 credit hours using the curriculum structure outlined in the beginning of this degree program section (page 54). All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, and Area III requirements.

> *General Core Courses*

_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Included within the above area selections, students in the Criminal Justice Technology degree program must successfully complete ECO 1101 – Principles of Economics, or ECO 2105 – Principles of Macroeconomics, or ECO 2106 – Principles of Microeconomics, and PSY 1101– Introduction to Psychology, for a total of 30 hours.

Program Course		Credits
Occupational Courses		
_____ CRJ 101	Introductions to Criminal Justice Technology	5
_____ CRJ 103	Corrections	5
_____ CRJ 104	Principles of Law Enforcement	5
_____ CRJ 105	Criminal Procedure	5
_____ CRJ 168	Criminal Law	5
_____ CRJ 202	Constitutional Law	5
_____ CRJ 207	Juvenile Justice	5
_____ CRJ 209	Criminal Justice Tech. Practicum/Internship	5
_____ CRJ 212	Ethics in Criminal Justice	5
_____ SCT 100	Introduction to Microcomputers	3
Occupational Elective Courses (20 credits from the list below)		
_____ CRJ 140	Cultural Perspectives for Law Enforcement Officers	5
_____ CRJ 162	Methods of Criminal Investigation	5
_____ CRJ 163	Investigation and Presentation of Evidence	5
_____ CRJ 175	Incident and Report Writing	5
_____ CRJ 206	Criminology	5
_____ ECE 2020	Social Issues & Family Involvement	5
_____ FST 212	Interview and Interrogation Techniques	5
_____ FST 214	Document and Report Preparation	5

Culinary Arts

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. Program graduates receive an Associate of Applied Science degree in Culinary Arts.

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 109 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 credit hours using the curriculum structure outlined in the beginning of this degree program section (page 54). All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, and Area III requirements.

General Core Courses
_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Including the above area selections, students in the Culinary Arts degree program must successfully complete PSY 1101 – Introduction to Psychology, and SPC 1101 – Public Speaking , for a total of 30 hours.

	Program Course		Credits
	Occupational Courses		
_____	CUL 100	Professionalism in Culinary Arts	3
_____	CUL 110	Food Service Sanitation and Safety	3
_____	CUL 112	Principles of Cooking	6
_____	CUL 114	American Regional Cuisine	5
_____	CUL 116	Food Service Purchasing and Control	3
_____	CUL 121	Baking Principles I	5
_____	CUL 122	Baking Principles II	5
_____	CUL 127	Banquet Preparation and Presentation	4

(continued)

_____ CUL 129	Front of the House Services	3
_____ CUL 130	Pantry, Hors D' Oeuvres and Canapés	5
_____ CUL 132	Garde Manger	5
_____ CUL 133	Food Service Leadership and Decision Making	5
_____ CUL 137	Nutritional Food and Menu Development	3
_____ CUL 215	Contemporary Cuisine I	5
_____ CUL 220	Contemporary Cuisine II	5
_____ CUL 216	Practicum/Internship	11
-or-		
_____ CUL 124	Restaurant and Hotel Baking	6
-and-		
_____ CUL 224	International Cuisine	6
_____ SCT 100	Introduction to Microcomputers	3

Dental Hygiene

The Dental Hygiene 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. Program graduates receive an Associate of Applied Science degree in Dental Hygiene.
WGTC's 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 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 summer quarter.

The dental hygienist is a licensed health care professional that, as co-therapist with the dentist and dental assistant, provides educational and therapeutic services for the control and prevention of oral diseases. Clinical job functions vary according to State law. Graduates of the dental hygiene program must pass both a National and Regional Board examination to be licensed to practice in the State of Georgia. Regional and/or State exams are also offered in other parts of the country and are taken in the region of the country where the dental hygienist decides to practice.

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.

Competitive Selection Process
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 DHY course request for transfer credit is received in Student Services for a course completed with a 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.

Level I: Dental Hygiene Preparatory/Core Courses

The annual Level I deadline is April 1.

To be eligible for the Dental Hygiene program selection, the student must complete the following requirements by the April 1 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: AHS 104, BIO 2113, BIO 2114, ENG 1101, MAT 1101 or MAT 1111, and SCT 100. CHM 1111 must be completed with a C or higher summer quarter prior to entering the program but 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 Services upon completion of the required courses and attach a copy of their CPR certification card and a copy of the PSB Allied Health Aptitude Test score report.

Level II: Dental Hygiene Competitive Selection

The competitive selection is based on the following scoring process:

- The academic performance demonstrated in the required Level I courses will comprise 50 percent of the overall score.
- The score on the Psychological Services Bureau Health Occupations Aptitude Exam will comprise 25 percent of the overall score.
- Students with the top composite scores will then be selected for a committee interview.
- The interview will comprise an additional 25 percent of the overall score.
- 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 summer quarter.

Credit Required for Graduation: Minimum of 124 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 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, and Area III requirements.

General Core Courses

_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Health Services 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.

Included within the above area selections, students in the Dental Hygiene degree program must successfully complete the following core courses for a total of 45 hours:

Specific Required Core Courses for Dental Hygiene

_____	BIO 2113	Anatomy and Physiology I	5
_____	BIO 2114	Anatomy and Physiology II	5
_____	BIO 2117	Introductory Microbiology	5
_____	CHM 1111	Chemistry I	5
_____	PSY 1101	Introduction to Psychology	5
_____	SOC 1101	Introduction to Sociology	5

Program Courses   **Credits**

Occupational Courses

_____	AHS 104	Introduction to Health Care	3
_____	DHY 100	Tooth Anatomy and Root Morphology	3
_____	DHY 101	Oral Embryology and Histology	2
_____	DHY 102	Head and Neck Anatomy	3
_____	DHY 103	Dental Materials	3
_____	DHY 104	Preclinical Dental Hygiene Lecture	2
_____	DHY 105	Preclinical Dental Hygiene Lab	2
_____	DHY 106	Introduction to Dental Hygiene	1
_____	DHY 107	Radiology Lecture	3
_____	DHY 109	Radiology Lab	1
_____	DHY 110	Clinical Dental Hygiene I Lecture	2
_____	DHY 111	Clinical Dental Hygiene I Lab	3

(continued)

_____	DHY 200	Periodontology	4
_____	DHY 201	Clinical Dental Hygiene II Lecture	2
_____	DHY 202	Clinical Dental Hygiene II Lab	4
_____	DHY 205	Oral Pathology	4
_____	DHY 206	Pharmacology and Pain Control	4
_____	DHY 207	Community Dental Health	4
_____	DHY 208	Clinical Dental Hygiene III Lecture	2
_____	DHY 209	Clinical Dental Hygiene III Lab	4
_____	DHY 211	Biochemistry and Nutrition	3
_____	DHY 213	Clinical Dental Hygiene IV Lecture	2
_____	DHY 214	Clinical Dental Hygiene IV Lab	4
_____	DHY 220	Clinical Dental Hygiene V Lecture	2
_____	DHY 221	Clinical Dental Hygiene V Lab	4
_____	SCT 100	Introduction to Microcomputers	3

Early Childhood Care and Education

The Early Childhood Care and Education Associate of Applied Science program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Associate of Applied Science degree in Early Childhood Care and Education with a choice of paraprofessional specialization, infant toddler specialization or program management director specialization. To be employed in child care 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 or internship.

Career Opportunities
Graduates may find employment as a paraprofessional in public schools, preschool teacher in Head Start, Early Head Start or private schools, private household childcare workers, or self-employed childcare providers.

Credit Required for Graduation: Minimum of 110 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 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, and Area III requirements.

> *General Core Courses*
> _____ Area I requirements (minimum 10 hours)
>
> _____ Area II requirements (minimum 5 hours)
>
> _____ Area III requirements (minimum 5 hours)
>
> _____ Additional 5 hours from Area I, II or III

In addition to the above area selections, students in the Early Childhood Care and Education degree program must successfully complete PSY 1101 – Introduction to Psychology, and either ENG 1105 – Technical Communications or SPC 1101 – Public Speaking, for a total of 30 hours.

Program Courses		Credits
Occupational Courses		
_____ SCT 100	Introduction to Microcomputers	3
_____ ECE 1010	Introduction to Early Childhood Care and Ed.	5
_____ ECE 1030	Human Growth and Development I	5
_____ ECE 1050	Health, Safety, and Nutrition	5
_____ ECE 1012	Curriculum Development	3

(continued)

_____	ECE 1013	Art for Children	3
_____	ECE 1014	Music and Movement	3
_____	ECE 1021	ECCE Practicum I	3
	-or-		
_____	ECE xxxx	Occupational Elective	(3)
_____	ECE 1022	ECCE Practicum II	3
	-or-		
_____	ECE xxxx	Occupational Elective	(3)
_____	ECE 2010	Exceptionalities	5
_____	ECE 2020	Social Issues and Family Involvement	5
_____	ECE 2115	Language Arts and Literature	5
_____	ECE 2116	Math and Science	5
_____	ECE 2240	Early Childhood Education Internship	12

-and-

Completion of one of the following specializations:

Specific Occupational Courses (Paraprofessional Specialization)

_____	ECE 2030	Human Growth and Development II	5
_____	ECE 2110	Methods and Materials	5
_____	ECE 2120	Professional Practices and Classroom Management	5

-or-

Specific Occupational Courses (Program Management Specialization)

_____	ECE 2170	Program Administration	5
_____	ECE 2210	Facility Management	5
_____	ECE 2220	Personnel Management	5

-or-

Specific Occupational Courses (Infant and Toddler Specialization)

_____	ECE 2132	Infant/Toddler Development	5
_____	ECE 2134	Infant/Toddler Group Care	5
_____	ECE 2136	Infant/Toddler Curriculum	5

Electronics Technology

The Electronics Technology associate degree program is a sequence of courses that prepares 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. Program graduates receive an Associate of Applied Science degree in Electronics Technology, which qualifies them as electronics technicians with a specialization in general electronics or industrial electronics.

Career Opportunities
Graduates may find employment as a specialized industrial or specialized general electronics technician, assembler, tester, repairer, or calibrator.

Credit Required for Graduation: Minimum of 102 credit hours

General Core Courses

The requirements for general core curriculum of all degree programs are a minimum 25 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, and Area III requirements.

General Core Courses
_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Including the above area selections, students in the Electronics Technology degree program must successfully complete either ENG 1105 – Technical Communications, or SPC 1101 – Fundamentals of Speech, and either MAT 1112 – College Trigonometry or MAT 1113 – Precalculus, for a total of 30 hours.

Program Courses		Credits
Occupational Courses (All specializations)		
_____ ELC 104	Soldering Technology	2
_____ ELC 108	Direct Current Circuits II	4
_____ ELC 110	Alternating Current Circuits II	4
_____ ELC 115	Solid State Devices II	4
_____ ELC 117	Linear Integrated Circuits	4
_____ ELC 118	Digital Electronics I	4
_____ ELC 119	Digital Electronics II	4

(continued)

_____	ELC 120	Microprocessors Fundamentals	4
_____	IFC 100	Industrial Safety Procedures	2
_____	IFC 101	Direct Current Circuits I	4
_____	IFC 102	Alternating Current I	4
_____	IFC 103	Solid State Devices I	4
_____	SCT 100	Introduction to Microcomputers	3

-and-

Completion of one of the following specializations:

Specific Occupational Courses (General Electronics Technology Specialist)

_____	XXX xxxx	Technically related elective course(s) approved by advisor	25

Specific Occupational Courses (Industrial Electronics Technology Specialist)

_____	ELC 211	Process Controls	6
_____	ELC 212	Motor Controls	6
_____	ELC 213	Programmable Controllers	5
_____	ELC 214	Mechanical Devices	3
_____	ELC 215	Fluid Power	3
_____	ELC 216	Robotics	2

Fire Science Technology

The Fire Science Associate of Applied Science 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. Completion of the program of study leads to an Associate of Applied Science degree in Fire Science.

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

Credit Required for Graduation: Minimum of 103 credit hours

Curriculum
The requirements for general core curriculum of all degree programs are a minimum 25 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, and Area III requirements.

General Core Courses
_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Including the above area selections, students in the Fire Science Technology degree program must successfully complete ENG 1105 – Technical Communications, for a total of 30 hours.

Program Courses		Credits
Occupational Courses		
_____ FSC 101	Introduction to Fire Science	5
_____ FSC 110	Fire Administration- Supervision and Leadership	5
_____ FSC 121	Fire Fighting Strategy and Tactics	5
_____ FSC 132	Fire Service Instructor	5
_____ FSC 141	Hazardous Materials	5
_____ FSC 151	Fire Prevention and Inspection	5
_____ FSC 161	Fire Service Safety and Loss Control	5
_____ FSC 201	Fire Administration- Management	5
_____ FSC 210	Fire Service Hydraulics	5

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_____	FSC 220	Fire Protection Systems	5
_____	FSC 230	Fire Service Building Construction	5
_____	FSC 241	Incident Command	5
_____	FSC 270	Fire/Arson Investigation	5
_____	SCT 100	Introduction to Microcomputers	3
_____	XXX xxxx	Elective course approved by advisor	5

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Health Information Technology

Health Information Technology program combines health care with information technology. Health Information technicians are responsible for maintaining and analyzing data crucial to the delivery of quality patient care.

Career Opportunities
Graduates of the Associate of Applied Science Degree in Health Information Technology 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 97 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 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, and Area III requirements.

General Core Courses
_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Including the above area selections, students in the Health Information Technology degree program must successfully complete BIO 2113 – Anatomy and Physiology I, and BIO 2114 – Anatomy and Physiology II, for a total of 35 hours.

Program Course		Credits
Occupational Courses		
_____ AHS 109	Medical Terminology for Health Science	3
_____ HIT 1100	Introduction to Health Information Technology	3
_____ HIT 1150	Computer Applications in Healthcare	3
_____ HIT 1200	Legal Aspects in Healthcare	3
_____ HIT 1250	Health Record Content and Structure	5
_____ HIT 1350	Pharmacotherapy	3
_____ HIT 1400	Coding and Classification I – ICD Coding	4
_____ HIT 1410	Coding and Classification II– ICD Coding	3
_____ HIT 2150	Healthcare Statistics	5

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_____	HIT 2200	Performance Improvement	3
_____	HIT 2300	Healthcare Management	5
_____	HIT 2400	Coding and Classification III – CPT/HCPCS Coding	4
_____	HIT 2410	Coding and Classification IV – Revenue Cycle Management	3
_____	HIT 2450	Health Information Technology Practicum I	3
_____	HIT 2460	Health Information Technology Practicum I 1	4
_____	MAS 112	Human Diseases	5
_____	SCT 100	Introduction to Microcomputers	3

Management and Supervisory Development

The Management and Supervisory Development Associate of Applied Science degree program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development Associate of Applied Science degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluation, and employee counseling and disciplinary action. Graduates of the program receive a Management and Supervisory Development Associate of Applied Science degree, with an option of a specialization in one of five areas.

Career Opportunities
A graduate may find employment as a management and/or supervisor assistant or trainee or in related occupations.

Credit Required for Graduation: Minimum of 106 credit hours

Curriculum
The requirements for general core curriculum of all degree programs are a minimum 25 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, and Area III requirements.

General Core Courses
_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Including the above area selections, students in the Management and Supervisory Development Technology degree program must successfully complete ECO 1101– Principles of Economics, or ECO 2105 – Macroeconomics, or ECO 2106 – Principles of Microeconomics, and PSY 1101 – Introduction to Psychology, and SPC 1101 – Public Speaking, for a total of 30 hours.

Program Courses		Credits
Occupational Courses		
_____ ACC 1101	Principles of Accounting	6
-or-		
_____ MSD 109	Managerial Accounting & Finance	5
_____ MSD 100	Principles of Management	5
_____ MSD 101	Organizational Behavior	5
_____ MSD 102	Employment Law	5
_____ MSD 103	Leadership	5

(continued)

_____	MSD 104	Human Resource Management	5
_____	MSD 106	Performance Management	5
_____	MSD 113	Business Ethics	5
_____	MSD 114	Management Communications Technologies	5
_____	MSD 210	Team Project	5
_____	MSD 220	Management Occupation Based Instruction	3
_____	SCT 100	Introduction to Microcomputers	3

-and-

Completion of one of the following specializations:

Specific Occupational Courses (General Management Specialization)

_____	*MSD xxx	Elective	5
_____	*MSD xxx	Elective	5
_____	*MSD xxx	Elective	5
_____	*XXX xxxx	Elective	5

Specific Occupational Courses (Human Resource Management Specialization)

_____	MSD 105	Labor Management Relations	5
_____	MSD 107	Employee Training and Development	5
_____	MSD 205	Service Sector Management	5

-or-

_____	MSD 206	Project Management	(5)
_____	*XXX xxxx	Elective	5

Specific Occupational Courses (Operations Management Specialization)

_____	MSD 107	Employee Training and Development	5
_____	MSD 202	Production/Operation Management	5
_____	MSD 206	Project Management	5
_____	*XXX xxxx	Elective	5

Specific Occupational Courses (Service Sector Management Specialization)

_____	MSD 107	Employee Training and Development	5
_____	MSD 115	Retail Management	5
_____	MSD 205	Service Sector Management	5
_____	*XXX xxxx	Elective	5

Specific Occupational Courses (Small Business Management Specialization)

_____	MSD 115	Retail Management	5
_____	MSD 116	Business Plan Development	5
_____	MSD 117	Small Business Management	5
_____	*XXX xxxx	Elective	5

All electives to be chosen in consultation with program advisor

Marketing Management

The Marketing Management associate degree program prepares students for employment in a variety of positions in today's marketing and management fields. 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 marketing management. Program graduates receive an Associate of Applied Science degree in Marketing Management. Each course within all of West Georgia Technical College's diploma/certificate level programs is acceptable for full credit toward the Occupationally Related Elective or General Elective hours for this associate degree.

Career Opportunities

Graduates may find employment as buyers, advertising managers, retail store managers, tellers, general merchandise salesperson, 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 98 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 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, and Area III requirements.

General Core Courses

_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Including the above area selections, students in the Marketing Management degree program must successfully complete ECO 1101– Principles of Economics, or ECO 2105 – Macroeconomics, or ECO 2106 – Principles of Microeconomics, for a total of 30 hours.

Program Courses		Credits
Occupational Courses		
_____ ACC 1101	Principles of Accounting I	6
_____ ACC 2155	Legal Environment of Business	5
-or-		
_____ MKT 103	Business Law	(5)
_____ MKT 100	Introduction to Marketing	5
_____ MKT 101	Principles of Management	5

(continued)

_____	MKT 106	Fundamentals of Selling	5
_____	MKT 108	Advertising	4
_____	MKT 109	Visual Merchandising	4
	-or-		
_____	MKT 232	Advanced Selling	(4)
_____	MKT 110	Entrepreneurship	8
_____	MKT 122	Buying & Merchandise Management	5
	-or-		
_____	MKT 228	Advanced Marketing	(5)
_____	MKT 130	Marketing Administrations O.B.I. I	3
_____	MKT 131	Marketing Administration O.B.I. II	3
_____	SCT 100	Introduction to Microcomputers	3

Occupational Elective Courses (Total of 12 credits)

_____	XXX xxxx	General electives	12

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Radiologic Technology

The Radiologic Technology Associate of Applied Science 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 in Radiologic Technology, 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 and 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 a radiographer in the diagnostic field of radiology.

Competitive Selection Process
Level I: Radiologic Technology Preparatory/Core Courses

The annual Level 1 deadline is April 1.

The following requirements must be completed by the above deadlines 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*: AHS 109, BIO 2113, BIO 2114, ENG 1101, MAT 1101 or MAT 1111, SPC 1101 and PSY 1101.
- 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 for either program may schedule a testing date by calling the Continuing Education Department.) Students are allowed to attempt the exam twice in an effort to improve their score.
- Must submit a Health Services Competitive Selection File Review Request to the Office of Student Services upon completion of the required courses and attach a copy of his or her 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:
- The academic performance demonstrated in the required Level I courses will comprise 75% of the overall score.
- The score on the Psychological Services Bureau Health Occupations Aptitude Examination will comprise 25% 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 summer quarter.

Credit Required for Graduation: Minimum of 141 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 credit hours using the curriculum structure outlined in the beginning of this degree program section (page 54). All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, and Area III requirements.

General Core Courses
_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Health Services 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.

Including the above area selections, students in the Radiologic Technology degree program must successfully complete the following core course, for a total of 35 hours:

	Specific Required Core Courses for Radiologic Technology		**Credits**
_____	BIO 2113	Anatomy and Physiology I	5
_____	BIO 2114	Anatomy and Physiology II	5
_____	PSY 1101	Introduction to Psychology	5
_____	SPC 1101	Public Speaking	5
	Program Courses		**Credits**
	Occupational Courses		
_____	AHS 104	Introduction to Health Care	3
_____	AHS 109	Medical Terminology	3

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(continued)

_____	RAD 101	Introduction to Radiologic Technology	5
_____	RAD 103	Body, Trunk and Upper Extremity Procedures	3
_____	RAD 106	Lower Extremity and Spine Procedures	3
_____	RAD 107	Principles of Radiographic Exposure I	4
_____	RAD 109	Contrast Procedures	3
_____	RAD 113	Cranium Procedures	2
_____	RAD 116	Principles of Radiation Exposure II	3
_____	RAD 117	Radiographic Imaging Equipment	4
_____	RAD 119	Radiologic Pathology and Medical Terminology	3
_____	RAD 120	Principles of Radiation Biology and Protection	5
_____	RAD 123	Radiologic Science	5
_____	RAD 126	Radiologic Technology Review	4
_____	RAD 132	Clinical Radiography I	5
_____	RAD 133	Clinical Radiography II	7
_____	RAD 134	Clinical Radiography III	7
_____	RAD 135	Clinical Radiography IV	7
_____	RAD 136	Clinical Radiography V	7
_____	RAD 137	Clinical Radiography VI	10
_____	RAD 138	Clinical Radiography VII	10
_____	SCT 100	Introduction to Microcomputers	3

Registered Nursing

The ADN program is designed to provide nursing courses that when successfully completed awards graduates an Associate of Applied Science degree in Registered Nursing. 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 Associate Degree Nursing program is approved by the Georgia Board of Nursing, 237 Coliseum Drive, Macon, Georgia 31217-3858, phone 478.207.1640. The Associate Degree 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 graduates are recognized as essential members of the interdisciplinary healthcare team in diverse health care settings. The ADN 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.

Students are admitted to the ADN program in the fall and spring quarters each year on the Murphy Campus and in the summer quarter on the LaGrange Campus.

Career Opportunities
Graduates may find these 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 deadlines are January 1 for Murphy Campus Spring Quarter admission and April 1 for Murphy Campus and LaGrange Campus Fall Quarter admission.

The following requirements must be completed by the above 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: BIO 2113, BIO 2114, ENG 1101, MAT 1111, and PSY 1101. BIO 2117 must be completed with a C or higher prior to entering the program but 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 submit a Competitive Progression File Review Request to the Office of Student Services 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 Progression 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 70%. The score earned on the pre-RN exam will comprise 50% of the overall score.
- Students must achieve a cumulative minimum grade point average of 3.0 on the five (5) Level I core courses required for eligibility to the selection process. The academic performance demonstrated in these required Level I courses will comprise 25% of the overall score.
- Students with six months of current documented clinical work experience 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.
- LPN graduates who are licensed and working within six months prior to the Competitive Selection Process deadline will receive one (1) additional point in the overall score.
- Students with the top composite scores will then be selected for a committee interview.
- The interview will comprise an additional 25% of the overall score.
- Students with the highest overall scores will be selected for program admission.
- However, at any time that there are more students with the same overall score than there are seats available, a lottery system will be used to establish seating order among these students. Those students within the lottery group not receiving a seat during the current year will be enrolled in the next cohort.

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. A cohort is admitted beginning each Spring and Fall Quarter on the Murphy Campus and each Fall Quarter on the LaGrange Campus.

Credit Required for Graduation: Minimum of 108 credit hours

Curriculum

The requirements for general core curriculum of all degree programs are a minimum 25 credit hours using the curriculum structure outlined in the beginning of this degree program section (page 54). All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, and Area III requirements.

General Core Courses

_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Including the above area selections, students in the Registered Nursing degree program must successfully complete the following specific core courses, for a total of 50 hours:

Specific Required Core Courses for Registered Nursing		**Credits**
_____ BIO 2113	Anatomy and Physiology I	5
_____ BIO 2114	Anatomy and Physiology II	5
_____ BIO 2117	Introductory Microbiology	5
_____ PSY 1101	Introduction to Psychology	5
_____ PSY 2103	Human Development	5
_____ SOC 1101	Introduction to Sociology	5
_____ SPC 1101	Public Speaking	5

Program Courses		**Credits**
Occupational Courses		
_____ NUR 194	Introduction to Nursing Practice	9
_____ NUR 195	Adult Health I	9
_____ NUR 196	Adult Health II	9
_____ NUR 294	Parent Child Health	9
_____ NUR 295	Adult Health III	9
_____ NUR 296	Transitions to Professional Practice	10
_____ SCT 100	Introduction to Microcomputers	3

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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

Applied Manufacturing Technology

Automated Manufacturing Technology

Automotive Fundamentals

Automotive Technology

Barbering

Business Administrative Technology

    Business Administrative Assistant

    Medical Administrative Assistant

Computer Information Systems

    Computer Support Specialist

    Networking Specialist

Cosmetology

Criminal Justice

Culinary Arts

Drafting Technology

Early Childhood Care and Education

Electrical Control Systems

Electronics Technology

    General

    Industrial

Fire Science Technology

Industrial Electrical Technology

Industrial Mechanical Systems

Industrial Systems Technology

Machine Tool Technology

    CNC Technology

    Machine Tool Technology

Management and Supervisory Development

Marketing Management

Medical Assisting

Paramedic Technology

Practical Nursing

Surgical Technology

Welding and Joining Technology

Accounting

The Accounting program is a sequence of courses designed to prepare students for careers in the accounting profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting diploma.

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 71 credit hours

Program Courses		**Credits**
General Core Courses		
_____ ENG 1010	Fundamentals of English I	5
_____ ENG 1012	Fundamentals of English II	5
_____ MAT 1011	Business Mathematics	5
_____ EMP 1000	Interpersonal Relations and Professional Development	3
_____ SCT 100	Introduction to Microcomputers	3
Occupational Courses		
_____ ACC 1101	Principles of Accounting I	6
_____ ACC 1102	Principles of Accounting II	6
_____ ACC 1103	Principles of Accounting III	6
_____ ACC 1104	Computerized Accounting	3
_____ ACC 1106/BUS 2120	Spreadsheet Applications	3
_____ ACC 1151	Individual Tax Accounting	5
_____ ACC 1152	Payroll Accounting	5
_____ BUS 1130	Document Processing	6
* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.		
_____ BUS 1140	Word Processing	5
_____ BUS 2130	Advanced Spreadsheet Applications	3
Occupational Elective Courses (2 credits from the list below)		
_____ ACC 2150	Cost Accounting	6
_____ BUS 1300	Introduction to Business	5

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Air Conditioning Technology

The Air Conditioning Technology diploma program is designed to prepare graduates for entry-level careers in the heating and air conditioning industry. It consists of a sequence of courses that prepares graduates for entry-level employment assisting air conditioning technicians or to function at a basic level as an air conditioning repair person. The program provides learning opportunities which introduce, develop, and reinforce 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. Completion of the program of study leads to a diploma in Air Conditioning Technology.

NOTE: The Partnership for Air Conditioning, Heating, and Refrigeration Accreditation (PAHRA) has been established and endorsed by the air conditioning industry. All graduating students are required to take the Industry Competency Exam (ICE) and the EPA Refrigerant Handling Certification Exam.

To make the most of the time spent in the class/lab, reading assignments should be completed outside of class. The video, computer, and lab assignments must be completed on campus. Limited live work may be performed to provide "real-world" experience. Working in the air conditioning industry while attending class will promote learning by providing a relationship between what is taught in class and what is used in the industry.

Career Opportunities
A graduate may find employment as service technicians, installers, or manufacturer representatives, as well as plant maintenance or sales.

Credit Required for Graduation: Minimum of 85 credit hours

Program Courses		Credits
General Core Courses		
_____ ENG 1010	Fundamentals of English I	5
_____ EMP 1000	Interpersonal Relations and Professional Development	3
_____ MAT 1012	Foundations of Mathematics	5
_____ SCT 100	Introduction to Microcomputers	3
Occupational Courses		
_____ ACT 100	Refrigeration Fundamentals	4
_____ ACT 101	Principles and Practices of Refrigeration	7
_____ ACT 102	Refrigeration System Component	7
_____ ACT 103	Electrical Fundamentals	7
_____ ACT 104	Electrical Motors	4
_____ ACT 105	Electrical Components	5
_____ ACT 106	Electrical Control System and Installation	4

(continued)

_____ ACT 107	Air Conditioning Principles	8
_____ ACT 108	Air Conditioning Principles/Installation	3
_____ ACT 109	Troubleshooting AC Systems	7
_____ ACT 110	Gas Heating Systems	5
_____ ACT 111	Heat Pumps and Related Systems	6
_____ IFC 100	Industrial Safety Procedures	2

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Applied Manufacturing Technology

Applied Manufacturing Technology is a program developed to offer business and industry employees an educational opportunity which will recognize successful work experience and provide further technical and academic course work.

This program is customized to individual students and industries to ensure appropriate training. Customization of the curriculum is accomplished by offering different fundamental technical courses, based on individual needs. A core of academic courses provides students with English, mathematics, and social science skills.

The program consists of three parts:
1. A core of general education courses
2. Selected technical courses
3. Academic credit for related work experience

The program is intended to produce diploma graduates who possess competencies as required by the agreement between a participating company and West Georgia Technical College. Graduates will receive a diploma in Applied Manufacturing Technology.

Career Opportunities

The Applied Manufacturing Technology program is intended to produce graduates who are prepared for upward mobility or cross-trained in various manufacturing fields. A major component of the program is the awarding of academic credit for successful related work experiences.

Credit Required for Graduation: Minimum of 65 credit hours

	General Core Courses		Credits
_____	ENG 1010	Fundamentals of English I	5
_____	MAT 1012	Foundations of Mathematics	5
_____	EMP 1000	Interpersonal Relations and Prof. Development	3
_____	SCT 100	Introduction to Microcomputers	3

Work Based Courses/Learning Activities

Work-based learning will total a minimum of 20 credit hours (600 contact hours). Three contact hours of occupational-based instruction (OBI) per week for the duration of a quarter equals one quarter hour. Occupational-based instruction is defined as instruction that emphasizes supervised-with-experience activities requiring the application of occupational competencies.

Application of Work Based Learning Credits toward AMT Diploma Program
- O.B.I. credit through Work Based Learning (WBL) is awarded only within the AMT program
- Maximum number of WBL credits that may be counted toward a diploma is 20
- WBL credit may not:
    - Count toward residency requirement
    - Meet general education requirements

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Portfolio Preparation and Submission
The means to have work or training experiences evaluated for possible college credit awards includes submitting a portfolio. The portfolio contains a student's written self-assessment of what has been learned through his/her experiences. Proof of these experiences in the form of documentation must accompany each self-assessment.

Completed portfolios are sent to the Dean of Trade and Industry on the Carroll Campus. After the portfolio has been reviewed, credits are applied to transcript by means of courses AMF 301, AMF 302, AMF 303, AMF 304 and AMF 305; each course provides 5 credit hours.

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Automated Manufacturing Technology

The Automated Manufacturing Technology diploma program 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. Program graduates receive a diploma in Automated Manufacturing Technology.

Career Opportunities
Career opportunities offer a wide range of employment possibilities in the manufacturing, processing, and production related industries. The primary types of jobs include installation and maintenance of components and systems in a highly automated factory that involve computer integration and robotic applications for producing parts or other products, and handling materials and finished products.

Credit Required for Graduation: Minimum of 89 credit hours

	Program Courses	**Credits**
	General Core Courses	
_____ EMP 1000	Interpersonal Relations and Professional Dev.	3
_____ ENG 1010	Fundamentals of English I	5
_____ MAT 1013	Algebraic Concepts	5
_____ SCT 100	Introduction to Microcomputers	3
	Occupational Courses	
_____ IFC 100	Industrial Safety Procedures	2
_____ IFC 101	Direct Current Circuits I	4
_____ IFC 102	Alternating Current I	4
_____ IFC 103	Solid State Devices I	4
_____ AMF 103	Manufacturing Processes Survey	4
_____ AMF 106	Introduction to Robotics	4
_____ AMF 108	App. Hydraulics, Pneumatics, and Mechanisms	3
_____ AMF 113	Programmable Controllers I	4
_____ AMF 115	Manuf. Control and Work Cell Interfacing	5
_____ AMF 206	Work Cell Design Laboratory	3
_____ AMF 207	Flexible Manufacturing Systems I	4
_____ AMF 208	Flexible Manufacturing Systems II	4
_____ AMF 209	Flexible Manufacturing Systems Project	2

(continued)

_____ AMF 214	Programmable Controllers II	4
_____ DDF 107	CAD Fundamentals	6
_____ ELC 117	Linear Integrated Circuits	4
_____ ELT 118	Electrical Controls	5
_____ MCA 211	CNC Fundamentals	7

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Automotive Fundamentals

The Automotive Fundamentals diploma program is a sequence of courses designed to prepare a graduate for entry-level employment in automotive service and repair. 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. Completion of the program of study leads to a diploma in Automotive Fundamentals. Program graduates are eligible to take competency test offered by The National Institute for Automotive Service Excellence.

Career Opportunities
A graduate may find employment in the following service areas: engine repair, engine performance, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronic systems and heating/air conditioning systems.

Credit Required for Graduation: Minimum of 77 credit hours

	Program Courses		Credits
	General Core Courses		
_____	ENG 1010	Fundamentals of English I	5
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	MAT 1012	Foundations of Mathematics	5
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	AUT 120	Introduction to Automotive Technology	3
_____	AUT 122	Electrical and Electronic Systems	6
_____	AUT 124	Battery Starting and Charging System	4
_____	AUT 126	Engine Prin. of Operation & Repair	6
_____	AUT 128	Fuel, Ignition, and Emission Systems	7
_____	AUT 130	Automotive Brake Systems	4
_____	AUT 132	Suspension and Steering Systems	4
_____	AUT 134	Drivelines	4
_____	AUT 140	Electronic Engine Control Systems	7
_____	AUT 142	Climate Control Systems	6
_____	AUT 144	Transmissions	4

(continued)

_____ AUT 220   Automotive Technology Internship   6

-or-

Occupational Elective Courses (6 credits from the list below)

_____ MCH 101 Introduction to Machine Tool   (6)

_____ WLD 100 Introduction to Welding Technology   (6)

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Automotive Technology

The Automotive Technology program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. The program emphasizes a combination of automotive mechanics theory and the practical application necessary for successful employment. The Automotive Technology Diploma program prepares students for maintenance, troubleshooting, and repair of automobiles. Safety practices, environmental concerns, and proper use of tools and equipment are also taught. The lab sessions closely simulate the actual work environment. The laboratory portion of the program is flexible, to allow for individual student needs and differences. Due to the increase in electronic technology in the automotive field, emphasis is placed on electrical and electronic principles in addition to troubleshooting. Students are also trained in customer and employee relations. Program graduates receive an Automotive Technology diploma, which qualifies them as automotive technicians. Competencies are taught to prepare the student for the Automotive Service Excellence (ASE) certification examination.

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
A graduate may find employment as an automotive technician qualified in the following service areas: engine repair, engine performance, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronic systems, and heating/air conditioning.

Credit Required for Graduation: Minimum of 103 credit hours

Program Courses		Credits
General Core Courses		
_____ ENG 1010	Fundamentals of English I	5
_____ MAT 1012	Foundations of Mathematics	5
_____ EMP 1000	Interpersonal Relations and Prof. Development	3
_____ SCT 100	Introduction to Microcomputers	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.

Occupational Courses		
_____ AUT 120	Introduction to Automotive Technology	3
_____ AUT 122	Electrical and Electronic Systems	6
_____ AUT 124	Starting and Charging Systems	4
_____ AUT 126	Engine Principles of Operation and Repair	6
_____ AUT 128	Fuel, Ignition and Emission Systems	7
_____ AUT 130	Brake Systems	4
_____ AUT 132	Suspension and Steering Systems	4

(continued)

_____	AUT 134	Drivelines	4
_____	AUT 138	Manual Transmission/Transaxle	4
_____	AUT 140	Electronic Engine Control Systems	7
_____	AUT 142	Climate Control Systems	6
_____	AUT 144	Introduction to Automatic Transmissions	4
_____	AUT 210	Automatic Transmission Repair	7
_____	AUT 212	Advanced Electronic Transmission Diagnosis	3
_____	AUT 214	Advanced Electronic Controlled Brake System Diagnosis	4
_____	AUT 216	Advanced Electronic Controlled Susp. and Steering Sys.	4
_____	AUT 218	Advanced Electronic Engine Control Systems	4
_____	AUT 220	Automotive Technology Internship	6

-or-

_____ Electives (6 credits from the list below)

_____	MCH 101	Introduction to Machine Tool	6

-or-

_____	WLD 100	Introduction to Welding Technology	6

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Barbering

The Barbering program is a sequence of courses that prepare 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. The program graduate receives a technical diploma in Barbering.

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

Credit Required for Graduation: Minimum of 81 credit hours

Program Courses		Credits
General Core Courses		
_____ ENG 1010	Fundamentals of English I	5
_____ MAT 1012	Foundations of Mathematics	5
_____ EMP 1000	Interpersonal Relations & Prof. Development	3
_____ SCT 100	Introduction to Microcomputers	3
Occupational Courses		
_____ BAR 100	Introduction to Barber/Styling	3
_____ BAR 101	Introduction to Barber/Styling Implements	2
_____ BAR 102	Science: Sterilization, Sanitation, and Bacteriology	3
_____ BAR 103	Introduction to Haircutting	7
_____ BAR 104	Shampooing	2
_____ BAR 105	Haircutting/Introduction to Styling	4
_____ BAR 106	Shaving	3
_____ BAR 107	Science: Anatomy and Physiology	5
_____ BAR 108	Color Theory	4
_____ BAR 109	Chemical Restructuring of Hair I	2
_____ BAR 110	Haircutting/Styling	5
_____ BAR 112	Chemical Restructuring of Hair II	7
_____ BAR 113	Structure of Skin, Scalp and Hair	2
_____ BAR 114	Skin, Scalp, Hair, and Facial Treatments	3
_____ BAR 116	Advanced Haircutting/Styling	4

(continued)

_____	BAR 118	Color Application	2
_____	BAR 120	Barber/Styling Practicum/Internship	3
_____	BAR 121	Shop Management/Ownership	4

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Business Administrative Technology

The Business Administrative Technology diploma program is designed to prepare graduates for employment in a variety of positions in today's technology-driven work environment. 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 business administrative technology. Graduates of the program receive a Business Administrative Technology diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

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
A graduate may find employment as a business administrative assistant, medical administrative assistant or in a related field.

Credit Required for Graduation: Minimum of 74 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	ENG 1010	Fundamentals of English I	5
_____	ENG 1012	Fundamentals of English II	5
_____	MAT 1011	Business Mathematics	5
	-or-		
_____	MAT 1012	Foundations of Mathematics	(5)
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	ACC 1101	Principles of Accounting I	6
_____	BUS 1120	Business Document Proofreading and Editing	3
_____	BUS 1130	Document Processing	6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.

_____	BUS 1140	Word Processing	5

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Specific Occupational Courses (Business Administrative Assistant Specialization)

_____ BUS 1240	Office Procedures	5
_____ BUS 2210	Applied Office Procedures	5
_____ BUS 1170	Electronic Communication Applications	5
_____ BUS 2120	Spreadsheet Applications	3
_____ BUS 2150	Presentation Applications	3

Occupational Elective Courses (12 credits from the list below)

_____ BUS 1100	Introduction to Keyboarding	3
_____ BUS 1150	Database Applications	3
_____ BUS 1160	Desktop Publishing	3
_____ BUS 1300	Introduction to Business	5
_____ BUS 2110	Advanced Word Processing	5
_____ BUS 2130	Advanced Spreadsheet Applications	3
_____ BUS 2140	Advanced Database Applications	3
_____ BUS 2160	Electronic Mail Applications	3

Specific Occupational Courses (Medical Administrative Assistant Specialization)

_____ AHS 1011	Anatomy and Physiology	5
_____ AHS 109	Medical Terminology for Allied Health Services	3
_____ BUS 2340	Medical Administrative Procedures	5
_____ BUS 2370	Medical Office Billing/Coding/Insurance	5
_____ MAS 112	Human Diseases	5

Occupational Elective Courses (12 credits from the list below)

_____ BUS 1100	Introduction to Keyboarding	3
_____ BUS 1150	Database Applications	3
_____ BUS 2320	Medical Document Processing/Transcription	5
_____ BUS 2330	Advanced Medical Document Processing/Transcription	5

Computer Information Systems: Computer Support Specialist

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. Program graduates receive a Computer Information Systems Computer Support Specialist diploma and are qualified for employment as computer support specialists.

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 90 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	ENG 1010	Fundamentals of English I	5
_____	ENG 1012	Fundamentals of English II	5
_____	MAT 1013	Algebraic Concepts	5
	-or-		
_____	MAT 1012	Foundations of Mathematics	(5)
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	CIS 103	Operating Systems Concepts	6
_____	CIS 105	Program Design and Development	5
_____	CIS 106	Computer Concepts	5
_____	CIS 122	Microcomputer Installation and Maintenance	7
_____	CIS 127	Adv. Word Processing and Desktop Publ. Techniques	6
_____	CIS 1140	Networking Fundamentals	6
_____	CIS 2228	Comprehensive Spreadsheet Techniques	6
_____	CIS 2229	Comprehensive Database Techniques	6
	-and-		
	Completion of one of the following language courses is required.		
_____	CIS 157	Introduction to Visual Basic	7
	-or-		
_____	CIS 252	Introduction to Java Programming	(7)

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Students must take an additional 15 credit hours from occupationally appropriate courses, pending advisor approval, in order to fulfill the minimum requirements for the Computer Support Specialist diploma.

Occupational Elective Courses (15 credits from the list below)

_____	ACC xxx	Accounting course	x
_____	BUS xxx	Business course	x
_____	CIS xxx	Any CIS course not already req. in current diploma/degree	x
_____	MKT xxx	Marketing Management course	x

Computer Information Systems: Networking Specialist

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. Program graduates receive a Computer Information Systems Networking Specialist diploma and are qualified for employment as networking specialists.

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 90 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	ENG 1010	Fundamentals of English I	5
_____	ENG 1012	Fundamentals of English II	5
_____	MAT 1013	Algebraic Concepts	5
	-or-		
_____	MAT 1012	Foundations of Mathematics	(5)
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	CIS 103	Operating Systems Concepts	6
	-or-		
_____	CIS 2554	Introduction to Linux/Unix	(6)
_____	CIS 105	Program Design and Development	5
_____	CIS 106	Computer Concepts	5
_____	CIS 1140	Networking Fundamentals	6
_____	CIS 122	Microcomputer Installation & Maintenance	7
_____	CIS 157	Introduction to Visual Basic	7
	-or-		
_____	CIS 252	Introduction to Java Programming	(7)
	-and-		

Completion of the CIS Windows Series specialization:

_____	CIS 2149	Implementing Microsoft Windows Professional	6
_____	CIS 2150	Implementing Microsoft Windows Server	6

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_____ CIS 2153   Implementing MS Win Networking Infrastructure   6

_____ CIS 2154   Implementing MS Win Network Directory   6

Students must take an additional 9 credit hours from occupationally appropriate courses, pending adviser approval, in order to fulfill the minimum requirements for the Networking Specialist diploma.

Occupational Elective Courses (9 credits from the list below)

_____	ACC xxx	Accounting course	x
_____	BUS xxx	Business course	x
_____	CIS xxx	Any CIS course not already req. in current diploma/degree	x
_____	MKT xxx	Marketing Management course	x

Cosmetology

The Cosmetology 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. Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

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
Program graduates receive a Cosmetology diploma and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner, or in related employment.

Credit Required for Graduation: Minimum of 82 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	ENG 1010	Fundamentals of English I	5
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	MAT 1012	Foundations of Mathematics	5
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	COS 100	Introduction to Cosmetology Theory	5
_____	COS 101	Introduction to Perm. Waving/Relaxing	4
_____	COS 103	Introduction to Skin, Scalp, and Hair	3
_____	COS 105	Introduction to Shampooing and Styling	4
_____	COS 106	Introduction to Haircutting	3
_____	COS 107	Advanced Haircutting	2
_____	COS 108	Permanent Waving and Relaxing	3
_____	COS 109	Hair Color	6
_____	COS 110	Skin, Scalp, and Hair	3

(continued)

_____	COS 111	Styling	3
_____	COS 112	Manicuring and Pedicuring	3
_____	COS 113	Cosmetology Practicum I	5
_____	COS 114	Cosmetology Practicum II	8
_____	COS 115	Cosmetology Practicum III	5
_____	COS 116	Cosmetology Practicum IV	5
_____	COS 117	Salon Management	4

Criminal Justice

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. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

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
Occupations include correctional officers, private detectives and investigators, security guards, and police and sheriff's patrol officers.

Credit Required for Graduation: Minimum of 73 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	ENG 1010	Fundamentals of English I	5
_____	MAT 1012	Foundations of Mathematics	5
_____	PSY 1010	Basic Psychology	5
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	CRJ 101	Introduction to Criminal Justice	5
_____	CRJ 103	Corrections	5
_____	CRJ 104	Principles of Law Enforcement	5
_____	CRJ 105	Criminal Procedure	5
_____	CRJ 168	Criminal Law	5
_____	CRJ 202	Constitutional Law	5
_____	CRJ 207	Juvenile Justice	5
_____	CRJ 209	Criminal Justice Practicum/Internship	5
_____	CRJ 212	Ethics in Criminal Justice	5

(continued)
Occupational Elective Courses (10 credits from list below)

_____	CRJ 162	Methods of Criminal Investigation	5
_____	CRJ 206	Criminology	5
_____	BUS 1150	Database Applications	3
_____	CIS 106	Computer Concepts	5
_____	ECE 2020	Social Issues & Family Involvement	5
_____	MKT 101	Principles of Management	5
_____	MKT 103	Business Law	5

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Culinary Arts

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. Program graduates receive a Culinary Arts Diploma. 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.

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 92 credit hours

Program Courses		Credits
General Core Courses		
_____ EMP 1000	Interpersonal Relations and Prof. Development	3
_____ ENG 1010	Fundamentals of English I	5
_____ MAT 1012	Foundations of Mathematics	5
_____ SCT 100	Introduction to Microcomputers	3
Occupational Courses		
_____ CUL 100	Professionalism in Culinary Arts	3
_____ CUL 110	Food Service Sanitation and Safety	3
_____ CUL 112	Principles of Cooking	6
_____ CUL 114	American Regional Cuisine	5
_____ CUL 116	Food Service Purchasing and Control	3
_____ CUL 121	Baking Principles I	5
_____ CUL 122	Baking Principles II	5
_____ CUL 127	Banquet Preparation and Presentation	4
_____ CUL 129	Front of the House Services	3
_____ CUL 130	Pantry, Hors D' Oeuvres and Canapés	5
_____ CUL 132	Garde Manger	5
_____ CUL 133	Food Service Leadership and Decision Making	5
_____ CUL 137	Nutritional Food and Menu Development	3

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_____	CUL 215	Contemporary Cuisine I	5
_____	CUL 220	Contemporary Cuisine II	5
_____	CUL 216	Practicum/Internship	11

-or-

_____	CUL 124	Restaurant and Hotel Baking	6

-and-

_____	CUL 224	International Cuisine	6

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Drafting Technology

The Drafting Technology diploma program is designed to prepare students for employment in a variety of positions in the drafting 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 drafting. Graduates of the program receive a Drafting Technology Diploma with either Mechanical or Architectural Specialization.

Career Opportunities
A graduate may find employment as a drafter or various other occupations in the drafting/AutoCAD field.

Credit Required for Graduation: Minimum of 77 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	EMP 1000	Interpersonal Relations and Prof. Development	3
_____	ENG 1010	Fundamentals of English I	5
_____	MAT 1013	Algebraic Concepts	5
_____	MAT 1015	Geometry and Trigonometry	5
_____	SCT 100	Introduction to Microcomputers	3
	Fundamental Occupational Courses – All Specializations		
_____	DDF 100	Drafting Fundamentals	6
_____	DDF 102	Size and Shape Description I	5
_____	DDF 107	CAD Fundamentals	6
_____	DDF 111	Intermediate CAD	6
_____	DDF 112	3D Drawing and Modeling	6
	Specific Occupational Courses (Mechanical Specialization)		
_____	DDF 103	Size and Shape Description II	5
_____	DDF 105	Auxiliary Views	3
_____	DDF 106	Fasteners	6
_____	DDF 108	Intersections and Developments	5
_____	DDF 109	Assembly Drawing I	5
_____	XXXxxx	General Elective	3

(continued)
Specific Occupational Courses (Architectural Specialization)

_____	DDS 203	Surveying I	3
	-or-		
_____	DDS 204	Estimating	(3)
_____	DDS 205	Residential Architectural Drawing I	6
_____	DDS 207	Mechanical Systems for Architectural	3
_____	DDS 208	Residential Architectural Drawing II	6
_____	XXXxxx	General Elective	9

Early Childhood Care and Education Diploma

The Early Childhood Care and Education program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and have the qualifications of early childhood care and education provider. To be employed in child care 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 or internship.

Career Opportunities
Graduates may find employment as private pre-school teachers, household childcare workers, self-employed childcare providers, or Head Start assistant.

Credit Required for Graduation: Minimum of 73 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	ENG 1010	Fundamentals of English I	5
_____	MAT 1012	Foundations of Mathematics	5
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	ECE 1010	Introduction to Early Childhood Care and Education	5
_____	ECE 1012	Curriculum Development	3
_____	ECE 1013	Art for Children	3
_____	ECE 1014	Music and Movement	3
_____	ECE 1021	Early Childhood Care and Education Practicum	3
	-or-		
_____	ECE xxxx	Occupational Elective	(3)
_____	ECE 1022	Early Childhood Care and Education Practicum II	3
	-or-		
_____	ECE xxxx	Occupational Elective	(3)
_____	ECE 1030	Human Growth and Development I	5
_____	ECE 1050	Health, Safety, and Nutrition	5
_____	ECE 2020	Social Issues and Family Involvement	5

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_____	ECE 2115	Language Arts and Literature	5
_____	ECE 2116	Math and Science	5
_____	ECE 2240	Early Childhood Care and Education Internship	12

Electrical Control Systems

The Electrical Control Systems diploma program is a sequence of courses designed to prepare students for employment in a variety of positions within the industrial production equipment electrical 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. Graduates of the program receive an Electrical Control Systems diploma that qualifies them for employment as industrial electricians or industrial control technicians.

Career Opportunities
A graduate may find employment as an industrial electrician, industrial control technician, or in related employment.

Credit Required for Graduation: Minimum of 78 credit hours

Program Courses		Credits
General Core Courses		
EMP 1000	Interpersonal Relations and Professional Development	3
ENG 1010	Fundamentals of English I	5
MAT 1013	Algebraic Concepts	5
SCT 100	Introduction to Microcomputers	3
Occupational Courses		
IDS 101	Industrial Computer Applications	5
IDS 103	Industrial Wiring	6
IDS 105	DC and AC Motors	3
IDS 110	Fundamentals of Motor Controls	3
IDS 113	Magnetic Starters and Braking	3
IDS 115	Two-Wire Control Circuits	2
IDS 121	Advanced Motor Controls	2
IDS 131	Variable Speed Motor Control	3
IDS 141	Basic Industrial PLCs	6
IDS 142	Industrial PLCs	6
IDS 209	Industrial Instrumentation	6
IFC 100	Industrial Safety Procedures	2
IFC 101	Direct Current Circuits I	4

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_____	IFC 102	Alternating Current I	4
_____	IFC 103	Solid State Devices I	4
_____	XXXxxx	Occupational elective approved by advisor	3

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Electronics Technology

The Electronics Technology diploma program is a sequence of courses that prepares 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. Program graduates receive an Electronics Technology diploma which qualifies them as electronics technicians with a specialization in computer electronics, general electronics, industrial electronics, or telecommunications electronics.

Career Opportunities

Graduates may find employment as a specialized industrial or specialized general electronics technician, assembler, tester, repairer, and calibrator.

Credit Required for Graduation: Minimum of 90 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	ENG 1010	Fundamentals of English I	5
_____	MAT 1013	Algebraic Concepts	5
_____	MAT 1017	Trigonometry	5
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	ELC 104	Soldering Technology	2
_____	ELC 108	Direct Current Circuits II	4
_____	ELC 110	Alternating Current II	4
_____	ELC 115	Solid State Devices II	4
_____	ELC 117	Linear Intergraded Circuits	4
_____	ELC 118	Digital Electronics I	4
_____	ELC 119	Digital Electronics II	4
_____	ELC 120	Microprocessors Fundamentals	4
_____	IFC 100	Industrial Safety Procedures	2
_____	IFC 101	Direct Current Circuits I	4
_____	IFC 102	Alternating Current I	4
_____	IFC 103	Solid State Devices I	4

(Specializations on next page)

(continued)

Specific Occupational Courses (General Electronics Technology Specialization)

_____	XXXxxx	Occupational elective(s) approved by advisor	25

Specific Occupational Courses (Industrial Electronics Technology Specialization)

_____	ELC 211	Process Controls	6
_____	ELC 212	Motor Controls	6
_____	ELC 213	Programmable Controllers	5
_____	ELC 214	Mechanical Devices	3
_____	ELC 215	Fluid Power	3
_____	ELC 216	Robotics	2

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Fire Science Technology

The Fire Science Technology 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. Program graduates receive a Fire Science Technology diploma. This program is offered by the Fire Science Technology (FSC) department.

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

Credit Required for Graduation: Minimum of 86 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	ENG 1010	Fundamentals of English I	5
_____	MAT 1012	Foundations of Mathematics	5
_____	EMP 1000	Interpersonal Relations and Professional Development	3
	Occupational Courses		
_____	FSC 101	Introduction to Fire Science	5
_____	FSC 110	Fire Administration- Supervision and Leadership	5
_____	FSC 121	Fire Fighting Strategy and Tactics	5
_____	FSC 132	Fire Service Instructor	5
_____	FSC 141	Hazardous Materials	5
_____	FSC 151	Fire Prevention and Inspection	5
_____	FSC 161	Fire Service Safety and Loss Control	5
_____	FSC 201	Fire Administration- Management	5
_____	FSC 210	Fire Service Hydraulics	5
_____	FSC 220	Fire Protection Systems	5
_____	FSC 230	Fire Service Building Construction	5
_____	FSC 241	Incident Command	5
_____	FSC 270	Fire/Arson Investigation	5
_____	SCT 100	Introduction to Microcomputers	3
_____	XXX xxxx	Occupational elective course approved by advisor	5

Industrial Electrical Technology

The Industrial Electrical Technology program is a sequence of courses designed to prepare students for careers in industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment. Program graduates receive an Industrial Electrical Technology diploma.

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 an entry level industrial electrician.

Credit Required for Graduation: Minimum of 88 credit hours

Program Courses		Credits
General Core Courses		
_____ EMP 1000	Interpersonal Relations and Professional Development	3
_____ ENG 1010	Fundamentals of English I	5
_____ MAT 1012	Foundations of Mathematics	5
_____ SCT 100	Introduction to Microcomputers	3
Occupational Courses		
_____ ELT 106	Electrical Prints, Schematics, and Symbols	4
_____ ELT 107	Commercial Wiring I	5
_____ ELT 108	Commercial Wiring II	5
_____ ELT 109	Commercial Wiring III	5
_____ ELT 111	Single-Phase and Three-Phase Motors	5
_____ ELT 112	Variable Speed/Low Voltage Controls	3
_____ ELT 116	Transformers	4
_____ ELT 117	National Electrical Code Industrial Applications	4
_____ ELT 118	Electrical Controls	5
_____ ELT 119	Electricity Principles II	4
_____ ELT 120	Residential Wiring I	5
_____ ELT 121	Residential Wiring II	6
_____ ELT 122	Industrial PLCs	6
_____ IFC 100	Industrial Safety Procedures	2
_____ IFC 101	Direct Current Circuits I	4

(continued)

Occupational Elective Courses (5 credits from the list below)

_____	ACT 100	Refrigeration Fundamentals	4
_____	ELT 115	Diagnostic Troubleshooting	3
_____	MKT 100	Introduction to Marketing	5
_____	MKT 101	Principles of Management	5
_____	MKT 103	Business Law	5
_____	MCH 101	Introduction to Machine Tool	6
_____	WLD 133	Metal Welding and Cutting Techniques	3

Industrial Mechanical Systems

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. Graduates of the program receive an Industrial Mechanical Systems, diploma that qualifies them for employment as an industrial maintenance mechanic.

Career Opportunities
Graduates of the Industrial Mechanical Systems diploma program are prepared for entry-level employment or career advancement as an industrial mechanic in a wide range of industrial settings.

Credit Required for Graduation: Minimum of 76 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	ENG 1010	Fundamentals of English I	5
_____	MAT 1012	Foundations of Mathematics	5
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	IDS 102	Print Reading and Problem Solving	4
_____	IDS 107	Basic Mechanics	5
_____	IDS 109	Mechanical Laws and Principles	7
_____	IDS 215	Industrial Mechanics I	6
_____	IDS 221	Industrial Fluidpower	7
_____	IDS 231	Pumps and Piping Systems	2
_____	IDS 241	Maintenance for Reliability	7
_____	IFC 100	Industrial Safety Procedures	2
_____	MCH 109	Lathe Operations I	6
	-or-		
_____	IDS 110	Fundamentals of Motor Controls	(3)
	-and-		
_____	IDS 225	Advanced Pneumatics	(4)

(continued)

_____WLD 133	Metal Welding and Cutting	3

-and-

Completion of one of the following groups of courses is required (11 credits):

_____IDS 104	Applied Electricity AC/DC	7
_____XXX xxx	Occupationally related elective course approved by advisor	4

-or-

_____IFC 101	Direct Current Circuits I	(4)
_____IFC 102	Alternating Current I	(4)
_____IDS 105	DC and AC Motors	(3)

Industrial Systems Technology

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, plc's, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems technology diploma that qualifies them for employment as industrial electricians or industrial systems technicians.

Career Opportunities
Graduates of the Industrial Systems Technology diploma program may find employment with any industrial enterprise or manufacturing concern. Maintenance skills will increase in demand as industry becomes more dependent on mechanized manufacturing and control systems. Program graduates will be trained to take their place within the maintenance structure of modern industrial concerns.

Credit Required for Graduation: Minimum of 90 credit hours

	Program Courses	Credits
	General Core Courses	
_____ EMP 1000	Interpersonal Relations and Professional Development	3
_____ ENG 1010	Fundamentals of English I	5
_____ MAT 1013	Algebraic Concepts	5
_____ SCT 100	Introduction to Microcomputers	3
	Occupational Courses	
_____ IDS 101	Industrial Computer Applications	5
-or-		
_____ IDS 107	Basic Mechanics	5
_____ IDS 103	Industrial Wiring	6
_____ IDS 105	DC and AC Motors	3
_____ IDS 110	Fundamentals of Motor Controls	3
_____ IDS 113	Magnetic Starters and Braking	3
_____ IDS 115	Two-Wire Control Circuits	2
_____ IDS 121	Advanced Motor Controls	2
_____ IDS 131	Variable Speed Motor Control	3
_____ IDS 141	Basic Industrial PLCs	6
_____ IDS 142	Industrial PLCs	6

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_____	IDS 209	Industrial Instrumentation	6
_____	IDS 215	Industrial Mechanics	6
_____	IDS 221	Industrial Fluidpower	7
_____	IDS 231	Pumps and Piping Systems	2
_____	IFC 100	Industrial Safety Procedures	2
_____	IFC 101	Direct Current Circuits I	4
_____	IFC 102	Alternating Current I	4
_____	IFC 103	Solid State Devices I	4

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Machine Tool Technology: CNC Technology

The CNC Technology diploma contains a sequence of courses that prepare the student for employment in the modern world machine shop environment. This program emphasizes a combination of hands-on skills training with manually operated equipment and computer numerically controlled equipment. Graduates from this program are ready to enter the work force as CNC operators with fixture design and programming skills under their belt. Beginning with drill presses and saws, the student will progress through the training by learning safe set-up and operation of all the basic manual machine tools in the shop. This equipment includes the vertical milling machine, engine lathe, surface grinders and cylindrical grinder. The student then moves onto the CNC equipment with set-up skills on both the CNC machining center and CNC turning center. The student learns safe set-up, operation and programming of these machines. Along with manual programming of the CNC machines, the student learns basic computer skills and CAD/CAM programming ability. Areas of blueprint reading, metallurgy/heat treatment, applied shop math, and fixture design are also focused upon.

NOTE: The program will be available Fall Quarter 2010.

Career Opportunities
A graduate may find employment as a CNC operator or machine tool technician or in a related field.

Credit Required for Graduation: Minimum of 88 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	ENG 1010	Fundamentals of English I	5
_____	MAT 1012	Fundamentals of Mathematics	5
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	MCH 101	Introduction to Machine Tool	6
_____	MCH 102	Blueprint Reading I	5
_____	MAT 1013	Algebraic Concepts	5
	-or-		
_____	MCH 104	Machine Tool Math I	(5)
_____	MAT 1015	Geometry and Trigonometry	5
	-or-		
_____	MCH 105	Machine Tool Math II	(5)
_____	MCH 107	Characteristics of Metals/Heat Treatment	4
_____	MCH 109	Lathe Operations I	6
_____	MCH 112	Surface Grinder Operations	3
_____	MCH 115	Mill Operations I	6

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_____	MCA 211	CNC Fundamentals	7
_____	MCA 213	CNC Mill Manual	7
_____	MCA 215	CNC Lathe Manual Programming	7
_____	MCA 219	CAD/CAM Programming	6
_____	MCH/MCA xxx	Occupationally related elective approved by adviser	5

Machine Tool Technology

The Machine Tool Technology 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. Program graduates receive a Machine Tool Technology diploma and have the qualifications of a machine tool technician.

Career Opportunities
A graduate may find employment as a machine tool technician or in a related field.

Credit Required for Graduation: Minimum of 85 credit hours

	Program Courses		**Credits**
	General Core Courses		
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	ENG 1010	Fundamentals of English I	5
_____	MAT 1012	Foundations of Mathematics	5
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	MCH 101	Introduction to Machine Tool	6
_____	MCH 102	Blueprint Reading I	5
_____	MAT 1013	Algebraic Concepts	5
	-or-		
_____	MCH 104	Machine Tool Math I	(5)
_____	MAT 1015	Geometry and Trigonometry	5
	-or-		
_____	MCH 105	Machine Tool Math II	(5)
_____	MCH 107	Characteristics of Metals/Heat Treatment	4
_____	MCH 109	Lathe Operations I	6
_____	MCH 110	Lathe Operations II	6
_____	MCH 112	Surface Grinder Operations	3
_____	MCH 114	Blueprint Reading II	5
_____	MCH 115	Mill Operations I	6
_____	MCH 116	Mill Operations II	6
_____	MCA 211	CNC Fundamentals	7

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Occupational Elective Courses (5 credits from the list below)

_____MCH 103   Applied Measurement   5

_____MCH 152   Industrial Machine Applications   6

Management and Supervisory Development

The Management and Supervisory Development program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities that introduce, develop and reinforce academic and occupational knowledge, skills and attitudes required for job acquisition, retention and advancement. Graduates of the program receive a Management and Supervisory Development diploma.

Career Opportunities
A graduate may find employment as a management and/or supervisor assistant or trainee or in related occupations.

Credit Required for Graduation: Minimum of 90 credit hours

	Program Courses		Credits
	General Core Courses		
_____	EMP 1000	Interpersonal Relations and Professional Development	3
_____	ENG 1010	Fundamentals of English I	5
_____	ENG 1012	Fundamentals of English II	5
_____	MAT 1011	Business Mathematics	5
_____	SCT 100	Introduction to Microcomputers	3
	Occupational Courses		
_____	ACC 1101	Principles of Accounting	6
_____	MSD 100	Principles of Management	5
	-or-		
_____	MKT 101	Principles of Management	(5)
_____	MSD 101	Organizational Behavior	5
_____	MSD 102	Employment Law	5
	-or-		
_____	MKT 103	Business Law	(5)
_____	MSD 103	Leadership	5
_____	MSD 104	Human Resource Management	5
_____	MSD 106	Performance Management	5
_____	MSD 112	Introduction to Business and Economics	5
	-or-		
_____	MKT 104	Principles of Economics	(5)
_____	MSD 113	Business Ethics	5
_____	MSD 114	Management Communications Technologies	5

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_____	MSD 210	Team Project	5
_____	MSD 220	Management Occupation Based Instruction	3
_____	XXXxxx	Occupational Electives approved by adviser	10

Marketing Management

The Marketing Management 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 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 marketing management. Graduates of the program receive a Marketing Management diploma in marketing administration.

Career Opportunities
Graduates may find employment as Display Managers, Buyers, Advertising Managers, Retail Store Managers, Tellers, Apparel Trimmings Sales Representatives, Fashion Accessories Salesperson, General Merchandise Salesperson, Merchandise Displayer, Department Manager, or many other marketing related jobs. Any of the above Career Opportunities may also provide the graduate experience to assist in opening his/her own business.

Credit Required for Graduation: Minimum of 85 credit hours

Program Courses		Credits
General Core Courses		
_____ ENG 1010	Fundamentals of English I	5
_____ ENG 1012	Fundamentals of English II	5
_____ EMP 1000	Interpersonal Relations and Professional Development	3
_____ MAT 1011	Business Mathematics	5
_____ SCT 100	Introduction to Microcomputers	3
Occupational Courses		
_____ MKT 100	Introduction to Marketing	5
_____ MKT 101	Principles of Management	5
-or-		
_____ MSD 100	Management Principles	(5)
_____ MKT 103	Business Law	5
_____ MKT 104	Principles of Economics	5
_____ MKT 106	Fundamentals of Selling	5

-and-
Completion of the following specialization:

Specific Occupational Courses (Marketing Administration Specialization)		
_____ ACC 1101	Principles of Accounting I	6
_____ MKT 108	Advertising	4

(continued)

_____MKT 109	Visual Merchandising	4
-or-		
_____MKT 232	Advanced Selling	(4)
_____MKT 110	Entrepreneurship	8
_____MKT 122	Buying & Merchandise Management	5
-or-		
_____MKT 228	Advanced Marketing	(5)
_____MKT 130	Marketing Administrations O.B.I. I	3
_____MKT 131	Marketing Administration O.B.I. II	3

Occupational Elective Courses (6 credits from the list below)

_____ACC 1102	Accounting	6
_____ACC 1103	Principles of Accounting	6
_____ACC 1104	Computerized Accounting	3
_____BUS 1130	Document Processing	6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.

_____BUS 1140	Word Processing	5
_____BUS 1150	Database Applications	3
_____BUS 1240	Office Procedures	5
_____BUS 2120	Spreadsheet Applications	3
_____CIS 103	Operating Systems Concepts	6
_____MKT 123	Small Business Management	5

Medical Assisting

The Medical Assisting Diploma program is designed to prepare students for employment in a variety of positions in today's medical offices. Medical Assisting students benefit from a challenging and varied program that combines instruction through traditional classroom courses, and "real world" experiences through on-the-job practicums in physician's offices. Administrative and clinical courses are included in the program to ensure that students receive training in all aspects of the physician's office. Instruction is provided in typing, accounting, filing, insurance management, office management, medical terminology, anatomy and physiology, pharmacology, lab techniques, venipuncture, EKG, CPR, injections, vital signs, and special techniques for assisting the physician. Program graduates receive a diploma. Graduates electing to take the certification exam may do so through the American Association of Medical Assistants, or may take the registry certification exam offered by American Medical Technologists.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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 April 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* – AHS 1011, AHS 104, AHS 109, BUS 1130, ENG 1010, MAT 1012, PSY 1010, and SCT 100.
- 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. 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 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:
- The academic performance demonstrated in the required Level I courses will comprise 75% of the overall score (ENG 1010, MAT1012, PSY 1010, SCT 100, AHS 1011, AHS 104, AHS 109, BUS 1130).
- The score on the Psychological Services Bureau Health Occupations Aptitude Exam will comprise 25% 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 quarter at the Murphy Campus and the LaGrange Campus. If a class is failed (below C) or not completed, the student must reapply the following April 1.

Credit Required for Graduation: Minimum of 84 credit hours

Program Courses		Credits
General Core Courses		
_____ ENG 1010	Fundamentals of English I	5
_____ MAT 1012	Foundations of Mathematics	5
_____ PSY 1010	Basic Psychology	5
_____ SCT 100	Introduction to Microcomputers	3
Occupational Courses		
_____ AHS 1011	Anatomy and Physiology	5
_____ AHS 104	Introduction to Health Care	3
_____ AHS 109	Medical Terminology for Allied Health Sciences	3
_____ BUS 1130	Document Processing	6
* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.		
_____ MAS 101	Legal Aspects of the Medical Office	3
_____ MAS 103	Pharmacology	5
_____ MAS 106	Medical Office Procedures	5
_____ MAS 108	Medical Assisting Skills I	6

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_____	MAS 109	Medical Assisting Skills II	6
_____	MAS 110	Medical Insurance Management	3
_____	MAS 111	Administrative Practice Management	4
_____	MAS 112	Human Diseases	5
_____	MAS 117	Medical Assisting Practicum	8
_____	MAS 118	Medical Assisting Seminar	4

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Paramedic Technology

The Paramedic Technology program prepares students for employment in paramedic positions in today's health services field. The Paramedic 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 provides opportunities to upgrade present knowledge and skills from the basic EMT level to retrain as a paramedic. Graduates of the program receive a Paramedic Technology diploma and are eligible to sit for the National Registry Paramedic certification test.

NOTE: Prospective applicants should note that the tuition and fees for this program are higher than for other programs, totaling $4,368.

Career Opportunities
The Paramedic Technology program prepares students for employment in paramedic positions in today's health services field. Employment of emergency medical technicians and paramedics is expected to grow faster than the average for all occupations through 2010. Population growth and urbanization will increase the demand for full-time paid EMTs and paramedics.

Competitive Selection Process
Level I: Paramedic Technology Preparatory/Core Courses
The annual Level I deadline is February 1.

To be eligible for the Paramedic Technology program selection, the student must meet the following requirements by the February 1 deadline. The student:
- Must complete the West Georgia student application process and achieve regular status program.
- Must possess current National Registry EMT Basic or National Registry EMT Intermediate certification or possess current State of Georgia EMT-B or EMT-I certification .
- Must be in good academic standing with the College
- Must possess certification in CPR by the American Heart Association/BLS for the Healthcare Provider.
- Must submit a Competitive Progression File Review Request to the Office of Student Affairs and attach documentation of National Registry EMT Basic or Intermediate certification.
- Must complete AHS 1011, ENG 1010, MAT 1012, and SCT 100 with a minimum grade of *C* and the official record of completion received by the Office of Student Affairs by March 31.

Level II: Paramedic Technology Competitive Selection
Due to the unique admissions requirements of the Paramedic Technology program, the number of students completing Level I requirements does not usually exceed the number of seats available in the Level III Occupational and Clinical Courses. Students completing all Level I requirements are eligible for enrollment. However, at any time that there are more students than there are seats available, students will be admitted in the order they complete all Level I requirements. Students not receiving a seat during the current year will be enrolled the following year.

Level III: Paramedic Technology Occupational and Clinical Courses

Students admitted to the Paramedic Technology program will complete the occupational and clinical program courses in a prescribed sequence as a class unit. A class is admitted beginning each spring quarter.

Credit Required for Graduation: Minimum of 79 credit hours

Program Courses		Credits
General Core Courses		
_____ AHS 1011	Anatomy and Physiology	5
_____ ENG 1010	Fundamentals of English I	5
_____ MAT 1012	Foundations of Mathematics	5
_____ SCT 100	Introduction to Microcomputers	3
Occupational Courses		
_____ EMS 126	Introduction to the Paramedic Profession	3
_____ EMS 127	Patient Assessment	4
_____ EMS 128	Applied Physiology and Pathophysiology	3
_____ EMS 129	Pharmacology	4
_____ EMS 130	Respiratory Function and Management	5
_____ EMS 131	Trauma	5
_____ EMS 132	Cardiology I	5
_____ EMS 133	Cardiology II	4
_____ EMS 134	Medical Emergencies	5
_____ EMS 135	Maternal/Pediatric Emergencies	5
_____ EMS 136	Special Patients	2
_____ EMS 200	Clinical Application of Advanced Emergency Care	11
_____ EMS 201	Summative Evaluations	5

Practical Nursing

The Practical Nursing diploma program is a sequence of courses designed to prepare graduates for entry-level employment as a practical nurse. The program includes various academic and occupational courses and clinical experiences that assist the student in acquiring the needed knowledge and skills to provide competent nursing care, as well as attitudes required for job acquisition, retention, and advancement. Completion of the program of study leads to a diploma in Practical Nursing. Program graduates are eligible to sit for State Board licensure examination.

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
A graduate may find employment as a licensed practical nurse in hospitals, physician's 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 April 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*: AHS 1011, AHS 104, AHS 109, ENG 1010, MAT 1012, PSY 1010, and SCT 100.
- 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. There is a fee required for this exam. Students are allowed to attempt the exam twice 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 the 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:
- The academic performance demonstrated in the required Level I courses will comprise 50% of the overall score.
- The score on the Psychological Services Bureau Health Occupations Aptitude Exam will comprise 50% 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 95 credit hours

Program Courses		**Credits**
General Core Courses		
_____ENG 1010	Fundamentals of English I	5
_____MAT 1012	Foundations of Mathematics	5
_____PSY 1010	Basic Psychology	5
_____SCT 100	Introduction to Microcomputers	3
Occupational Courses		
_____AHS 1011	Anatomy Physiology	5
_____AHS 102	Drug Calculation and Administration	3
_____AHS 103	Nutrition and Diet Therapy	2
_____AHS 104	Introduction to Health Care	3
_____AHS 109	Medical Terminology	3
_____NPT 112	Medical-Surgical Nursing I Practicum	7
_____NPT 113	Medical-Surgical Nursing II Practicum	7
_____NPT 212	Pediatric Nursing Practicum	2
_____NPT 213	Obstetrical Nursing Practicum	3
_____NPT 215	Nursing Leadership Practicum	2
_____NSG 110	Nursing Fundamentals	10

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_____NSG 112	Medical-Surgical Nursing I	9
_____NSG 113	Medical-Surgical Nursing II	9
_____NSG 212	Pediatric Nursing	5
_____NSG 213	Obstetrical Nursing	5
_____NSG 215	Nursing Leadership	2

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Surgical Technology

The Surgical Technology diploma program prepares students for employment in a variety of positions in today's surgical technology profession. Students are prepared to function in association with nurses and surgeons to help provide the best possible care of the surgical patient. They gain knowledge and experience with aseptic technique, and preparation and use of instruments and supplies to be used in surgery during surgical procedures. This program is designed for the students to obtain entry level positions in surgical technology and to achieve certification after successful completion of the program. All textbooks are to be purchased at the beginning of the first quarter of the program. These books will be used during the entire program. Upon completion of the program, students have the option of becoming certified through The National Board of Surgical Technologists and Surgical First Assists.

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
Surgical technologists are in demand for employment 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 April 1.

The following requirements must be completed by the April 1 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: AHS 1011, AHS 104, AHS 109, ENG 1010, MAT 1012, PSY 1010, and SCT 100.
- 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. 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 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:
- The academic performance demonstrated in the required Level I courses will comprise 75% of the overall score.

- The score on the Psychological Services Bureau Health Occupations Aptitude Exam will comprise 25% 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 quarter.

Credit Required for Graduation: Minimum of 87 credit hours

Program Course		Credits
General Core Courses		
_____ ENG 1010	Fundamentals of English I	5
_____ MAT 1012	Foundations of Mathematics	5
_____ PSY 1010	Basic Psychology	5
_____ SCT 100	Introduction to Microcomputers	3
Occupational Courses		
_____ AHS 1011	Anatomy and Physiology	5
_____ AHS 104	Introduction to Health Care	3
_____ AHS 109	Medical Terminology for Allied Health Sciences	3
_____ SUR 101	Introduction to Surgical Technology	6
_____ SUR 102	Principles of Surgical Technology	5
_____ SUR 108	Surgical Microbiology	3
_____ SUR 109	Surgical Patient Care	3
_____ SUR 110	Surgical Pharmacology	3
_____ SUR 112	Introductory Surgical Practicum	7
_____ SUR 203	Surgical Procedures I	6
_____ SUR 204	Surgical Procedures II	6
_____ SUR 213	Specialty Surgical Practicum	8
_____ SUR 214	Advanced Specialty Surgical Practicum	8
_____ SUR 224	Seminar in Surgical Technology	3

Welding & Joining Technology

The Welding and Joining Technology diploma program is a sequence of courses designed to prepare a graduate for entry-level employment in welding and joining. 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. Completion of the program of study leads to a diploma in Welding and Joining Technology. Program graduates are eligible to take American Welding Society (AWS) certification examinations.

Career Opportunities
A graduate may find employment as an oxyfuel cutter, oxyacetylene welder, shielded metal arc welder, GTAW/TIG welder, GMAW/MIG welder, automatic cutting machine operator or in related employment.

Credit Required for Graduation: Minimum of 75 credit hours

Program Course		**Credits**
General Core Courses		
_____EMP 1000	Interpersonal Relations and Professional Development	3
_____ENG 1010	Fundamentals of English I	5
_____MAT 1012	Foundations of Mathematics	5
_____SCT 100 Introduction to Microcomputers		3
Occupational Courses		
_____WLD 100	Introduction to Welding Technology	6
_____WLD 101	Oxyfuel Cutting	4
_____WLD 103	Blueprint Reading I	3
_____WLD 104	Shielded Metal Arc Welding I	6
_____WLD 105	Shielded Metal Arc Welding II	6
_____WLD 106	Shielded Metal Arc Welding III	6
_____WLD 107	Shielded Metal Arc Welding IV	6
_____WLD 108	Blueprint Reading	3
_____WLD 109	Gas Metal Arc Welding (MIG)	6
_____WLD 110	Gas Tungsten Arc Welding (TIG)	4
_____WLD 112	Preparation for Industrial Qualification	4
_____WLD 160	Welding and Joining Technology Half-time Internship	5
-or-		
Occupational Elective Course (5 credits from the list below)		
_____WLD 150	Advanced Gas Tungsten Arc Welding	(5)

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_____WLD 151	Fabrication Practices	(5)
_____WLD 152	Pipe Welding	(5)
_____WLD 153	Flux Cored Arc Welding	(5)
_____WLD 154	Plasma Cutting	(5)

Certificate Programs

Accounting

    Office Accounting Specialist

Air Conditioning

    Air Conditioning Electrical Technician

    Air Conditioning Repair

    Air Conditioning Technician Assistant

Automotive

    Automotive Brake Technician

    Automotive Electrical/Electronic Technician

    Automotive Engine Performance Technician

    Automotive Engine Repair Technician

    Automotive HVAC Technician

    Automotive Suspension and Steering Technician

    Automatic Transmission/Transaxle Repair

Business Administration

    Administrative Support Assistant

    Medical Billing Clerk

    Medical Language Specialist

    Medical Office Assistant

    Microsoft Excel Application User

    Microsoft Networking Service Technician

    Microsoft Office Applications Professional

    Microsoft Word Application Professional

    Technical Communications

CAD Operator Training

    Mechanical

    CATIA Technician

Certified Personal Trainer

Commercial Truck Driving

Commercial Straight Truck and Passenger Driving

Computer Information Systems

    Game Development Specialist

    Help Desk Specialist

    PC Repair and Network Technician

Cosmetology

    Cosmetic Esthetician

    Shampoo Technician

Criminal Justice

    Law Enforcement Technician

Culinary Services

    Food Production Worker

    Prep Cook

Dental Assisting

    Advanced

    Basic

Early Childhood Care and Education

    Child Development Specialist

    Infant and Toddler Care Specialist

Electrical/Electronics/Industrial

    Certified Manufacturing Specialist

    Electronics Repair Technician

    Industrial Electrician

Emergency Services

    Emergency Medical Technician – Basic

    Emergency Medical Technician – Intermediate

    Fire Fighter I

Healthcare Assistant

Healthcare Science

Heavy Diesel Service Technician

Machine Tool

    Basic Machining Operator

    CNC Specialist

Management and Supervisory Development

    Service Sector Management Specialist

    Technical Management Specialist

Medical Coding

Patient Care Assisting

Patient Care Technician

Pharmacy Assistant

Phlebotomy Technician

Radiography

    Computed Tomography Specialist

    Mammography

Welding

    Flat Shielded Metal Arc Welder

    Gas Metal Arc Welder

    Gas Tungsten Arc Welder

    Overhead Shielded Metal Arc Welder

    Pipe Welder

Accounting - Office Accounting Specialist

The Office Accounting Specialist certificate is designed to provide basic entry-level accounting skills.

Career Opportunities
Graduates may be employed as an entry-level accounting assistant.

Credit Required for Completion: 18 credit hours

Program Courses			Credits
_____	ACC 1101	Principles of Accounting I	6
_____	ACC 1102	Principles of Accounting II	6
_____	ACC 1104	Computerized Accounting	3
_____	SCT 100	Introduction to Microcomputers	3

Air Conditioning Electrical Technician

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. Students may enter day and evening classes at the beginning of any quarter as openings become available.

Career Opportunities
Graduates may find employment as service technician helper, in plant maintenance, or in sales.

Credit Required for Completion: 20 credit hours

Program Courses			Credits
_____	ACT 103	Electrical Fundamentals	7
_____	ACT 104	Electric Motors	4
_____	ACT 105	Electrical Components	5
_____	ACT 106	Electrical Control Systems & Installation	4

Air Conditioning Repair

The Air Conditioning Repair technical certificate of credit program is designed to prepare graduates for entry-level careers in the heating and air conditioning industry. It consists of a sequence of courses that prepares graduates for entry-level employment assisting air conditioning technicians or to function at a basic level as an air conditioning repair person. The program provides learning opportunities which introduce, develop, and reinforce 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. Completion of the program of study leads to a certificate in Air Conditioning Repair.

Career Opportunities
A graduate may find entry-level employment as an air conditioning repair person or in related employment.

Credit Required for Completion: 26 credit hours

Program Courses		Credits
_____ ACT 100	Refrigeration Fundamentals	4
_____ ACT 103	Electrical Fundamentals	7
_____ ACT 104	Electrical Motors	4
_____ ACT 110	Gas Heating Systems	5
_____ ACT 111	Heat Pumps & Related Systems	6

Air Conditioning Technician Assistant

The Air Conditioning Technician Assistant technical certificate of credit is a series of courses that prepares a student for an entry level position as an Air Conditioning Technician Assistant. Graduates of the program are prepared for immediate employment in the air conditioning field and may apply the courses toward the Air Conditioning diploma.

Career Opportunities
Graduates may find entry-level employment as a service technician helper, in plant maintenance, or in sales.

Credit Required for Completion: 18 credit hours

Program Courses		Credits
_____ ACT 100	Refrigeration Fundamentals	4
_____ ACT 101	Principles/Practices of Refrigeration	7
_____ ACT 102	Refrigeration System Components	7

Automotive

Automotive Brake Technician

The Automotive Brake Technician certificate program provides students with entry-level skills for entering the automotive industry as brake technicians. This program includes fundamental hydraulics, braking systems theory, operation, drum brakes, disc brakes, power assisted brakes, anti lock braking systems, brake system diagnostics, brake system repair, and brake system servicing.

Career Opportunities
Graduates may find employment as automotive brake technician apprentices, technician's helpers, general brake service technicians, and brake maintenance technicians.

Credit Required for Completion: 17 credit hours

	Program Courses		Credits
_____	AUT 120	Introduction to Automotive Technology	3
_____	AUT 122	Electrical and Electronic Systems	6
_____	AUT 130	Brake Systems	4
_____	AUT 214	Adv. Electronic Controlled Brake System Diagnosis	4

Automotive Electrical/Electronic Technician

This program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic systems as an entry-level automotive technician. Topics include automotive batteries, starting systems, charging systems, instrumentation, lighting, and 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: 19 credit hours

	Program Courses		Credits
_____	AUT 120	Introduction to Automotive Technology	3
_____	AUT 122	Electrical and Electronic Systems	6
_____	AUT 124	Battery, Starting, and Charging Systems	4
	Occupational Elective Courses (6 credits from the list below)		
_____	AUT 1xx	Any 100-level Automotive Technology course	6
_____	MCH 101	Introduction to Machine Tool	6
_____	WLD 100	Introduction to Welding Technology	6

Automotive Engine Performance Technician

This program introduces students to the knowledge and skills they will need as entry-level engine performance technicians. Topics covered include theory, diagnosis, service, and repair of fuel systems, ignition systems, emission systems, and electronic engine controls.

NOTE: The Automotive Engine Performance Certificate will require the completion of the Automotive Electrical/Electronic Certificate and the Automotive Engine Repair Certificate prior to enrollment.

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: 18 credit hours

	Program Courses		Credits
_____	AUT 128	Fuel, Ignition and Emission Systems	7
_____	AUT 140	Electronic Engine Control Systems	7
_____	AUT 218	Advanced Electronic Engine Control Systems	4

Automotive Engine Repair Technician

The Automotive Engine Repair Technician certificate provides the student with entry-level skills that include basic shop safety, engine principles of operation, basic engine diagnosis, and basic engine repair. Upon satisfactory completion of this program, the student will receive an Automotive Engine Repair Technician certificate.

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: 15 credit hours

	Program Courses		Credits
_____	AUT 120	Introduction to Automotive Technology	3
_____	AUT 122	Electrical and Electronic Systems	6
_____	AUT 126	Engine Principles of Operation and Repair	6

Automotive Heating and Air Conditioning Technician

The Automotive Heating and Air Conditioning Technician certificate provides students with skills for entering the automotive industry as entry-level heating and air conditioning technicians. This program includes theory, diagnosis, servicing, and repair of automotive heating and air conditioning systems.

Career Opportunities
Graduates may be employed as an automotive air conditioning service technician.

Credit Required for Completion: 15 credit hours

	Program Courses		**Credits**
_____	AUT 120	Introduction to Automotive Technology	3
_____	AUT 122	Electrical and Electronic Systems	6
_____	AUT 142	Climate Control Systems	6

Automotive Suspension and Steering Technician

The Automotive Suspension and Steering Technician certificate program provides students with the skills needed to enter the automotive industry as suspension and steering entry-level technicians. The program presents vehicle chassis types; chassis components; steering and suspension systems; steering and suspension operation, design, service, repair, alignment, and problem solving.

Career Opportunities
Graduates may find employment as automotive front end technician apprentices, technician's helpers and suspension maintenance technicians.

Credit Required for Completion: 17 credit hours

	Program Courses		**Credits**
_____	AUT 120	Introduction to Automotive Technology	3
_____	AUT 122	Electrical and Electronic Systems	6
_____	AUT 132	Suspension and Steering Systems	4
_____	AUT 216	Adv. Electronic Controlled Suspension & Steering Syst.	4

Automatic Transmission/Transaxle Repair

The Automatic Transmission/Transaxle Repair technical certificate program is designed for those participants who choose not to pursue the full diploma program in Automotive Technology. It provides students with entry-level skills for entering the automotive industry as automatic transmission/transaxle technicians. This program includes fundamental hydraulic/mechanical theory, operation, diagnosis, service and adjustments. It also includes diagnosis and repair of electronically controlled automatic transmission/transaxles. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills.

Career Opportunities

A graduate may find employment as an automatic transmission/transaxle repair technician or in related employment.

Credit Required for Completion: 23 credit hours

Program Courses		Credits
_____ AUT 120	Introduction to Automotive Technology	3
_____ AUT 122	Electrical and Electronic Systems	6
_____ AUT 144	Introduction to Automatic Transmissions	4
_____ AUT 210	Automatic Transmission Repair	7
_____ AUT 212	Advanced Electronic Transmission Diagnosis	3

Business Administrative Technology

BAT - Administrative Support Assistant

The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel.

Career Opportunities
A graduate may find employment as an administrative support assistant or in a related field.

Credit Required for Completion: 31 credit hours

Program Courses			Credits
_____ ACC 1101	Principles of Accounting I		6
_____ BUS 1130	Document Processing		6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.

_____ BUS 1140	Word Processing		5
_____ BUS 1240	Office Procedures		5
_____ SCT 100	Introduction to Microcomputers		3

Occupational Elective Courses (6 credits from the list below)

_____ BUS 1100	Introduction to Keyboarding		3
_____ BUS 1150	Database Applications		3
_____ BUS 2120	Spreadsheet Applications		3
_____ BUS 2150	Presentation Applications		3

BAT - Medical Billing Clerk

The Medical Billing Clerk 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: 22 credit hours

Program Courses		Credits
_____ AHS 1011	Anatomy and Physiology	5
_____ AHS 109	Medical Terminology for Allied Health Services	3
_____ BUS 1130	Document Processing	6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.

_____ BUS 2370	Medical Office Billing/Coding/Insurance	5
_____ SCT 100	Introduction to Microcomputers	3

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BAT - Medical Language Specialist

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

Career Opportunities
A graduate may find employment as a medical language specialist or in a related field.

Credit Required for Completion: 43 credit hours

	Program Courses		Credits
_____	AHS 1011	Anatomy and Physiology	5
_____	AHS 109	Medical Terminology for Allied Health Services	3
_____	BUS 1130	Document Processing	6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.

_____	BUS 2320	Medical Document Processing/Transcription	5
_____	BUS 2330	Advanced Medical Document Processing/Transcription	5
_____	ENG 1010	Fundamentals of English I	5
_____	MAS 112	Human Diseases	5
_____	SCT 100	Introduction to Microcomputers	3

Occupational Elective Courses (6 credits from the list below)

_____	BUS 1100	Introduction to Keyboarding	3
_____	BUS 1120	Business Document Proofreading and Editing	3
_____	BUS 2340	Medical Administrative Procedures	5

BAT - Medical Office Assistant

The Medical Office Assistant 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
A graduate may find employment as a medical office assistant or in a related field.
Credit Required for Completion: 28 credit hours

	Program Courses		**Credits**
_____	AHS 109	Medical Terminology for Allied Health Services	3
_____	BUS 1130	Document Processing	6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.

_____	BUS 2340	Medical Administrative Procedures	5
_____	ENG 1010	Fundamentals of English I	5
_____	SCT 100	Introduction to Microcomputers	3

Occupational Elective Courses (6 credits from the list below)

_____	BUS 1100	Introduction to Keyboarding	3
_____	BUS 1120	Business Document Proofreading and Editing	3
_____	BUS 1150	Database Applications	3
_____	BUS 2120	Spreadsheet Applications	3

BAT - Microsoft Excel Application User

The Microsoft Excel Application User 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
A graduate may find employment as an administrative support assistant or in a related field.
Credit Required for Completion: 16 credit hours

	Program Courses		**Credits**
_____	BUS 2120	Spreadsheet Applications	3
_____	MAT 1011	Business Mathematics	5
_____	SCT 100	Introduction to Microcomputers	3

Occupational Elective Courses (5 credits from list below)

_____	BUS 1100	Introduction to Keyboarding	3
-or-			
_____	BUS 1130	Document Processing	6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.

_____	BUS 1150	Database Applications	3
_____	BUS 2130	Advanced Spreadsheet Applications	3

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BAT - Microsoft Office Applications Professional

The Microsoft Office Application Professional 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.

Career Opportunities
A graduate may find employment as an administrative support assistant or in a related field.

Credit Required for Completion: 22 credit hours

Program Courses		Credits
_____ BUS 1140	Word Processing	5
_____ BUS 1150	Database Applications	3
_____ BUS 2120	Spreadsheet Applications	3
_____ BUS 2150	Presentation Applications	3
_____ SCT 100	Introduction to Microcomputers	3
Occupational Elective Courses (5 credits from list below)		
_____ BUS 1160	Desktop Publishing	3
_____ BUS 1170	Electronic Communication Applications	5
_____ BUS 2130	Advanced Spreadsheet Applications	3
_____ BUS 2160	Electronic Mail Applications	3

BAT - Microsoft Word Application Professional

The Microsoft Word Application Professional program prepares students to be end users of Microsoft Word. The program emphasizes keyboarding and Microsoft Word operations necessary for successful employment. It provides short-term training for students desiring to progress in their occupation or who want to gain more technological understanding.

Career Opportunities
A graduate may find employment as an administrative support assistant or in a related field.

Credit Required for Completion: 19 credit hours

Program Courses		Credits
_____ BUS 1130	Document Processing	6
Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.		
_____ BUS 1140	Word Processing	5
_____ BUS 2110	Advanced Word Processing	5
_____ SCT 100	Introduction to Microcomputers	3

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BAT - Technical Communications

The purpose of this certificate is to prepare students for positions in business that require written and oral communication skills, along with the technical proficiency to translate technical information to various audiences and in various formats.

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

Credit Required for Completion: 44-45 credit hours

Curriculum
The requirements for general core curriculum of all associate degree programs are a minimum 25 credit hours using the curriculum structure outlined in the beginning of the associate degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, and Area III requirements.

> *General Core Courses*
> _____ Area I requirements (minimum 10 hours)
>
> _____ Area II requirements (minimum 5 hours)
>
> _____ Area III requirements (minimum 5 hours)
>
> _____ Additional 5 hours from Area I, II or III

In addition to the above area selections, students in the Technical Communications certificate program must successfully complete ENG 1105 – Technical Communications, for a total of 30 hours.

	Program Courses		**Credits**
	Occupational Courses		
_____	BUS 1120	Business Document Proofreading and Editing	3
_____	BUS 1130	Document Processing	6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.
-or-

_____	BUS 1140	Word Processing	(5)
_____	BUS 1160	Desktop Publishing	3
_____	SCT 100	Introduction to Microcomputers	3

CAD Operator Training

CAD Operator Training—Mechanical

The CAD Operator Training program is a sequence of courses that prepares students for careers in the field of mechanical drafting. The program emphasizes a combination of computer aided drafting (CAD) theory and practical application necessary for successful employment. West Georgia Technical College uses AutoCAD and Inventor software for the drafting projects included in this program. Students completing the program generally find employment in the field of CAD operation or a related field. Enrollment into the program is accepted on a quarterly basis, space permitting.

Career Opportunities
Graduates may find employment as a specialized CAD operator in a manufacturing environment or a related drafting position such as land surveyor, mechanical drafter, or detailer for construction companies.

Credit Required for Completion: 36 credit hours

Program Courses			Credits
_____	DDF 100	Drafting Fundamentals	6
_____	DDF 102	Size and Shape Description I	5
_____	DDF 103	Size and Shape Description II	5
_____	DDF 105	Auxiliary Views	3
_____	DDF 106	Fasteners	6
_____	DDF 109	Assembly Drawings I	5
_____	DDF 112	3D Drawing and Modeling	6

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CAD - CATIA Technician

The CATIA Technician TCC is designed to prepare the graduate for entry-level employment in the workforce with companies that specialize in computer aided three dimensional interactive application (CATIA) designs. The program provides learning opportunities that introduce, develop, and reinforce 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
The program prepares the graduate for entry-level employment in a variety of industries and businesses that use 3D imaging software in their design process.

Credit Required for Completion: 21 credit hours

	Program Courses		Credits
_____	DDF 107	CAD Fundamentals	6
_____	DDF 113	Introduction to CATIA	6
_____	DDF 114	Advanced to CATIA	6
_____	SCT 100	Introduction to Microcomputers	3

Certified Personal Trainer

The Certified Personal Trainer Certificate program is designed to provide the graduate with the knowledge, skills, and attitudes to engage in the practice of personal training in a variety of settings. The goals and objectives of the program are guided by, but not limited to, the criteria and guidelines set forth by the American Council on Exercise. Upon completion of the program, graduates are eligible to sit for a national certified personal trainer exam.

Career Opportunities
A graduate may find employment as a Certified Personal Trainer in a corporate healthcare or public fitness facility.

Credit Required for Completion: 25 credit hours

	Program Courses		Credits
_____	AHS 1011	Anatomy and Physiology	5
_____	AHS 104	Intro to Healthcare	3
_____	SFM 211	Sports Nutrition	5
_____	SFM 250	Biomechanics of Personal Training and Sports Technique I	5
_____	SFM 251	Biomechanics of Personal Training and Sports Technique II	5
_____	SFM 263	Seminar in Sports and Fitness	2

Commercial Truck Driving

This program is designed to address the need for drivers in the trucking industry. It provides basic training in the principles and skills of commercial truck operations. The Commercial Truck Driving program provides a course of study that covers the knowledge and skills required to operate a tractor and trailer safely and properly. The program emphasizes a combination of commercial truck driving theory and practical application necessary for successful employment as an entry level driver.

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.

Prospective applicants should note that the tuition and fees for this program are higher than for other programs, totaling $4,171.

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Career Opportunities

Students who complete the program 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: 15 credit hours

Program Courses			Credits
_____	CTD 101	Fundamentals of Commercial Truck Driving	5
_____	CTD 102	Basic Operation	5
_____	CTD 103	Advanced Operation	5
	-or-		
_____	CTD104	Internship	(5)

Commercial Straight Truck and Passenger Driving

The Commercial Straight Truck and Passenger Driving certificate provides basic training in the principles and skills of truck and passenger vehicle operations in the utility, supply and construction industries as well as city, county, state, and federal agencies.

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.

Prospective applicants should note that the tuition and fees for this program are higher than for other programs, totaling $4,280.

Career Opportunities

Graduates of this program may find employment as straight truck drivers, passenger bus operators, or school bus drivers for the local school systems.

Credit Required for Completion: 15 credit hours

Program Courses			Credits
_____	CTD 101	Fundamentals of Commercial Truck Driving	5
_____	CTD 105	Basic Operations of Commercial Straight Truck and Passenger Driving	5
_____	CTD 106	Advanced Operations of Commercial Straight Truck and Passenger Driving	5

Computer Information Systems

CIS - Game Development Specialist

The Introduction to Game Development Technical Certificate 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: 29 credit hours

Program Courses			Credits
_____	CIS 1255	Game Development I	6
_____	CIS 1256	Game Development II	6
_____	CIS 1257	Game Design	6
_____	CIS 1258	3D Creation for Games	6
_____	CIS 1259	Mathematics for Game Developers	5

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CIS - Help Desk Specialist

The Help Desk Specialist 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: 38 credit hours

Program Courses		Credits
_____ CIS 103	Operating Systems Concepts	6
_____ CIS 122	Microcomputer Installation and Maintenance	7
_____ CIS 1140	Networking Fundamentals	6
_____ CIS 106	Computer Concepts	5
_____ CIS 1131	Help Desk Concepts	6
_____ CIS xxxx	Additional CIS course approved by advisor	5
_____ SCT 100	Introduction to Microcomputers	3

CIS - PC Repair and Network Technician

The purpose of the PC Repair and Network Technician certificate program is to provide students with fundamentals of configuring, installing, diagnosing, upgrading, repairing, and maintaining computers and peripherals. Program competencies will include: PC hardware/configuration, peripherals, preventative maintenance, virus protection, safety, electrostatic discharge, and networks.

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

Credit Required for Completion: 27 credit hours

Program Courses		Credits
_____ CIS 103	Operating Systems Concepts	6
_____ CIS 106	Computer Concepts	5
_____ CIS 122	Microcomputer Installation and Maintenance	7
_____ CIS 1140	Networking Fundamentals	6
_____ SCT 100	Introduction to Microcomputers	3

Cosmetology

Cosmetology - Cosmetic Esthetician

The Cosmetic Esthetician certificate 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. Cosmetic Estheticians are eligible to work as a salon or day spa esthetician, medical esthetician, makeup artist, manufacturer's representative, salesperson or sales manager, cosmetics buyer, esthetics writer or editor, educator, and state licensing inspector or examiner Individuals who complete the program are required, by law, to pass the Georgia State Board of Cosmetology Examination to obtain a license to work as an esthetician.

Career Opportunities
A graduate may find employment as an esthetician 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: 48 credit hours

	Program Courses		Credits
_____	COS 117	Salon Management	4
_____	EST 100	Introduction to Esthetics	5
_____	EST 101	Anatomy and Physiology of Skin	5
_____	EST 102	Skin Care Procedures	6
_____	EST 103	Electricity and Facial Treatment	7
_____	EST 104	Advanced Skin Care	5
_____	EST 105	Color Theory and Makeup	4
_____	EST 106	Esthetics Practicum I	6
_____	EST 107	Esthetics Practicum II	6

Cosmetology - Shampoo Technician

The Shampoo Technician certificate 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. Graduates receive a Shampoo Technician Technical Certificate of Credit and are employable as a Cosmetology salesperson, salon manager, or salon owner.

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

Credit Required for Completion: 18 credit hours

Program Courses		Credits
_____ COS 100	Introduction to Cosmetology Theory	5
_____ COS 103	Introduction to Skin, Scalp, and Hair	2
_____ COS 105	Introduction to Shampooing and Styling	4
_____ COS 106	Introduction to Haircutting	3
_____ COS 117	Salon/Shop Management	4

Criminal Justice

Criminal Justice - Law Enforcement Technician

The Law Enforcement Technician Certificate program is a sequence of courses that prepare students for a career in Criminal Justice. Learning opportunities develop academic, professional, and occupational knowledge and skills required for job acquisition and advancement in the Criminal Justice field. This program examines the emergence, progress, and problems of the Criminal Justice system in the United States, and the principles of organization, administration and the duties of local and state law enforcement agencies with emphasis on police departments. It provides an overview of all phases of the American correctional system and practices, and introduces the substantive law of major crimes against persons and property.

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 quality for some internships and to gain employment in most law enforcement settings.

Career Opportunities
Program graduates qualify for 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: 20 credit hours

	Program Courses		Credits
_____	CRJ 101	Introduction to Criminal Justice	5
_____	CRJ 103	Corrections	5
_____	CRJ 104	Principles of Law Enforcement	5
_____	CRJ 105	Introduction to Criminal Procedure	5

Culinary Services

Culinary Services—Food Production Worker I

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

Credit Required for Completion: 21 credit hours

	Program Courses		Credits
_____	CUL 100	Professionalism in Culinary Arts	3
_____	CUL 110	Food Service Sanitation and Safety	3
_____	CUL 112	Principles of Cooking	6
_____	CUL 114	American Regional Cuisine	5
_____	CUL 127	Banquet Preparation and Presentation	4

Culinary Services—Prep Cook

The Prep Cook technical certificate of credit 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. 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 having gained basic entry-level skills for entry into the food services preparation area as a prep cook.

Credit Required for Completion: 23 credit hours

	Program Courses		Credits
_____	CUL 100	Professionalism in Culinary Arts	3
_____	CUL 110	Food Service Sanitation and Safety	3
_____	CUL 112	Principles of Cooking	6
_____	CUL 114	American Regional Cuisine	5
_____	CUL 116	Food Service Purchasing and Control	3
_____	CUL 137	Nutritional Food and Menu Development	3

Dental Assisting

Dental Assisting—Advanced

The Advanced Dental Assisting certificate provides the student with the knowledge, skills and techniques to meet the occupational needs of the dental community. The student must complete a minimum of 290 clock hours of didactic/laboratory/clinical courses in dental assisting.

Career Opportunities
Graduates may be employed as chair side 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 performances.

Credit Required for Completion: 19 credit hours

Program Courses		Credits
_____ DEN 1020	Head and Neck Anatomy	2
_____ DEN 1350	Dental Assisting II	6
_____ DEN 1390	Dental Radiology	5
_____ DEN 1400	Dental Practice Management	4
_____ DEN 1470	Dental Practicum II	2

Dental Assisting—Basic

The Basic Dental Assisting certificate provides the student with the knowledge, skills and techniques to meet entry-level occupational needs of the dental community. The student must complete a minimum of 260 clock hours of didactic/laboratory/clinical courses in dental assisting.

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: 16 credit hours

Program Courses		Credits
_____ AHS 104	Introduction to Health Care	3
_____ DEN 1060	Oral Anatomy	5
_____ DEN 1340	Dental Assisting I	6
_____ DEN 1460	Dental Practicum I	2

Early Childhood Care and Education

ECCE - Child Development Specialist

The purpose of Child Development Specialist certificate is to provide the necessary skills for entry-level employment as a Child Development Associate. Skill areas include planning a safe and healthy learning environment, steps to advance children's physical and intellectual development, positive ways to support children's social and emotional development; strategies to establish productive relationships with families, strategies to manage an effective program operation, professionalism; observing and recording children's behavior, and principles of child growth and development.
NOTE: To be employed in child care 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
A graduate may find employment as a classroom assistant 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: 21 credit hours

Program Courses		Credits
_____ ECE 1010	Introduction to Early Childhood Care and Education	5
_____ ECE 1012	Curriculum Development	3
_____ ECE 1021	ECCE Practicum I	3
-or-		
_____ EMP 1000	Interpersonal Relations and Professional Development	(3)
_____ ECE 1030	Human Growth and Development I	5
_____ ECE 1050	Health, Safety, and Nutrition	5

ECCE - Infant and Toddler Care Specialist

The purpose of this Technical Certificate is to provide a solid Early Childhood Care and Education foundation of knowledge, skills, attitudes and techniques that will improve the quality of care for Georgia's infants and toddlers.

Career Opportunities
A graduate may find employment as a classroom assistant 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: 25 credit hours

Program Courses		Credits
_____ ECE 1010	Introduction to Early Childhood Care and Education	5
_____ ECE 1030	Human Growth and Development I	5
_____ ECE 1050	Health, Safety, and Nutrition	5
_____ ECE 2132	Infant/Toddler Development	5
_____ ECE 2134	Infant/Toddler Group Care	5

Electrical/Electronics/Industrial

EEI - Certified Manufacturing Specialist

The certified manufacturing specialist program provides technical training to individuals interested in obtaining skills for entry-level industrial employment. This certificate program is the result of a direct request from industry to meet the need for a workforce with basic manufacturing skills and is designed to provide students with a basic understanding of manufacturing processes required for production personnel.

Career Opportunities
Graduates may find entry-level employment in various production industries.

Credit Required for Completion: 15 credit hours

	Program Courses		Credits
_____	AMF 152	Manufacturing Organizational Principles	2
_____	AMF 154	Manufacturing Workplace Skills	3
_____	AMF 156	Manufacturing Production Requirements	1
_____	AMF 158	Automated Manufacturing Skills	3
_____	AMF 160	Representative Manufacturing Skills	6

Electronics Repair Technician

The purpose of the Electronics Repair Specialist technical certificate of credit program is to prepare graduates for an entry level position in a variety of industrial settings. Graduates are competent in the basics of electrical circuits and integrated circuits, solid state and digital electronics, and basic electricity. The inclusion of the degree level general education classes is designed for those entry level settings that require a higher degree of proficiency in written and oral Communications and for a seamless admission in the Electronics Technology degree program.

Career Opportunities
Graduates are prepared for entry-level positions as PLC Technicians or Industrial Electrical Technicians in a variety of industrial settings.

Credit Required for Completion: Minimum of 56 credit hours

	Program Courses		Credits
_____	ELC 108	Direct Current II	4
_____	ELC 110	Alternating Current II	4
_____	ELC 115	Solid State Devices II	4
_____	ELC 117	Linear Integrated Circuits	4
_____	ELC 118	Digital Electronics I	4
_____	ELC 119	Digital Electronics II	4
_____	ENG 1101	Composition and Rhetoric	5
_____	IFC 100	Industrial Safety Procedures	2
_____	IFC 101	Direct Currents I	4
_____	IFC 102	Alternating Currents I	4
_____	IFC 103	Solid State Devices I	4
_____	MAT 1111	College Algebra	5
_____	PSY 1101	Introductory Psychology	5
_____	SCT 100	Intro to Microcomputers	3

EEI - Industrial Electrician

The Industrial Electrician program prepares students for employment using basic electrical maintenance skills. This certificate program will provide knowledge, understanding, and skills in the occupational areas of industrial safety, direct current circuits, alternating current circuits, and industrial wiring.

Career Opportunities
A graduate may find entry-level employment in Industrial Electronics.

Credit Required for Completion: 16 credit hours

Program Courses		Credits
_____ IDS 103	Industrial Wiring	6
_____ IFC 100	Industrial Safety Procedures	2
_____ IFC 101	Direct Currents I	4
_____ IFC 102	Alternating Currents I	4

Emergency Services

ES - Emergency Medical Technician—Basic

The Basic EMT certification level has been reintroduced by the State Office of EMS to address primarily the needs of fire departments to meet NFPA requirements for the training of firefighters. This certification does not allow for employment on an ambulance. It is considered an EMT-nontransport level.

NOTE: The Basic EMT is the U.S. Department of Transportation 1994 National Standard for Training Basic EMT. Students who successfully complete the program courses will be eligible to take the National Registry Basic EMT Examination and receive certification at the basic level.

Upon completion of the Basic EMT program, a graduate will have three options:
- Graduate as a Basic EMT and take the National Registry Emergency Medical Technicians (NREMT) Basic certification examination.
- Successfully complete the Basic EMT-level courses and continue in the EMT-Intermediate course.
- Apply for admission to a Paramedic Technology program. The current National Standard admissions policy allows certified Basic EMTs to be accepted into the Paramedic Technology program.

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: 20 credit hours

Program Courses			Credits
_____	EMS 1101	Introduction to the EMT Profession	4
_____	EMS 1103	Patient Assessment for the EMT	2
_____	EMS 1105	Airway Management for the EMT	2
_____	EMS 1107	Medical and Behavioral Emergencies for the EMT	3
_____	EMS 1109	Assessment and Management across the Lifespan for the EMT	2
_____	EMS 1111	Trauma Emergencies and WMD Responses	4
_____	EMS 1113	Clinical Applications for the EMT-Basic	1
_____	EMS 1115	Practical Applications for the EMT-Basic	2

ES - Emergency Medical Technician—Intermediate

The EMT-Intermediate program is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support above the basic level. The program is the U.S. Department of Transportation 1985 National Standard for The Training of the EMT-Intermediate, along with certain Georgia-specific modules added.

NOTE: To be eligible to meet the requirements for the EMT-Intermediate certification, a person must successfully complete all of the Basic courses (EMS 1101, EMS 1103, EMS 1105, EMS 1107, EMS 1109, EMS 1111, EMS 1113, EMS 1115) and successfully complete EMS 1201, EMS 1203, EMS 1205 and EMS 1207 (or) have a current and valid NREMT Basic certification from another state and successfully complete EMS 1201, EMS 1203, EMS 1205, and EMS 1207.

An NREMT-certified Basic EMT can apply for advanced placement in the EMT-Intermediate TCC program and receive credit for EMS 1101, EMS 1103, EMS 1105, EMS 1107, EMS 1109, EMS 1111, EMS 1113, and EMS 1115 or may apply for application to the Paramedic Technology diploma program.

A graduate of the EMT-Intermediate program is eligible to take the National Registry Emergency Medical Technicians (NREMT) EMT-Intermediate certification examination and work on an ambulance in Georgia. The EMT-Intermediate may also apply for admission to the Paramedic Technology diploma program.

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: 7 credit hours

Program Courses			Credits
_____ EMS 1201	Pharmacology and Shock/Trauma for the EMT-Intermediate		3
_____ EMS 1203	Clinical Applications for the EMT-Intermediate I		1
_____ EMS 1205	Clinical Applications for the EMT-Intermediate II		1
_____ EMS 1207	Practical Applications for the EMT-Intermediate		2

ES - Fire Fighter I

The Fire Fighter I Technical Certificate of Credit 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. Program graduates receive a Fire Fighter I Technical Certificate of Credit.

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

Credit Required for Completion: 19 credit hours

	Program Courses		Credits
_____	FSC 102	Emergency Services Fundamentals	4
_____	FSC 103	Basic Firefighter Module I	6
_____	FSC 104	Basic Firefighter Module II	4
_____	FSC 141	Hazardous Materials	5

Healthcare Assistant

The Healthcare Assistant certificate program prepares students for the competitive admissions process to the College's diploma-level Health Services programs and prepares students for entry-level employment in various healthcare settings. Students who enter the program may choose to complete a specialization in Medical Language Specialist or Patient Care Technician. Both concentrations build upon a core of general education and health courses. Students also have the option to complete both concentrations in order to compete for positions with employers who are seeking multi-skilled healthcare assistants.

NOTE: Students wishing to apply to a diploma level Health Services program after completing the HCA 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: 50-56 total credit hours, depending on specialization

Program Courses		Credits
General Core Courses (all specializations)		
_____ ENG 1010	Fundamentals of English I	5
_____ MAT 1012	Foundations of Mathematics	5
_____ PSY 1010	Basic Psychology	5
_____ SCT 100	Introduction to Microcomputers	3
Health Core Courses (all specializations)		
_____ AHS 1011	Anatomy and Physiology	5
_____ AHS 104	Introduction to Health Care	3
_____ AHS 109	Medical Terminology	3
Specific Occupational Courses (Medical Language Specialist Specialization)		
_____ BUS 1130	Document Processing	6
* Prerequisite is BUS 1100 or the ability to key at least 25 w.p.m. See Admissions Office for testing.		
_____ BUS 2320	Medical Document Processing/Transcription	5
_____ BUS 2330	Advanced Medical Document Processing/Transcription	5
_____ BUS xxxx	Occupational elective course(s) approved by advisor	6
_____ MAS 112	Human Diseases	5
*MAS 112 for Medical Language Specialist certificate and specialization and Medical Coding certificate only		
Specific Occupational Courses (Patient Care Technician Specialization)		
_____ AHS 103	Nutrition / Diet Therapy	2
_____ CNA 100	Patient Care Fundamentals	8
_____ EMP 1000	Interpersonal Relations and Professional Development	3
_____ PCT 100	Technical Skills for PCT	8

Healthcare Science

The Healthcare Science certificate program prepares students for the competitive admissions process of the College's degree-level Health Services programs and prepares students for entry-level employment in various healthcare settings. Students who enter the program will complete a specialization in Patient Care Assisting. This concentration builds upon a core of general education and health courses.

NOTE: Students wishing to apply to a degree-level Health Services program after completing the HCS 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, and hospitals.

Credit Required for Completion: Minimum of 51 credit hours
Curriculum
General Core Courses
Because the Healthcare Science certificate program prepares students for the competitive admissions process of the College's degree-level Health Services programs, the certificates follows the general education core curriculum for associate degrees. The requirements for general core curriculum of all associate degree programs are a minimum 25 credit hours using the curriculum structure outlined in the beginning of the associate degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, and Area III requirements.

      General Core Courses
_____ Area I requirements (minimum 10 hours)

_____ Area II requirements (minimum 5 hours)

_____ Area III requirements (minimum 5 hours)

_____ Additional 5 hours from Area I, II or III

Students entering competitive associate degree programs upon completion of the HCS certificate should be aware that some programs have additional requirements that must be met in order to be considered for admission or program completion. Please consult individual program descriptions and academic advisors for further information.

Program Courses		**Credits**
Core Courses		
_____ AHS 109	Medical Terminology	3
_____ BIO 2113	Anatomy and Physiology I	5
_____ BIO 2114	Anatomy and Physiology II	5
_____ BIO 2117	Introductory Microbiology	5
_____ SCT 100	Introduction to Microcomputers	3
Specific Occupational Courses (Patient Care Assisting Specialization)		
_____ CNA 100	Patient Care Fundamentals	8

Heavy Diesel Service Technician

This program provides training in the theory, diagnosis, and repair of basic systems on diesel engines and diesel equipment. Program instruction includes shop safety, shop equipment, diesel engines, diesel fuel systems, electrical and electronic systems, powertrains, and 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
Successful completion of this program will prepare the student for entering industry as an entry level diesel service technician.

Credit Required for Completion: 50 credit hours

	Program Courses		**Credits**
_____	DET 120	Diesel Equipment Technology-Internship	6
_____	DET 121	Overview of Diesel Technology, Tools, and Safety	5
_____	DET 125	Electrical/Electronic Systems	6
_____	DET 127	Starting and Charging Systems	5
_____	DET 129	Hydraulic Systems	2
_____	DET 131	Electronic Controls & Accessory Systems	6
_____	DET 132	Diesel Engine Overhaul & Servicing I	4
_____	DET 135	Diesel Engine Fuel Systems, Tune-up & Performance	4
_____	DET 230	Hydraulic Systems II	4
_____	DET 233	Heavy Equipment Power Train Systems I	4
_____	DET 234	Heavy Equipment Power Train System II	4
	-or-		
_____	DET 231	Hydraulic Systems III	(4)

Machine Tool

MT - Basic Machining Operator

The Basic Machining Operator certificate 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 operations, mathematical functions, and an introduction to the machine tool industry.

Career Opportunities
Program completers are qualified for entry-level employment as machine operators.

Credit Required for Completion: 35 credit hours

	Program Courses		**Credits**
_____	MCH 101	Introduction to Machine Tool	6
_____	MCH 102	Blueprint Reading I	5
_____	MCH 104	Machine Tool Math I	5
_____	MCH 109	Lathe Operations I	6
_____	MCH 112	Surface Grinder Operations	3
_____	MCH 115	Mill Operations I	6
	Occupational Elective Courses (4 credits from the list below)		
_____	DDF 100	Drafting Fundamentals	6
_____	MCH 103	Applied Measurement	5
_____	WLD 100	Introduction to Welding Technology	6

MT - CNC Specialist

The CNC Specialist TCC program is designed for those participants who choose to increase their knowledge of Machine Tool Technology in CNC applications. The CNC Specialist TCC consists of a sequence of courses that prepares a graduate for entry-level employment in CNC machining. The program provides learning opportunities that introduce, develop, and reinforce occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge skills. Completion of the program of study leads to a certificate in CNC Specialist.

Career Opportunities
A graduate may find employment as a CNC machinist/operator or in related employment.
Credit Required for Completion: 36 credit hours

	Program Courses		**Credits**
_____	MCA 211	CNC Fundamentals	7
_____	MCA 213	CNC Mill Manual	7
_____	MCA 215	CNC Lathe Manual Programming	7
_____	MCA 217	CNC Practical Applications	4
_____	MCA 219	CAD/CAM Programming	6
	Occupational Elective Courses (5 credits from the list below)		
_____	MCH 103	Applied Measurement	5
_____	MCH 152	Industrial Machine Applications	6

Marketing/Management

M/M - Service Sector Management Specialist

The Service Sector Management Specialist Technical Certificate of Credit program is designed for those participants who choose not to pursue the full degree program in Management and Supervisory Development. It consists of a sequence of courses that prepares graduates to perform in a Service Sector Environment. The program provides learning opportunities which introduce, develop, and reinforce 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. Completion of the program of study leads to a certificate in Service Sector Management.

Career Opportunities
Graduates of the Service Sector Management Specialist Technical Certificate of Credit program will be better prepared to function in a Service Sector environment as a manager.
Credit Required for Completion: 33 credit hours

	Program Courses		**Credits**
_____	MSD 100	Management Principles	5
_____	MSD 106	Performance Management	5
_____	MSD 107	Employee Training and Development	5
_____	MSD 205	Service Sector Management	5
_____	MSD 115	Retail Management	5
	-or-		
_____	MSD 206	Project Management	(5)
_____	MSD xxx	Occupational elective approved by advisor	5
_____	SCT 100	Introduction to Microcomputers	3

M/M - Technical Management Specialist

The Technical Management Specialist Technical Certificate Credit program is designed for those participants who choose not to pursue the full degree program in Management and Supervisory Development. This certificate is designed to allow integration of management knowledge and other areas of technical training. Additionally, the program provides opportunities to retrain and update present knowledge and skills. Completion of the program of study leads to a certificate in Technical Management Specialist.

Career Opportunities

Graduates of the Technical Management Specialist Technical Certificate of Credit program will be prepared to manage in an entry level position of technical operations in the industrial/operations environment as found in the public and private.

Credit Required for Completion: 40 credit hours

	Program Courses		Credits
_____	MSD 100	Management Principles	5
_____	MSD 102	Employment Law	5
	-or-		
_____	MSD 105	Labor Management Relations	(5)
_____	MSD 104	Human Resource Management	5
_____	MSD xxx	Occupational elective course approved by advisor	5
_____	XXX xxx	Related elective course(s) approved by advisor	17
_____	SCT 100	Introduction to Microcomputers	3

Medical Coding

The Medical Coding TCC program provides a sequence of courses designed to prepare graduates for employment in the medical field. The program provides learning opportunities which introduce, develop, and reinforce 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. Completion of the program of study leads to a certificate in Medical Coding.

Career Opportunities
A graduate of this program will be qualified for a position in a medical office.

Credit Required for Completion: 36 credit hours

Program Courses		Credits
_____ AHS 1011	Anatomy and Physiology	5
_____ AHS 109	Medical Terminology for Allied Health Services	3
–or–		
_____ BUS 2300	Medical Terminology	(3)
_____ BUS 1130	Document Processing	6

* Prerequisite is BUS 1100 or the ability to key at least 25 words per minute. See Admissions Office for testing.

_____ ENG 1010	Fundamentals of English I	5
_____ MAS 112	Human Disease	5
_____ MAS 151	ICD-9-CM Coding I	3
_____ MAS 152	ICD-9-CM Coding II	3
_____ MAS 153	Physician's Procedural Coding	3
_____ SCT 100	Introduction to Microcomputers	3

Patient Care Assisting

The purpose of the Patient Care Assisting certificate program is to emphasize the general concepts of basic patient care. It provides the necessary education in preparing students to become competent nursing assistants. Program graduates will be eligible for competency testing for Certified Nurse Assistant (CNA) in the State of Georgia. Upon employment in various health settings, the graduate works under the direct supervision of a licensed nurse.

Career Opportunities
Graduates of the Patient Care Assisting technical certificate program are eligible to apply to take the National Nurse Aide Assessment Program Examination for Georgia in order to prove that the nurse assistant can meet the nurse aide evaluation requirement of federal and state laws and regulations. Graduates can find entry-level employment in a variety of health care settings.

Credit Required for Completion: 16 credit hours

	Program Courses		Credits
_____	AHS 103	Nutrition and Diet Therapy	2
_____	AHS 109	Medical Terminology for Allied Health Sciences	3
_____	CNA 100	Patient Care Fundamentals	8
_____	EMP 1000	Interpersonal Relations and Professional Development	3

Patient Care Technician

This program is designed to meet the needs of students looking to enter the health services field or for students who have completed the Patient Care Assisting (PCA) program. The completion of the PCA program, which includes the state Certified Nursing Assistant (CNA) course, will prepare students for the advanced skills of the Patient Care Technician (PCT) program.

Career Opportunities
Graduates may find employment in nursing homes, home health agencies, hospitals and other healthcare facilities.

Credit Required for Completion: 23 credit hours

	Program Courses		Credits
_____	AHS 1011	Anatomy and Physiology	5
_____	AHS 103	Nutrition and Diet Therapy	2
_____	CNA 100	Patient Care Fundamentals	8
_____	PCT 100	Technical Skills for PCT	8

Pharmacy Assistant

The Pharmacy Assistant Technical Certificate of Credit 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 and fundamental concepts and principles of receiving, storing and dispensing medications.

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

Credit Required for Completion: 42 credit hours

	Program Courses		Credits
_____	AHS 1011	Anatomy and Physiology	5
_____	AHS 109	Medical Terminology for Allied Health Services	3
_____	PHR 1000	Pharmaceutical Calculations	5
_____	PHR 1010	Pharmacy Technology Fundamentals	5
_____	PHR 1020	Principles of Dispensing Medication	6
_____	PHR 1040	Pharmacy Technology Pharmacology	5
_____	PHR 1055	Pharmacy Technician Practicum	3
_____	MAT 1012	Foundations of Mathematics	5
_____	SCT 100	Introduction to Computers	3

Phlebotomy Technician

The Phlebotomy Technician TCC program is a sequence of courses that prepares graduates for entry-level employment as phlebotomy technicians. The program provides learning opportunities which introduce, develop, and reinforce occupational knowledge, skills, and attitudes necessary for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to a technical certificate as a Phlebotomy Technician. Program graduates are eligible to sit for a national registry for certification of phlebotomy technicians. The program emphasizes a combination of phlebotomy theory and practical application necessary for successful employment. Students are accepted into the program twice per year.

Career Opportunities
A graduate may find employment as a phlebotomy technician in various medical facilities or related areas.

Credit Required for Completion: 26 credit hours

	Program Courses		Credits
_____	AHS 1011	Anatomy and Physiology	5
_____	AHS 104	Introduction to Healthcare	3
_____	AHS 109	Medical Terminology for Allied Health	3
_____	PHL 103	Introduction to Venipuncture	4
_____	PHL 105	Clinical Practice	8
_____	SCT 100	Introduction to Microcomputers	3

Radiography

Computed Tomography Specialist

(Student must be certified in radiography, radiation therapy, or nuclear medicine to enroll.)
The Computed Tomography (CT) technical 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. The clinical component is required to complete competency exams needed to sit for the CT certification exam.

Career Opportunities
A graduate may find employment as a computed tomography specialist.

Credit Required for Completion: 29 credit hours

	Program Courses		Credits
_____	RAD 220	Introduction to Computed Tomography	2
_____	RAD 221	CT Physics and Instrumentation	7
_____	RAD 222	CT Procedures I	4
_____	RAD 223	CT Procedures II	4
_____	RAD 225	Computed Tomography Clinical I	5
_____	RAD 226	Computed Tomography Clinical II	7

Mammography

(Student must be certified in radiography, radiation therapy, or nuclear medicine to enroll.)
The Mammography Technical Certificate program is designed to provide educational opportunities to radiographers that will enable them to obtain knowledge and skills necessary to succeed in the modality of Mammography. Courses are designed to include both content specifications for the ARRT's Examination in Mammography and the MQSA requirements for clinical competency.

Career Opportunities
Upon certification, radiographers may expect to obtain employment as a certified mammographer in a hospital, clinic, or physician's office.

Credit Required for Completion: 16 credit hours

	Program Courses		Credits
_____	RAD 251	Mammography Clinical	7
_____	RAD 252	Mammography, Anatomy, Pathology, & Positioning	4
_____	RAD 253	Mammography Physics, Instrumentation & Quality Assurance	5

Welding

Welding—Flat Shielded Metal Arc Welder

The Flat Shielded Metal Arc Welder program prepares students for careers in shielded metal arc welding. The training is designed for those students who seek entry-level employment in field. Instruction includes theory and practical application on basic welding functions.

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: 16 credit hours

	Program Courses		Credits
_____	WLD 100	Introduction to Welding Technology	6
_____	WLD 101	Oxyfuel Cutting	4
_____	WLD 104	Shielded Metal Arc Welding I	6

Welding—Gas Metal Arc Welder Fabricator

The Gas Metal Arc Welder program prepares students for careers in gas metal arc welding.

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: 19 credit hours

	Program Courses		Credits
_____	WLD 100	Introduction to Welding Technology	6
_____	WLD 101	Oxyfuel Cutting	4
_____	WLD 109	Gas Metal Arc Welding	6
_____	XXX xxx	Occupational elective course approved by advisor	3

Welding—Gas Tungsten Arc Welder

The Gas Tungsten Arc Welder certificate program provides basic training in gas tungsten metal arc welding applications. The training is designed for those students who seek entry-level employment in field. Instruction includes theory and practical application on basic welding functions. Courses include basic cutting and gas tungsten arc welding.
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: 17 credit hours

	Program Courses		**Credits**
_____	WLD 100	Introduction to Welding Technology	6
_____	WLD 101	Oxyfuel Cutting	4
_____	WLD 110	Gas Tungsten Arc Welding TIG	4
_____	XXX xxx	Occupational elective course approved by advisor	3

Welding—Overhead Shielded Metal Arc Welder

This certificate program prepares students for careers in shielded metal arc welding.
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 may find employment as entry level Shielded Metal Arc Welders or related positions in the welding field.

Credit Required for Completion: 18 credit hours

	Program Courses		**Credits**
_____	WLD 105	Shielded Metal Arc Welding II	6
_____	WLD 106	Shielded Metal Arc Welding III	6
_____	WLD 107	Shielded Metal Arc Welding II	6

Welding—Pipe Welder

Pipe Welding Technician is a program that introduces a student to the pipe welding field.

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: 15 credit hours

	Program Courses		Credits
_____	WLD 150	Advanced Gas Tungsten Arc Welding	5
_____	WLD 151	Fabrication Practices	5
_____	WLD 152	Pipe Welding	5

Course Descriptions

The instructional course categories are general core courses, occupational courses, and elective courses.

General Education courses–Common to many majors, general education courses include English or communications, humanities, speech communications, social or behavioral sciences, mathematics, and computer literacy.

Occupational courses–These courses are intended to develop skills and related knowledge for job performance and are part of the course sequence of an occupational program offered by the college. They are designed primarily for job preparation and/or upgrading and not for general education purposes.

Elective courses–The administration of the institution, the program faculty, and the program advisory committee cooperate in establishing and utilizing a system to recommend needed and feasible elective courses; advisors will determine the appropriateness of a student's choice of elective courses. The admissions requirements and prerequisites for the elective course must be met.

O.B.I –Occupation-based instruction is defined as instruction which emphasizes supervised work experience activities requiring the application of occupational competencies. Occupation-based instruction normally requires only limited out-of-class preparation by the student and no out-of-class practice assignments.

Prerequisite–A course that is required prior to taking another course or a more advanced course. Other conditional criteria required or necessary as a prior condition, such as placement scores or program admission.

Corequisite–A course that may be taken during the same quarter as another; simultaneous enrollment.

General Education Course Descriptions

ART – Art

ART 1101 - Art Appreciation
    5.00 Credits / 5 Contact hours
    Prerequisite: ENG 1101 with a
    minimum grade of *C*
Explores the analysis of well-known works of visual arts, their composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include: the re-creative critical process, the themes of art, the formal elements of design, and the placing of art in the historical context, writing analysis, practice, revision, and research about a work of visual arts. Topics include historical and cultural development represented in visual arts, contributions in visual arts, and communication skills.

BIO – Biology

BIO 2113 - Anatomy and Physiology I
    5.00 Credits/7 Contact hours
    Prerequisite: Regular status
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and function, tissue classification, the integumentary system, the skeletal system, the muscular system, and the nervous and sensory systems. Laboratory experience supports classroom learning. Required laboratory components include microscopic studies, physiology exercises, and dissections.

BIO 2114 - Anatomy and Physiology II
    5.00 Credits/7 Contact hours
    Prerequisite: BIO 2113 with a minimum grade of *C*
Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, the cardiovascular system, the blood and lymphatic systems, the immune system, the respiratory system, the digestive system, the urinary system, and the reproductive system. Laboratory experience supports classroom learning. Required laboratory components include microscopic studies, physiology exercises, and dissections.

BIO 2117 - Introductory Microbiology
    5.00 Credits/7 Contact hours
    Prerequisite: BIO 2113
    Corequisite: BIO 2114
Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity; microbial cell biology; microbial genetics; interactions and impact of microorganisms and humans; microorganisms and human disease; and laboratory skills.

CHM – Chemistry

CHM 1111 - Chemistry I
    5.00 Credits/7 Contact Hours
    Prerequisite: Regular Status
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws; basic laboratory skills; and lab safety procedures.

CHM 1112- Chemistry II
    5.00 Credits/7 Contact Hours
    Prerequisite: CHM 1111 with minimum grade of *C*
Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

COL – College Success

COL 099 - College Success
3.00 Credits / 3 Contact hours
    Prerequisite: Learning Support
    or Provisional admission
This course is designed to help students increase their success in college and life. The course will focus on assisting in developing practical study skills and techniques that will enhance academic success and increase the enjoyment of learning. In addition, the students will be exposed to academically supportive resources which are available on campus and in the community.

ECO – Economics

ECO 1101 - Principles of Economics
    5.00 Credits/5 Contact hours
    Prerequisite: Regular Status
Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and the United States economy in perspective.

ECO 2105 - Principles of Macroeconomics
    5.00 Credits / 5 Contact hours
    Prerequisite: Regular Status
Provides a description and analysis of macroeconomic operations in contemporary society. Emphasis is placed on developing an understanding of macroeconomic concepts and policies. Topics include basic economic principles, macroeconomic principles, macroeconomic theory, macroeconomic policy, money and banking, and United States economy in perspective

ECO 2106 - Principles of Microeconomics
    5.00 Credits / 5 Contact hours
    Prerequisite: Regular Status
Provides a description and analysis of microeconomic operations in contemporary society. Emphasis is placed on developing an understanding of microeconomic concepts and theories as they apply to daily life. Topics include basic economic principles; theory of the corporate firm; market system; market structure, pricing, and government regulation; resource markets; and international trade.

ENG – English

ENG 097 - English III
    5.00 Credits / 5 Contact hours
    Prerequisite: ENG 096 or entrance English score in
    accordance with approved TCSG admission score levels
Emphasizes the rules of grammar, punctuation, capitalization, and spelling in order to ensure a smooth transition into communicating orally and in writing. Topics include basic grammar review, use of punctuation, use of capitalization, recognition of clauses and phrases, spelling, sentence writing, and paragraph writing.

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ENG 098 - English IV
        5.00 Credits / 5 Contact hours
        Prerequisite: ENG 097 with a minimum grade of *C* or
        entrance English score in accordance with approved
        TCSG admission score levels
Emphasizes the ability to communicate using written and oral
methods. Topics include writing and the process of writing,
revising, and oral communications.

ENG 1010 - Fundamentals of English I
        5.00 Credits / 5 Contact hours
        Prerequisite: ENG 097 with a minimum grade of *C* or
        entrance English score in accordance with approved
        TCSG admission score levels AND RDG 097 with a
        minimum grade of *C*, or entrance reading score in
        accordance with approved TCSG admission score
        levels
Emphasizes the development and improvement of written and
oral communication abilities. Topics include analysis of writing,
applied grammar and writing skills, editing and proofreading skills,
research skills, and oral communication skills.

ENG 1012 - Fundamentals of English II
        5.00 Credits / 5 Contact hours
        Prerequisite: ENG 1010 with a minimum grade of *C*
Provides knowledge and application of written and oral
communications found in workplace. Topics include writing
fundamentals and speaking fundamentals.

ENG 1101 - Composition and Rhetoric
        5.00 Credits / 5 Contact hours
        Prerequisite: Degree program admission level language
        AND reading competency or ENG 098 AND RDG
        098 with a minimum grade of C and a minimum
        COMPASS/ASSET language and reading score for
        degree program admission
Explores the analysis of literature and articles about issues in the
humanities and in society. Students practice various modes of
writing, ranging from exposition to argumentation and persuasion.
The course includes a review of standard grammatical and stylistic
usage in proofreading and editing. An introduction to library
resources lays the foundation for research. Topics include writing
analysis and practice, revision, and research. Students write a
research paper using library resources and using a formatting and
documentation style appropriate to the purpose and audience.

ENG 1102 - Literature and Composition
        5.00 Credits / 5 Contact hours
        Prerequisite: ENG 1101 with a minimum grade of *C*
Emphasizes the student's ability to read literature analytically and
meaningfully and to communicate clearly. Students analyze the
form and content of literature in historical and philosophical
contexts. Topics include reading and analysis of fiction, poetry,
and drama; research; and writing about literature.

ENG 1105 - Technical Communications
        5.00 Credits / 5 Contact hours
        Prerequisite: ENG 1101 with a minimum
        grade of *C*
Emphasizes practical knowledge of technical communications
techniques, procedures, and reporting formats used in industry
and business. Topics include reference use and research, device
and process description, formal technical report writing, business
correspondence, and oral technical report presentation.

ENG 2130 – American Literature
        5.00 Credits / 5 Contact hours
        Prerequisite: ENG 1101 with a minimum
        grade of *C*
A survey of important works in American literature. Includes a
variety of literary genres: short stories, poetry, drama, nonfiction,
and novels. Emphasizes American literature as a reflection of
culture and ideas. Topics include literature and culture, essential
themes and ideas, literature and history, research skills, and oral
presentation skills.

HIS – History

HIS 1111 – World History I
        5.00 Credits / 5 Contact hours
This course is a study of intellectual, cultural, scientific, political,
and social contributions of the civilizations of the world, and the
evolution of these civilizations during the period from the
prehistoric era to early modern times. Topics include the
Prehistoric Era, the Ancient Near East, Ancient India, Ancient
China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan,
Ancient Greece, the Middle Ages, and the Renaissance.

HIS 1112 – World History II
        5.00 Credits / 5 Contact hours
The course is a study of the intellectual, cultural, scientific,
political, and social contributions of the civilizations of the world,
and the evolution of these civilizations during the period from
early modern times to the present. Topics include transitions to
the Modern World, scientific revolution and the Enlightenment,
political modernization, economic modernization, imperialism, and
the Twentieth Century.

HIS 2111 – U. S. History I
        5.00 Credits / 5 Contact hours
This course is a survey of U. S. History to 1877 to include the
post-Civil War period. The course focuses on the period from
the Age of Discovery through the Civil War to include
geographical, intellectual, political, economic and cultural
development of the American people. Topics include colonization
and expansion; the Revolutionary Era; the New Nation;
nationalism, sectionalism, and reform; the Era of Expansion; and
crisis, Civil War, and reconstruction.

HIS 2112 – Survey of U. S. History II
        5.00 Credits / 5 Contact hours
This course will provide an overview of the social, cultural, and
political history of the United States from 1865 to the beginning
of the twenty-first century, and will equip the student to better
understand the problems and challenges of the contemporary
world in relation to events and trends in modern American
history. Topics include the Reconstruction Period; the great
West, the new South, and the rise of the debtor; the Gilded Age;
the progressive movement; the emergence of the U. S. in world
affairs; the Roaring Twenties; the Great Depression; World War
II; the Cold War and the 1950s; the 1960s and 1970s; and
America since 1980.

HUM – Humanities

HUM 1101 - Introduction to Humanities
    5.00 Credits / 5 Contact hours
    Prerequisite: ENG 1101 with a minimum
    grade of *C*
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research project.

MAT – Mathematics

MAT 097 – Learning Support Mathematics III
    5.00 Credits / 5 Contact hours
Prerequisite: MAT 096 or entrance arithmetic score in accordance with approved TCSG admission score levels
Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percents, measurement, geometry, and application problems.

MAT 098 – Elementary Algebra
    5.00 Credits / 5 Contact hours
    Prerequisite: MAT 097 with a minimum grade of *C* or entrance arithmetic/algebra score in accordance with approved TCSG admission score levels
This course provides instruction in basic algebra. Topics include introduction to real numbers and algebraic expressions, solving equations and inequalities, graphs of linear equations, polynomial operations, and polynomial factoring.

MAT 099 - Intermediate Algebra
    5.00 Credits / 5 Contact hours
    Prerequisite: MAT 098 or MAT 1013 with a minimum grade of *C* or entrance algebra score in accordance with approved TCSG admission score levels
This course provides instruction in intermediate algebra. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope of lines and its applications, systems of equations, radical expressions and equations, and quadratic equations.

MAT 1011 – Business Mathematics
    5.00 Credits /5 Contact hours
    Prerequisites: MAT 097 with a minimum grade of *C* or entrance arithmetic score in accordance with approved TCSG admission score levels
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems using electronic calculators (not to include the touch method).

MAT 1012 – Foundations of Mathematics
    5.00 Credits / 5 Contact hours
    Prerequisite: MAT 097 with a minimum grade of *C* or entrance arithmetic score in accordance with approved TCSG admission score levels.
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

MAT 1013 - Algebraic Concepts
    5.00 Credits / 5 Contact hours
    Prerequisite: MAT 098 with a minimum grade of *C* or entrance algebra scores in accordance with approved TCSG admission score levels
Introduces concepts and operations which can be applied to the study of algebra. Course content emphasizes basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

MAT 1015 - Geometry and Trigonometry
    5.00 Credits / 5 Contact hours
    Prerequisite: MAT 1013 with a minimum grade of *C*
Introduces and develops basic geometric and trigonometric concepts. Course content emphasizes geometric concepts and trigonometric concepts.

MAT 1017 - Trigonometry
    5.00 Credits / 5 Contact hours
    Prerequisite: MAT 1013 with a minimum grade of *C*
Emphasizes trigonometric concepts. Introduces logarithms and exponential functions. Topics include geometric formulas, trigonometric concepts, and logarithms and exponentials.

MAT 1101 - Mathematical Modeling
    5.00 Credits/5 Contact Hours
    Prerequisite: Degree program admission level algebra competency or MAT 099 with a minimum grade of *C* and a minimum COMPASS/ASSET algebra score for degree program admission
This course is designed as an alternative to College Algebra for those students who will not take Trigonometry, Precalculus, or Calculus. It is an applications-driven course that introduces functions using real-world phenomena as models. The major topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models of real-world phenomena; systems of equations; and additional topics in algebra.

MAT 1111 - College Algebra
    5.00 Credits / 5 Contact hours
    Prerequisite: Degree program admission level algebra competency or MAT 099 with a minimum grade of *C* and a minimum COMPASS/ASSET algebra score for degree program admission
This course emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; optional topics including sequences, series, and probability; and analytic geometry.

MAT 1112 - College Trigonometry
    5.00 Credits / 5 Contact hours
    Prerequisite: MAT 1111 with a minimum grade of *C*
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions/graphing, logarithmic and exponential functions, and complex numbers.

MAT 1113 – Precalculus
    5.00 Credits / 5 Contact hours
    Prerequisite: MAT 1111 with a minimum grade of *C*
Prepares students for Calculus. Topics include intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

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MAT 1127 – Introduction to Statistics
  5.00 Credits / 5 Contact hours
  Prerequisite: Degree program admission level algebra
  competency or MAT 099 with a minimum grade of C
  and a minimum COMPASS/ASSET algebra score for
  degree program admission
Discusses the concepts and methods fundamental to utilizing and
interpreting commonly used statistics. Topics include descriptive
statistics, basic probability, discrete and continuous distributions,
sampling distributions, hypothesis testing, chi square tests, and
linear regression.

MAT 1131 - Differential Calculus
  6.00 Credits / 7 Contact hours
  Prerequisite: MAT 1113 with a minimum
  grade of C
Emphasizes the use of differential calculus. Applications of
techniques include extreme value problems, motion, graphing, and
other topics as time allows. Topics include derivatives and
applications, differentiation of transcendental functions, and
introduction to integration and applications.

MUS – Music Appreciation

MUS 1101 – Music Appreciation
  5.00 Credits / 5 Contact hours
  Prerequisite: ENG 1101 with minimum grade of C
Explores the analysis of well-known works of music, their
composition, and the relationship to their periods through
writing. Students practice various modes of writing, ranging from
exposition to argumentation and persuasion. The course includes
a brief review of standard grammatical and stylistic usage in
proofreading and editing. An introduction to locating, acquiring,
and documenting information resources lays the foundation for
research. Topics include the creative and critical process, the
themes of music, the formal elements of composition, and the
placing of music in the historical context, writing analysis, practice,
revision, and research about a musical composition or
compositions.

PHY – Physics

PHY 1110 – Introductory Physics
  5.00 Credits / 5 Contact hours
  Prerequisite: MAT 1101 or MAT 1111 with a
  minimum grade of C
The course is an introduction to some of the basic laws of
physics. Topics include systems of units and conversion of units;
vector algebra; Newtonian mechanics; fluids and thermodynamics;
heat; light, and optics; mechanical waves; electricity and
magnetism; and modern physics. Laboratory experience supports
classroom learning. Computer use is an integral part of class and
laboratory assignments.

PHY 1111 – Mechanics
  5.00 Credits / 5 Contact hours
  Prerequisite: MAT 1112 or MAT 1113 with a minimum
  grade of C
The first course of three algebra and trigonometry based courses
in the physics sequence. This course introduces the classical
theories of mechanics. Topics include measurements and systems
of units; Newton's laws; work energy and power; momentum and
collisions; one and two dimensional motion; circular motion and
law of gravity; and rotational dynamics and mechanical equilibrium.
Laboratory exercises supplement class work. Computer use is an
integral part of class and laboratory assignments.

POL – Political Science

POL 1101 – American Government
  5.00 Credits / 5 Contact hours
  Prerequisite: Regular status
This course is a study of government and politics in the United
States. The focus of the course will provide an overview of the
Constitutional foundations of the American political processes
with a focus on government institutions and political procedures.
The course will examine the constitutional framework, federalism,
civil liberties and civil rights, public opinion, the media, special
interest groups, political parties, and the election process along
with the three branches of government. Topics include
foundations of government, political behavior, and governing
institutions.

PSY – Psychology

EMP 1000 - Interpersonal Relations and Professional
  Development
  3.00 Credits / 3 Contact hours
  Prerequisite: Provisional admission
Provides a study of human relations and professional development
in today's rapidly changing world that prepares students for living
and working in a complex society. Topics include human relations
skills, job acquisition skills and communication, job retention skills,
job advancement skills, and professional image skills.

PSY 1010   - Basic Psychology
  5.00 Credits / 5 Contact hours
  Prerequisite: Provisional admission
Presents the basic principles of human behavior and their
application to everyday life and work. Topics include introduction
to psychology; social environments; communications and group
processes; personality; emotions and motives; conflicts, stress,
and anxiety; perception and learning; life span development; and
abnormal psychology.

PSY 1101 –Introduction to Psychology
  5.00 Credits / 5 Contact hours
  Prerequisite: Regular status
Emphasizes the basics of psychology. Topics include science of
psychology; social environments; life stages; physiology and
behavior; personality; emotions and motives; conflicts, stress, and
anxiety; abnormal behavior; and perception, learning, and
intelligence.

PSY 2103   – Human Development
  5.00 Credits / 5 Contact hours
  Prerequisite: PSY 1101 with a minimum
  grade of C
Surveys the changes that occur during the human life cycle
beginning with conception and continuing through late adulthood
and death. The scientific basis of our knowledge of human growth
and development and the interactive forces of nature and nurture
are emphasized. Topics include theories; research methods;
nature and nurture; physical developmental: prenatal
developmental, birth, infancy, childhood, adolescence, adulthood,
aging, and death; cognitive development: learning, perception, and
language development; and social development: temperament,
emotions, personality, attachment, parenting and family
relationships.

PSY 2250 – Abnormal Psychology
        5.00 Credits / 5 Contact hours
        Prerequisite: PSY 1101 with a minimum grade of *C*
Studies the nature and causes of various forms of behavior disorder. Topics include: types of abnormalities; psychopathology; assessment and classification of mental disorders; symptomatology of major mental disorders; and critical evaluation of current theories.

RDG – Reading

RDG 097 - Reading III
        5.00 Credits / 5 Contact hours
        Prerequisite: RDG 096or entrance reading score in accordance with approved TCSG admission score levels
Emphasizes basic vocabulary and comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

RDG 098 - Reading IV
        5.00 Credits / 5 Contact hours
        Prerequisite: RDG 097 with a minimum grade of *C* or entrance reading score in accordance with approved TCSG admission score levels
Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

SCT – Computer Literacy

SCT 100 – Introduction to Microcomputers
        3.00 Credits / 5 Contact hours
        Prerequisite: Provisional admission
Introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets, and introduction to databases.

SOC – Sociology

SOC 1101 - Introduction to Sociology
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change; and marriage and family.

SPC – Speech

SPC 1101 - Public Speaking
        5.00 Credits / 5 Contact hours
        Prerequisite: Degree program admission level language AND reading competency or ENG 098 AND RDG 098 with a minimum grade of C and a minimum COMPASS/ASSET language and reading score for degree program admission
Introduces the fundamentals of oral communications. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

Occupational and Elective Courses

ACC - ACCOUNTING

ACC 1101 - Principles of Accounting I
> 6.00 Credits / 8 Contact hours
> Prerequisite: Regular status

Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

ACC 1102 - Principles of Accounting II
> 6.00 Credits / 8 Contact hours
> Prerequisite: ACC 1101

Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.

ACC 1103 - Principles of Accounting III
> 6.00 Credits / 8 Contact hours
> Prerequisite: ACC 1102

Emphasizes a fundamental understanding of corporate and cost accounting. Topics include accounting for a corporation, statement of cash flows, cost accounting, budgeting and long term liabilities. Laboratory work demonstrates theory presented in class.

ACC 1104 - Computerized Accounting
> 3.00 Credits / 5 Contact hours
> Prerequisite: ACC 1102; SCT 100

Emphasizes operation of computerized accounting systems from manual input forms. Topics include equipment use, general ledger, accounts receivable and payables, payroll, cash management, and financial reports. Laboratory work includes theoretical and technical application.

ACC 1151 - Individual Tax Accounting
> 5.00 Credits / 6 Contact hours
> Prerequisite: ACC 1101

Provides instruction for preparation of both state and federal income tax. Topics include taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits and tax calculations.

ACC 1152 - Payroll Accounting
> 5.00 Credits / 6 Contact hours
> Prerequisite: ACC 1101

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACC 2150 - Cost Accounting
> 6.00 Credits / 8 Contact hours
> Prerequisite: ACC 1103

Emphasizes a thorough understanding of cost concepts, cost behavior, and cost accounting techniques as they are applied to manufacturing cost systems. Topics include job order cost accounting, process cost accounting, and standard cost accounting.

ACC 2164 - Bookkeeper Certification Review
> 6.00 Credits / 8 Contact hours
> Prerequisite: ACC 1102; ACC 1152 recommended

Reviews the topics of adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal controls and fraud prevention. Prepares the students to take certification testing.

ACC 2167 - Accounting Internship I
> 6.00 Credits / 18 Contact hours
> Prerequisite: All nonelective courses required for program completion

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

ACC 2168 - Accounting Internship II
> 12.00 Credits / 36 Contact hours
> Prerequisite: All nonelective courses required for program completion

Provides in-depth application and reinforcement of accounting and employability principles in an actual job setting. Allows the student to become involved in intensive on-the-job accounting applications that require full-time concentration, practice, and follow through. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and progressive productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, weekly documentation or seminars and/or other projects as required by the instructor.

ACT – Air Conditioning Technology

ACT 100 - Refrigeration Fundamentals
> 4.00 Credits / 5 Contact hours
> Prerequisite: Provisional admission

Introduces basic concepts and theories of refrigeration. Topics include the laws of thermodynamics, pressure and temperature relationships, heat transfer, refrigerant identification, the refrigeration cycle, and safety.

ACT 101 - Principles of Refrigeration
> 7.00 Credits /10 Contact hours
> Prerequisite/Corequisite: ACT 100

Introduces the use of refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems. Topics include refrigeration tools; piping practices; service valves; leak testing; refrigerant recovery, recycling, and reclamation; evacuation; charging; and safety.

ACT 102 - Refrigeration Systems Components
    7.00 Credits /10 Contact hours
    Prerequisite/Corequisite: ACT 100; ACT 101
Provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

ACT 103 - Electrical Fundamentals
    7.00 Credits /10 Contact hours
    Prerequisite: Provisional admission
Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

ACT 104 - Electric Motors
    4.00 Credits /7 Contact hours
    Prerequisite/Corequisite: ACT 103
Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, and installation procedures, types of electric motors, electric motor service, and safety.

ACT 105 - Electrical Components
    5.00 Credits /8 Contact hours
    Prerequisite/Corequisite: ACT 103; ACT 104
Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

ACT 106 - Electric Control Systems and Installation
    4.00 Credits /7 Contact hours
    Prerequisite/Corequisite: ACT 105
Provides instruction on wiring various types of air conditioning systems. Topics include servicing procedures, solid state controls, system wiring, control circuits, and safety.

ACT 107 - Air Conditioning Principles
    8.00 Credits /10 Contact hours
    Prerequisite/Corequisite: ACT 102; ACT 106; MAT 1012
Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include types of AC systems, heat-load calculation, and properties of air, psychrometrics, duct design, air filtration, and safety principles.

ACT 108 - Air Conditioning Systems and installation
    3.00 Credits /5 Contact hours
    Prerequisite: ACT 102; ACT 106
Provides instruction on the installation and service of residential air conditioning systems. Topics include installation procedures, service, split-systems, add-on-systems, packaged systems, and safety.

ACT 109 - Troubleshooting AC Systems
    7.00 Credits /10 Contact hours
    Prerequisite/Corequisite: ACT 108
Provides instruction on troubleshooting and repair of major components of residential air conditioning systems. Topics include troubleshooting techniques, electrical controls, air flow, refrigeration cycle, and safety.

ACT 110 - Gas Heating Systems
    5.00 Credits /10 Contact hours
    Prerequisite/Corequisite: ACT 102; ACT 106;
    MAT 1012
Introduces principles of combustion and service requirements for gas heating systems. Topics include service procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

ACT 111 - Heat-Pumps and Related Systems
    6.00 Credits /10 Contact hours
    Prerequisite/Corequisite: ACT102; ACT 106
Provides instruction on the principles, application, and operation of a residential heat pump system. Topics include installation procedures, servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, troubleshooting, valves, and safety.

AHS - Health Services

AHS 1011 – Anatomy & Physiology
    5 Credits / 5 Contact hours
    Prerequisite: Regular status
Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

AHS 102 - Drug Calculation and Administration
    3.00 Credits / 4 Contact hours
    Prerequisite: Regular status; MAT 1012
Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, and administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

AHS 103 - Nutrition and Diet Therapy
    2.00 Credits / 2 Contact hours
    Prerequisite: Regular status
A study of the nutritional needs of the individual. Topics include nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

AHS 104 - Introduction to Health Care
    3.00 Credits / 5 Contact hours
    Prerequisite: Provisional admission
Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various deliver systems and related systems. Topics include basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control, and blood/air-borne pathogens.

AHS 109 - Medical Terminology for Allied Health Sciences
    3.00 Credits / 3 Contact hours
    Prerequisite: Provisional admission
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include word origins (roots, prefixes, suffixes); word building, abbreviations and symbols; terminology related to the human anatomy; reading medical orders and reports; and terminology specific to the student's field of study.

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AMF - Automated Manufacturing Technology

AMF 103 - Manufacturing Processes Survey
        4.00Credits / 6 Contact hours
        Prerequisite: Provisional admission
Familiarizes students with the production processes a flexible manufacturing system may perform. Topics include modern manufacturing concepts; product manufacturing stages; manufacturing specifications and quality control; industrial materials; materials testing; casting and molding processes; materials cutting, removal, and forming processes; welding and joining processes; and parts assembly.

AMF 106 - Introduction to Robotics
        4.00 Credits /7 Contact hours
        Prerequisite: Regular status
Explores basic robotic concepts. Studies robots in typical application environments. Topics include robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

AMF 108 - Applied Hydraulics, Pneumatics, and Mechanisms
        3.00 Credits /5 Contact hours
        Prerequisite: MAT 1013
Emphasizes mechanical techniques for maintaining, troubleshooting, installing, and repairing drives, conveyor systems, and valves. Topics include gas laws; pressure and force calculations; hydraulic systems vs. pneumatic systems; cylinders, pressure controls, and system controls; hydraulic and pneumatic symbology; hydraulic and pneumatic system layout; interfacing hydraulic or pneumatic systems with other systems; applied mechanisms; belt, chain, and gear drives; drive train components valves; and conveyor systems.

AMF 113 - Programmable Controllers I
        4.00 Credits /7 Contact hours
        Prerequisite: IFC 102
Studies basic programmable controller application skills and techniques as well as programmable controllers in typical environs and as an element of a complex manufacturing cell. Topics include CRT hardware; power-up and initialization; CRT capabilities and mode selection; rack addressing; basic ladder programming; ladder editing and display; time scan, data entry, monitoring, forcing, and cross referencing using the CRT as a terminal; and printer operation and printout routines.

AMF 115 - Manufacturing Control and Work Cell Interfacing
        5.00 Credits /6 Contact hours
        Prerequisite: ELC 117
Studies open and closed loop controls and cell level interfacing. Emphasized human factors related to automated systems. Topics include process control; sensors and interfacing; fluid pressure and level measurement; fluid flow instrument; instrument for temperature measurements; instruments for mechanical measurement; pneumatic controls; cell level interfacing; automatic control systems application; and human interface issues of operator training, acceptance, and safety.

AMF 152 - Manufacturing Organizational Principles
        2.00 Credits /2 Contact hours
        Prerequisite: Regular status
Provides students with an overview of the functional and structural composition of manufacturing organizations. Topics include manufacturing/consumer connection, manufacturing operational types, structure of manufacturing organizations, manufacturing business principles, and types of manufacturing processes.

AMF 154 - Manufacturing Workplace Skills
        3.00 Credits /3 Contact hours
        Prerequisite: AMF 152
Provides students with the knowledge and skills needed to succeed in the manufacturing environment. Topics include communication skills, listening skills, team interaction, managing personal wellness, decision making, and job interview for manufacturing careers.

AMF 156 - Manufacturing Production Requirements
        1.00 Credit /2 Contact hours
        Prerequisite: AMF 154
Provides students with the knowledge and skills associated with the quality and productivity in the manufacturing environment. Topics include world-class manufacturing, statistical-process control, and tools for excellence.

AMF 158 - Automated Manufacturing Skills
        3.00 Credits /3 Contact hours
        Prerequisite: AMF 156
Provides students with an introduction into computerized process control and the operational requirements associated with automated machines in the manufacturing environment. Topics include computers in the workplace, computer terminology, DOS and Windows environment, computer integrated manufacturing/robotics, inventory control systems/bar coding, basic mechanics, hand and power tools, industrial controls and electrical safety, hydraulic and pneumatic systems, and manufacturing processes troubleshooting.

AMF 160 - Representative Manufacturing Skills
        6.00 Credits /6 Contact hours
        Prerequisite: AMF 158
Provides students with an introduction on representative manufacturing skills and associated safety requirements. Topics include plant safety, materials movement equipment, and precision measurements for manufacturing.

AMF 206 - Work Cell Design Laboratory
        3.00 Credits /5 Contact hours
        Prerequisite: AMF 115
Allows student to work in instructor-supervised teams, assembling and operating an automated production system's cell. Students will select equipment, write specifications, design fixtures and interconnects, integrate systems/provide interfaces, and operate the assigned system. Topics include work cell requirement analysis, work cell specifications, work cell assembly, work cell programming, work cell debugging/troubleshooting, and prototype or demonstration work cell operation.

AMF 207 - Flexible Manufacturing Systems I
        4.00 Credits /6 Contact hours
        Prerequisite: AMF 115
Reviews flexible system electrical, electronic, and mechanical principles. Provides opportunities to plan and prepare for constructing and operating an actual flexible automated system. Topics include electrical, electronic, and mechanical systems; and flexible manufacturing system planning and preparation.

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AMF 208 - Flexible Manufacturing Systems II
4.00 Credits /6 Contact hours
Prerequisite: AMF 207
Continues studying flexible manufacturing systems. Students will employ planning documentation skills developed in AMF 207 to install an automated system, produce a first run product, and operate the system. Topics include system installation to produce a first run product and automated system operation.

AMF 209 - Flexible Manufacturing Systems Project
2.00 Credits /4 Contact hours
Prerequisite: AMF 207
Provides an opportunity for students to use the flexible characteristics of the automated system developed in AMF 208. Emphasized changing the function or product produced by the automated system to adapt the automated system to function as a flexible system. Topics include adaptation of automated systems for flexible manufacturing.

AMF 214 - Programmable Controllers II
4.00 Credits /10 Contact hours
Prerequisite: AMF 113
Continues and hands-on development of programming, operation and maintenance of industrial PLC systems. Instruction in advanced programming techniques for industrial control systems and automated industrial equipment will enhance the student's knowledge and understanding of the PLC's in an industrial plant. Topics include data manipulation instructions, math functions, program control instructions, communicating to external devices, and troubleshooting discrete I/O devices.

AMF 301 - Field Based Study I
5.00 Credits /15 Contact hours
Occupation based instruction; defined as instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies. These courses are utilized only for accepting credits into Applied Manufacturing Technology programs. Company designated supervisors or trainers document predetermined field-based activities to the college coordinator for those programs.

AMF 302 - Field Based Study II
5.00 Credits /15 Contact hours
Occupation based instruction; defined as instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies. These courses are utilized only for accepting credits into Applied Manufacturing Technology programs. Company designated supervisors or trainers document predetermined field-based activities to the college coordinator for those programs.

AMF 303 - Field Based Study III
5.00 Credits /15 Contact hours
Occupation based instruction; defined as instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies. These courses are utilized only for accepting credits into Applied Manufacturing Technology programs. Company designated supervisors or trainers document predetermined field-based activities to the college coordinator for those programs.

AMF 304 - Field Based Study IV
5.00 Credits /15 Contact hours
Occupation based instruction; defined as instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies. These courses are utilized only for accepting credits into Applied Manufacturing Technology programs. Company designated supervisors or

trainers document predetermined field-based activities to the college coordinator for those programs.

AUT – Automotive Technology

AUT 120 - Introduction to Automotive Technology
3.00 Credits /5 Contact hours
Prerequisite: Provisional admission
Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include safety procedures, legal/ethical responsibilities, measurement; machining, hand tools, shop organization, management, and work flow systems

AUT 122 - Electrical and Electronic Systems
6.00 Credits /10 Contact hours
Prerequisite: AUT 120
Introduces automotive electricity. Topics include general electrical system diagnosis; lighting system diagnosis and repair; gauges, warning devices, and driver information system diagnosis and repair; horn and wiper/washer diagnosis and repair; accessories diagnosis and repair.

AUT 124 - Battery, Starting and Charging Systems
4.00 Credits /8 Contact hours
Prerequisite: AUT 122
Emphasizes the basic principles, diagnosis, and service repair of batteries, starting systems, starting system components, alternators, and regulators. Topics include battery diagnosis and service; starting system diagnosis and repair; charging system diagnosis and repair.

AUT 126 - Engine Principles of Operation and Repair
6.00 Credits /12 Contact hours
Prerequisite: AUT 120
Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include general diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

AUT 128 - Fuel, Ignition, and Emission Systems
7.00 Credits /11 Contact hours
Prerequisite: AUT 122; AUT 124; AUT 126
Introduces fuel, ignition, and exhaust systems theory, diagnosis, repair, and service for vehicles with carburetion and fuel injection systems. Topics include general engine diagnosis; ignition system diagnosis and repair; fuel, air induction, and exhaust systems diagnosis and repair; positive crankcase ventilation; exhaust gas recirculation; engine related service.

AUT 130 - Automotive Brake Systems
4.00 Credits /6 Contact hours
Prerequisite: AUT 122
Introduces Brake systems theory and its application to automotive systems. Topics include hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair.

AUT 132 - Suspension and Steering Systems
4.00 Credits /6 Contact hours
Prerequisite: AUT 122
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include steering systems diagnosis and repair; suspension systems diagnosis and repair; wheel alignment diagnosis, adjustment and repair; wheel and tire diagnosis and repair.

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AUT 134 - Drivelines
4.00 Credits /8 Contact hours
Prerequisite: AUT 122
Introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive driveline related operation, diagnosis, service and related electronic controls. Topics include drive shaft and half shaft, universal and constant-velocity (cv) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair.

AUT 138 - Manual Transmission/Transaxle
4.00 Credits /6 Contact hours
Prerequisite: AUT122
Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service are included. Electronic controls related to transmission/transaxle operation are discussed. Topics include clutch diagnosis and repair, transmission/transaxle diagnosis and repair.

AUT 140 - Electronic Engine Control Systems
7.00 Credits /9 Contact hours
Prerequisite: AUT 128
Introduces concept of electronic engine control. Topics include computerized engine controls diagnosis and repair; intake air temperature controls; early fuel evaporation (intake manifold temperature) controls; evaporative emissions controls.

AUT 142 - Climate Control Systems
6.00 Credits /8 Contact hours
Prerequisite: AUT 122
Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

AUT 144 - Introduction to Automatic Transmissions
4.00 Credits /6 Contact hours
Prerequisite: AUT 122
Introduces students to basic transmission/transaxle theory, inspection, and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include general transmission and transaxle diagnosis; transmission and transaxle maintenance and adjustment; in-vehicle transmission and transaxle repair.

AUT 210 - Automatic Transmission Repair
7.00 Credits /11 Contact hours
Prerequisite: AUT 144
Introduces automatic transmission hydraulic/mechanical operations, transmission repair, and automatic transmission hydraulic/mechanical diagnosis. Topics include removal, disassembly, and reinstallation; oil pump and converter; gear train, shafts, bushings and case; friction and reaction units.

AUT 212 - Advanced Electronic Transmission Diagnosis
3.00 Credits /5 Contact hours
Prerequisite: AUT 210
Introduces automatic transmission hydraulic/mechanical and electronic diagnosis and repair. Topics include electronically controlled automatic transmission, automatic transmission electrical and electronic problem diagnosis and repair.

AUT 214 - Advanced Electronic Controlled Brake System Diagnosis
4.00 Credits /6 Contact hours
Prerequisite: AUT 130
Introduces anti-lock Brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include general Brake and anti-lock Brake systems diagnosis and testing, light truck rear anti-lock Brake system, four-wheel anti-lock Brake system locations, components, and operation.

AUT 216 - Advanced Electronic Controlled Suspension and Steering Systems
4.00 Credits /6 Contact hours
Prerequisite: AUT 132
Introduces principles of electronic suspension, electronic steering, and electronic active suspension. Topics include electronic steering systems diagnosis and adjustment/repair, and diagnosis of electrical and electronic controlled steering and suspension systems.

AUT 218 - Advanced Electronic Engine Control Systems
4.00 Credits /6 Contact hours
Prerequisite: AUT 140
Introduces On-Board Diagnostics II (OBD II), California Air Research Board (CARB) requirements and monitoring technology, diagnostic trouble code definitions, and essentials of advanced drivability diagnosis and data interpretation using a scanner. Topics include OBD II standards, monitoring capabilities, OBD II diagnostics, OBD II terms.

AUT 220 - Automotive Technology Internship
6.00 Credits /18 Contact hours
Prerequisite: AUT 128
Provides student work experience in the occupational environment. Topics include application of automotive technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

BAR – Barbering

BAR 100 – Introduction to Barber/Styling
3.00 Credits /3.00 Contact hours
Prerequisite: Provisional admission
Introduces the fundamental theory and practices of the barber/styling profession. Emphasis will be placed on professional practices and safety. Topics include barbering history, personal hygiene and good grooming, personality development, professional ethics, professional image, safety, and reception and telephone techniques.

BAR 101 – Introduction to Barber/Styling Implements
2.00 Credits /3.00 Contact hours
Prerequisite: Provisional Admission
Students are taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include nomenclature, types and sizes, proper use and care, and maintenance.

BAR 102 – Science: Sterilization, Sanitation and Bacteriology
3.00 Credits /3.00 Contact hours
Prerequisite: BAR 100; BAR 101
Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

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BAR 103 – Introduction to Haircutting
        7.00 Credits /10.00 Contact hours
        Prerequisite/Corequisite: BAR 100, BAR 101, BAR 102
Introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements will be stressed. Topics include preparation of patron, haircutting terminology, safety and sanitation, implements, and basic haircutting techniques.

BAR 104 - Shampooing
        2.00 Credits /3.00 Contact hours
        Prerequisite: Prerequisite/Corequisite: BAR 103
Introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include shampoo chemistry, patron preparation, and shampoo procedures.

BAR 105 – Haircutting/Introduction to Styling
        4.00 Credits /9.00 Contact hours
        Prerequisite: BAR 104. Corequisite: BAR 103
Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques.

BAR 106 - Shaving
        3.00 Credits /6.00 Contact hours
        Prerequisite: BAR 103
Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

BAR 107 – Science: Anatomy and Physiology
        5.00 Credits /5.00 Contact hours
        Prerequisite/Corequisite: BAR 102
Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

BAR 108 – Color Theory
        4.00 Credits /5.00 Contact hours
        Prerequisite: MAT 1012. Corequisite: BAR 107
Introduces the fundamental theory of color, predisposition tests, color selection, and color application. Topics include basic color concepts, skin reactions, the color wheel, and color selection and application.

BAR 109 –Chemical Restructuring of Hair I
        2.00 Credits /3.00 Contact hours
        Prerequisite: MAT 1012. Corequisite: BAR 107
Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, and application procedures on manikins.

BAR 110 – Haircutting/Styling
        5.00 Credits /12.00 Contact hours
        Prerequisite: BAR 105
Continues the theory and application of haircutting and styling of curly, straight, and over curly hair techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling; and non-chemical style.

BAR 112 – Chemical Restructuring of Hair II
        7.00 Credits /13.00 Contact hours
        Prerequisite: BAR 109
Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include permanent wave application, hair relaxer application, timed permanent wave, timed relaxers application, safety precautions, and Hazardous Duty Standards Act compliance.

BAR 113 - Structure of Skin, Scalp, and Hair
        2.00 Credits / 3 Contact hours
        Prerequisite: BAR 107
Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, and disease and disorders.

BAR 114 - Skin, Scalp, Hair and Facial Treatments
        3.00 Credits /7.00 Contact hours
        Prerequisite: Regular Status
        Corequisite: BAR 113
Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions.

BAR 116 – Advanced Haircutting/Styling
        4.00 Credits /10.00 Contact hours
        Prerequisite: BAR 106; BAR 110; BAR 112
Continues the theory and application of haircutting, styling, and shaving techniques. Topics include advanced haircutting and styling; use of clippers, shears, and razor; hair chemical texturizing/styling; permanent waving/styling; shaving techniques; and beard trimming.

BAR 118 – Color Application
        2.00 Credits /3.00 Contact hours
        Prerequisite: BAR 108
Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

BAR 120 – Barber/Styling Practicum
        3.00 Credits /10.00 Contact hours
        Prerequisite/Corequisite: BAR 117, COS 108, COS 117
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting or in a combination of a laboratory setting and an approved internship facility. Topics include haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

BAR 121 – Shop Management/Ownership
        4.00 Credits / 5 Contact hours
        Prerequisite/Corequisite: BAR 116, BAR 117
Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship.

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BUS – Business Administrative Technology

BUS 1100 – Introduction to Keyboarding
        3.00 Credits / 5 Contact hours
This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUS 1120 – Business Document Proofreading and Editing
        3.00 Credits / 5 Contact hours
        Prerequisite: BUS 1130 ; ENG 1010 (diploma) or ENG 1101 (degree)
Emphasizes proper proofreading and editing as applied to business documents. Topics include applying proofreading techniques and proofreader's marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUS 1130 – Document Processing
        6.00 Credits / 10 Contact hours
        Prerequisite: Ability to key at least 25 wpm or BUS 1100 (See Admissions Office for testing.)
Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management. Students attain a minimum of 30 GWAM (gross words a minute) on 5-minute timings with no more than 5 errors.

BUS 1140 – Word Processing
        5.00 Credits / 8 Contact hours
        Prerequisite: SCT 100
Emphasizes an intensive use of word processing software to create and revise business documents. Topics include creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.

BUS 1150 – Database Applications
        3.00 Credits / 5 Contact hours
        Prerequisite: SCT 100
Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include database concepts, structuring databases, entering data, organizing data, and managing databases.

BUS 1160 – Desktop Publishing
        3.00 Credits / 5 Contact hours
        Prerequisite: SCT 100
Emphasizes intensive use of desktop publishing (DTP) software to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards. Topics include DTP concepts, operation of DTP software, publication page layout, basic graphic design, and practical applications.

BUS 1170 - Electronic Communication Applications
        5.00 Credits / 8 Contact hours
        Prerequisite: SCT 100
Provides an overview of electronic communications as used in an office setting. Topics include email fundamentals and management, using the Internet, system user security, and wireless/mobile computing and emerging technologies.

BUS 1240 – Office Procedures
        5.00 Credits / 8 Contact hours
        Prerequisite: SCT 100
Emphasizes essential skills required for the business office. Topics include office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

BUS 1300 – Introduction to Business
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.

BUS 2110 – Advanced Word Processing
        5.00 Credits / 8 Contact hours
        Prerequisite: BUS 1140
Course provides instruction in advanced word processing. Topics include advanced features of formatting and organizing content, advanced features of collaborating on documents and customizing word processing software.

BUS 2120 – Spreadsheet Applications
        3.00 Credits / 5 Contact hours
        Prerequisite: SCT 100
Provides instruction in the use of electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include spreadsheet concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content and managing workbooks.

BUS 2130 – Advanced Spreadsheet Applications
        3.00 Credits / 5 Contact hours
        Prerequisite: BUS 2120
Provides a study of the advanced features of creating and modifying electronic spreadsheets. Topics include integration with other applications, using templates, printing workbooks, working with named ranges, working with toolbars, using macros, auditing a worksheet, formatting data, using analysis tools, and collaborating with workgroups.

BUS 2140 – Advanced Spreadsheet Applications
        3.00 Credits / 5 Contact hours
        Prerequisite: BUS 1150
Provides advanced instruction in database software. Topics include advanced database software applications, such as advanced queries, forms and reports, data access, data manipulation, database creation, external databases, macro and module creation, and integrating with other applications.

BUS 2150 – Presentation Applications
        3.00 Credits / 5 Contact hours
        Prerequisite: SCT 100
This course provides a study of creating, modifying and delivering presentations. Topics include creating a presentation, formatting content, collaborating with others, managing a presentation, creating output and delivering a presentation.

BUS 2160 – Electronic Mail Applications
		3.00 Credits / 5 Contact hours
		Prerequisite: Regular status; SCT 100
This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include Internal and External Communication, Message Management, Calendar Management, Navigation, Contact Usage, Tasks Usage, Notes Usage, Journal Usage, and Security and Privacy.

BUS 2210 – Applied Office Procedures
		5.00 Credits / 8 Contact hours
		Prerequisite: BUS 1130; BUS 1140; BUS 1240;
		BUS 2120
This course focuses on applying knowledge and skills learned in all prior courses taken in the program. Topics include communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

BUS 2320 – Medical Document Processing/Transcription
		5.00 Credits / 10 Contact hours
		Prerequisite: AHS 1011; AHS 109 or BUS 2300;
		BUS 1130; ENG 1010
Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

BUS 2330 – Advanced Medical Document
		Processing/Transcription
		5.00 Credits / 10 Contact hours
		Prerequisite: BUS 2320
Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

BUS 2340 – Medical Administrative Procedures
		5.00 Credits / 8 Contact hours
		Prerequisite: AHS 1011; AHS 109 or BUS 2300;
		BUS 1130; SCT 100
Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

BUS 2370 – Medical Office Billing/Coding/Insurance
		5.00 Credits / 8 Contact hours
		Prerequisite: AHS 1011; AHS 109 or BUS 2300;
		BUS 1130
Emphasizes essential skills required for the typical medical office. Provides the knowledge and skills to apply coding or procedures; medical coding skills; and applications of procedures and international coding standards for billing purposes of health care services. Provides the knowledge and skills to obtain reimbursement in the medical office as it relates to health insurance. Topics include International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

CLT - Clinical Laboratory Technology

CLT 101 - Introduction to Clinical Laboratory Technology
		3.00 Credits / 5 Contact Hours
		Prerequisite: Regular status
Introduces students to the terms, concepts, procedures, and equipment used in a professional medical laboratory. Topics include professional ethics and regulatory agencies; basic laboratory safety, equipment, and techniques; phlebotomy/specimen processing; quality control concepts; process improvement; documentation; Health Insurance Portability & Accountability Act (HIPAA),and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

CLT 103 - Urinalysis/Body Fluids
		3.00 Credits / 5 Contact hours
		Prerequisite/Corequisite: AHS 104; CLT 101
Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnosis. Topics include theory of urinalysis; physical, chemical, and microscopic urinalysis; urinalysis and disease state correlation; Health Insurance Portability & Accountability Act (HIPAA), special urinalysis and related testing; body fluids tests; and safety and quality control.

CLT 104 - Hematology/Coagulation
		8.00 Credits / 12 Contact hours
		Prerequisite/Corequisite: AHS 104; CLT 101
Introduces the fundamental formation, function, and degradation of blood cells. Topics include reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood tests, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical values and blood cell dycrasias, safety and quality control, HIPAA and process improvement.

CLT 105 - Serology/Immunology
		3.00 Credits / 5 Contact hours
		Prerequisite/Corequisite: AHS 104; CLT 101
Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include immune system, antigen and antibody reactions, immunological diseases, common serological techniques, safety and quality control, and process improvement, Health Insurance Portability & Accountability Act (HIPAA).

CLT 106 - Immunohematology
		7.00 Credits / 10 Contact hours
		Prerequisite: CLT 105
Provides an in-depth study of immunohematology principles and practices as applicable to medical laboratory technology. Topics include genetic theory and clinical applications, immunology, donor unit collection, pre-transfusion testing, management of disease states and transfusion reactions, safety, regulatory agencies, documentation and computer usage, quality control, Health Insurance Portability & Accountability Act (HIPAA) and process improvement.

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CLT 107 - Clinical Chemistry
> 7.00 Credits / 10 Contact hours
> Prerequisite/Corequisite: AHS 104; CHM 1111;
> CHM 1112; CLT 101

Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety, regulatory agencies and laws, documentation and computer usage, HIPAA, and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

CLT 108 - Microbiology
> 8.00 Credits / 12 Contact hours
> Prerequisite/Corequisite: AHS 104; CHM 1111;
> CHM 1112; CLT 101

Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include microbiology fundamentals; basic techniques; clinical microbiology; anti-microbial sensitivity; safety, regulatory agencies and regulatory laws, HIPAA, computer documentation and usage, quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

CLT 109 - Clinical Phlebotomy, Urinalysis, and Serology Practicum
> 4.00 Credits / 12 Contact hours
> Prerequisite/Corequisite: CLT 101; CLT 103; CLT 105

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include basic and specialized urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety, regulatory agencies and regulatory laws, computer documentation and usage, HIPAA, quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 110 - Clinical Immunohematology Practicum
> 6.00 Credits / 20 Contact hours
> Prerequisite/Corequisite: CLT 106

Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include specimen processing; slide and tube immunological techniques; criteria for special techniques; component and therapy practices; management of disease states; transfusion complications; safety; documentation/computer usage/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 111 - Clinical Hematology/Coagulation Practicum
> 6.00 Credits / 20 Contact hours
> Prerequisite/Corequisite: CLT 104

Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include complete blood count and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical values; instrumentation; safety; documentation/quality control/computer

usage/regulatory laws; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 112 - Clinical Microbiology Practicum
> 6.00 Credits / 20 Contact hours
> Prerequisite: CLT 108

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include specimen inoculations; stains; culture work-ups; bacterial identification; anti-microbial sensitivity; media preparation; special areas; safety; documentation/quality control/computer usage/regulatory laws, and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 113 - Clinical Chemistry Practicum
> 6.00 Credits / 20 Contact hours
> Prerequisite: CLT 107

Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include therapeutic drugs and toxicology; automated and manual chemistry; immuno-chemistry; special chemistry; safety; correlation of test results to disease states and critical values; instrumentation; documentation/ quality control/ computer usage/regulatory laws; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 118 – CLT Licensure Review I
> 1.00 Credit /30 Contact hours
> Prerequisite: CLT 101 - CLT 108

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include review of professional ethics, regulatory agencies, safety, and fundamental techniques; Phlebotomy and specimen processing; Infection control; Quality control; Computers in the lab; Urinalysis/Body Fluids - theory, tests, correlation; Hematology - RE system, blood count, differential, correlation of test results to disease, instrumentation, coagulation, fibrinolysis, critical levels and blood cell dyscrasias; Immunology/Serology - immune system, antigen-antibody reactions, diseases of immune system, serological techniques, genetic theory, correlation of results to disease.

CLT 119 – CLT Licensure Review II
> 1.00 Credit /30 Contact hours
> Prerequisite: CLT 101 - 108;
> Corequisite: CLT 109 - 113

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include Review of: Immunohematology - Donor unit collection and storage; Pretransfusion testing; Transfusion reactions, and management of diseases; Clinical chemistry - Carbohydrates, Electrolytes, Acid-base balance, Nitrogenous compounds, Enzymes, Endocrinology, Liver functions, Lipids, Toxicology and drug monitoring; Microbiology - Fundamentals and basic techniques, identification of bacteria, anti-microbial sensitivity, disease correlation to organisms, parasitology, mycology, mycobacteriology, and virology.

CIS – Computer Information Systems

CIS 103 - Operating Systems Concepts
     6.00 Credits / 8 Contact hours
     Prerequisite: SCT 100
Provides an overview of operating systems functions and commands that are necessary in a computer working environment. Topics include multiprogramming, single and multi-user systems, resource management, command languages, and operating system utilities, file system utilization and multiple operating systems.

CIS 105 - Program Design and Development
     5.00 Credits / 5 Contact hours
     Prerequisite: CIS 106
Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flowcharts, and pseudo code. Topics include problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, and business application structure.

CIS 106 - Computer Concepts
     5.00 Credits / 5 Contact hours
     Prerequisite: Regular status
Provides an overview of computers and information processing. Topics include computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.

CIS 122 - Microcomputer Installation and Maintenance
     7.00 Credits / 10 Contact hours
     Prerequisite: SCT 100
     Corequisite: An operating system course
Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include identifying components and their functions, safety, installation procedures, troubleshooting techniques, and preventative maintenance.

CIS 127 - Advanced Word Processing and Desktop Publisher
     Techniques
     6.00 Credits / 8 Contact hours
     Prerequisite: SCT 100
Provides a study of word processing and desktop publishing. Topics include desktop publishing concepts, advanced word processing concepts, development of macros, presentation graphics concepts, and troubleshooting applications.

CIS 157 - Introduction to Visual Basic Programming
     7.00 Credits / 10 Contact hours
     Prerequisite: CIS 105
Introduces Microsoft Windows event-driven programming. Along with these new methods of programming, common elements of Windows applications will be discussed. These elements will be created and manipulated using Microsoft's Visual BASIC development environment. Topics include Windows applications, user interface design, capturing and validating input, event-driven programming design, conditional processing, file processing, and incorporating graphics.

CIS 252 – Introduction to Java Programming
     7.00 Credits / 10 Contact hours
     Prerequisite: CIS 105
Course designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an

understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK and Notepad as an editor. Continue to develop student's programming logic skills. Topics include JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects and JAVA Graphics

CIS 1115 – Information Security Fundamentals
     5.00 Credits / 5 Contact hours
     Prerequisite: CIS 1140 or CIS 2321 and an operating
     system course or adviser approval
This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security. Topics include: define key terms in Information Security terminology, state the reasons for Information Security, identify the legal, ethical, and professional issues in Information Security, identify the steps in risk identification, assessment and control, state the justification of having a security policy and security procedures, state major components in the design of information security, and identify positions and credentials available to individuals entering the information security profession.

CIS 1131 – Help Desk Concepts
     6.00 Credits / 8 Contact hours
     Prerequisite: CIS 103; CIS 122; SCT 100
The purpose of the Help Desk Concepts course is to prepare students to work in positions that provide customer and technical support through analysis and problem solving. Students will master the role of a help desk analysis, navigate the help desk environment, and learn crucial problem solving skills. In addition, students will learn to troubleshoot hardware problems, printer problems, OS problems, application problems, and user problems.

CIS 1140 - Networking Fundamentals
     6.00 Credits / 8 Contact hours
     Prerequisite: CIS 106 or advisor approval
Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include basic knowledge of networking technology, physical layer, data layer, network layer, transporter layer, TCP/IP fundamentals, TCP/IP suite: utilities, remote connectivity, security, implementing the installation of network, maintaining and support the network, and troubleshooting the network.

CIS 1255 - Game Development I
     6.00 Credits / 8 Contact hours
     Prerequisite: Regular status
Game Development I introduces students to the exciting world of game programming and the elementary mechanics of a programming language. This course is designed with the beginning programmer in mind. Students will learn fundamental data types, variables, standard input/output (I/O), standard programming control statements, and game loop implementation. ANSI standard, portable text based games are the focus for this course.

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CIS 1256 - Game Development II
6.00 Credits / 8 Contact hours
Prerequisite: CIS 1255
Game Development II introduces students to the exciting world of graphical game programming. This course is designed with the beginning graphical programmer in mind. The course will utilize a game development library. The students will learn basic graphics programming, keyboard & mouse programming, bitmap and sprite image handling. Standards based, portable graphical games are the focus for this course.

CIS 1257 - Game Design
6.00 Credits /8 Contact hours
Prerequisite: Regular status
This course focuses on both the theory and the practice of game design. Topics include game documentation, game genres and storytelling. Students will produce the concept, setting, story, narration, characters and documentation for a simple game.

CIS 1258 - 3D Creation for Games
6.00 Credits /8 Contact hours
Prerequisite: CIS 1255
This course focuses on the animating and rendering aspect of three-dimensional (3D) computer animation specifically for gaming. Topics include (but are not limited to) character setup, animating, lighting, rendering, and editing of 3D animation.

CIS 1259- Mathematics for Game Developers
5.00 Credits /5 Contact hours
Prerequisite: Regular status
Emphasizes the math skills needed in computer game design. These skills include trigonometric properties, vectors, and motion in one dimension.

CIS 2149 – Implementing Microsoft Windows Professional
6.00 Credits / 8 Contact hours
Prerequisite: An operating systems course; CIS 1140 or advisor approval.
Provides the ability to implement, administrator, and troubleshoot Windows Professional as a desktop operating system in any network environment.

CIS 2150 – Implementing Microsoft Windows Server
6.00 Credits / 8 Contact hours
Prerequisite: CIS 2149
Provides the ability to implement, administrate and troubleshoot Windows 2000 Server family of products as a member server of a domain in an Active Directory.

CIS 2153 – Implementing Microsoft Windows Networking
Infrastructure
6.00 Credits / 8 Contact hours
Prerequisite: CIS 2150 or CIS 2152
Provides students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

CIS 2154 – Implementing Microsoft Windows Network Directory
6.00 Credits / 8 Contact hours
Prerequisite: CIS 2153
Provides students with knowledge and skills necessary to install, configure, and administer the Microsoft Windows Active Directory™ service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

CIS 2160 - Installing, Configuring, and Administrating Microsoft
Exchange 2000 Server
6.00 Credits / 8 Contact hours
Prerequisite: CIS 2154
Provides students with the knowledge and skills required to install and configure Microsoft Exchange Server. This course covers the component architecture, installing, and core management functionality of Microsoft Exchange.

CIS 2211 – Web Site Design Tools
6.00 Credits / 8 Contact hours
Prerequisite: Regular status
Teaches an understanding of how to create and manage impressive web pages using the sizable amounts of new technology available on the Web. Students will learn to create web sites using various web tools such as FrontPage, NetObjects Fusion, Dynamic HTML, and various multimedia and CSS standards.

CIS 2228 – Comprehensive Spreadsheet Techniques
6.00 Credits / 8 Contact hours
Prerequisite: SCT 100
Provides a study of spreadsheets. Topics include advanced spreadsheet concepts, development of macros, data integration concepts, and troubleshooting spreadsheets.

CIS 2229 - Comprehensive Database Techniques
6.00 Credits / 8 Contact hours
Prerequisites: SCT 100
Provides a study of databases. Topics include advanced database management concepts, development of macros, data integration concepts, development of user interfaces, relational database concepts, and troubleshooting databases.

CIS 2554 – Introduction to Linux/UNIX
6.00 Credits / 8 Contact hours
Prerequisite: CIS 106; SCT 100
This course introduces the Linux/UNIX operating system skills necessary to perform entry-level user functions. Topics include History of Linux/UNIX, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, Linux/UNIX manual help pages, using the Linux/UNIX graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CNA – Certified Nurse Assistant

CNA 100 - Patient Care Fundamentals
8.00 Credits / 11 Contact hours
Prerequisite: Provisional admission
Introduces student to the occupation of certified nurse assistant. Emphasis is placed on: human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics include role and responsibilities of the Certified Nurse Assistant; tomography, structure, and function of body systems; legal and safety requirements in the patient care field; equipment use and care; and performance skills standards and procedures.

COS – Cosmetology

COS 100 - Introduction to Cosmetology Theory
        5.00 Credits /5 Contact hours
        Prerequisite: Regular Status
Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include state and local laws, rules, and regulations; professional image; bacteriology; decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; anatomy and physiology, and types of equipment.

COS 101 - Introduction to Permanent Waving/Relaxing
        4.00 Credits /5 Contact hours
        Prerequisite: COS 100
Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, and permanent wave, chemical relaxer application procedures on manikins, hair analysis, and scalp analysis.

COS 103 – Introduction to Skin, Scalp and Hair
        3.00 Credits /4 Contact hours
        Prerequisite: COS 100
Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include basic corrective hair and scalp treatments, plain facial, products and supplies, diseases and disorders, and safety precautions.

COS 105 - Introduction to Shampooing and Styling
        4.00 Credits /6 Contact hours
        Prerequisite: COS 100
Introduces the fundamental theory and skills required to shampoo and create shapings, pincurls, fingerwaves, roller placement, and combouts. Laboratory training includes styling training to total 20 hours on manikin and 25 hours on live models without compensation. Topics include braiding/intertwining hair, shampoo chemistry, shampoo procedures, styling principles, pincurls, roller placement, fingerwaves, combout techniques, skipwaves, ridgecurls, and safety precautions.

COS 106 - Introduction to Haircutting
        3.00 Credits /4 Contact hours
        Prerequisite: COS 100
Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include haircutting terminology, safety, decontamination, and precautions, cutting implements, and haircutting techniques.

COS 107 - Advanced Haircutting
        2.00 Credits /5 Contact hours
        Prerequisite: COS 106
Continues the theory and application of haircutting techniques. Topics include client consultation, head, hair, and body analysis, style cutting, haircutting techniques, and client consultations/head/hair/body analysis.

COS 108 - Permanent Waving and Relaxing
        3.00 Credits /4 Contact hours
        Prerequisite: COS 101
Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance.

COS 109 - Hair Color
        6.00 Credits /8 Contact hours
        Prerequisite: COS 100; COS 103; COS 105; COS 106; COS 108

Presents the application of temporary, semi-permanent, deposit only, and permanent hair coloring and decolorization products. Topics include basic color concepts, classifications of color, safety precautions, consultation, communication and record and release forms, product knowledge, special problems in hair color and corrective coloring, and special effects.

COS 110 - Skin, Scalp, and Hair
        3.00 Credits /4 Contact hours
        Prerequisite/Corequisite: COS 100; COS 101; COS 103; COS 105; COS 106;COS 108; COS 109
Provides instruction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include implements, products and supplies, corrective hair and scalp treatments, facial procedures and manipulations, safety precautions, cosmetic chemistry/products and supplies, and treatment theory: electrotherapy, electricity and light therapy.

COS 111 - Styling
        3.00 Credits /5 Contact hours
        Prerequisite: COS 105
Continues the theory and application of hairstyling and introduces thermal techniques. Topics include blow dry styling, thermal curling, thermal pressing, thermal waving, advanced cutting and styling, safety precautions, and artificial hair and augmentation.

COS 112 - Manicuring and Pedicuring
        3.00 Credits /4 Contact hours
        Prerequisite: COS 100
Provides manicuring and pedicuring experience on live models. Topics include implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COS 113 – Cosmetology Practicum I
        5.00 Credits /13 Contact hours
        Prerequisite: COS 111; COS 112
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/ pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COS 114 - Cosmetology Practicum II
        8.00 Credits /16 Contact hours
        Prerequisite/Corequisite: COS 113
Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; advanced styling and shaping; industry concepts; and surviving in the salon (transition from class to employment).

COS 115 – Cosmetology Practicum III
        5.00 Credits /13 Contact hours
        Prerequisite: COS 114
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COS 116 – Cosmetology Practicum IV
        5.00 Credits /13 Contact hours
        Prerequisite/Corequisite: COS 115
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COS 117 - Salon Management
        4.00 Credits /5 Contact hours
        Prerequisite: COS 112
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include planning a salon, business management, retailing, public relations, sales skills, career development, and client retention.

CRJ – Criminal Justice

CRJ 101 - Introduction to Criminal Justice Technology
        5.00 Credits / 5 Contact hours
        Prerequisite: Provisional admission
Examines the emergence, progress, and problems of the Criminal Justice system in the United States. Topics include the American Criminal Justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJ 103 – Corrections
        5.00 Credits / 5 Contact hours
        Prerequisite: Provisional admission
Provides an overview of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJ 104 - Principles of Law Enforcement
        5.00 Credits / 5 Contact hours
        Prerequisite: Provisional admission
Examines the principles of organization and administration and the duties of local and state law enforcement agencies with emphasis on police departments. Topics include history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJ 105 - Introduction to Criminal Procedure
        5.00 Credits / 6 Contact hours
        Prerequisite: CRJ 101
Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Criminal Justice overview of Constitutional Law.

CRJ 121 - Introduction to Private Security
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
Provides an orientation to the development, philosophy, responsibility, and function of the Private Security Industry. A historical and philosophical perspective of private Security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include Private Security: An Overview; Basic Security Goals, and Responsibilities; When Prevention Fails: Security Systems at Work: Putting It All Together, and Challenges Facing the Security Profession in the 1990's and beyond.

CRJ 140 - Cultural Perspectives for Law Enforcement Officers
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
Designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJ 145 - Introduction to Crash/Crime Scene Software
        3.00 Credits / 4 Contact hours
        Prerequisite: Regular status
Introduces the student to the basics of Computer Aided Drafting. Processing of incident scenes to determine items that could be used as evidence and then accurately measuring the items for placement on a diagram will also be covered. The main emphasis of the course will be learning how to use the Crime and Crash Zone computer program to diagram crime and accident scenes.

CRJ 160 - Private and Industrial Security Services
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
This course will provide an overview of the private and industrial security as it relates to the protection of industry, the community, and as helping hand to law enforcement agencies and organizations. Emphasis is placed on the role of watchman, guards, and patrolmen. Topics include industry concerns, and occupational techniques.

CRJ 162 – Methods of Criminal Investigation
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
Presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definition of felony crimes stated in the Georgia Code and fundamentals of: investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interviews and interrogation, and preparation and presentation of evidence in court. Topics include Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes.

CRJ 163 - Investigation and Presentation of Evidence
        3.00 Credits / 5 Contact hours
        Prerequisite: CRJ 162
This course presents students with practical exercises dealing with investigations and gathering of evidence. Emphasis is placed on crime scene search, fingerprinting, cast molding, and practical exercises. Topics include crime scene management, specialized investigation techniques and homicide and suicide investigation.

CRJ 165 - Community-Oriented Policing
        5.00 Credits / 5 Contact hours
        Prerequisite: CRJ 104
Presents the fundamentals for the community-oriented policing philosophy. Topics include comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; organizational mental and physical restructuring; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies.

CRJ 168- Criminal Law
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
This course emphasizes the historical development of criminal law in the United States and the current status of Georgia criminal law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A), with primary emphasis on the criminal and traffic codes.

CRJ 175 - Incident and Report Writing
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
This course is designed to provide skills training in the critical area of report writing as it pertains to the front line security officer. In this course, students will learn why accurate reports are necessary, how to write basic reports and how to communicate those reports. Students will be introduced to the Georgia Private and Security Detective and Security Agencies Act Rules and Regulations.

CRJ 202 - Constitutional Law
        5.00 Credits / 5 Contact hours
        Prerequisite: CRJ 101
Emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include characteristics and powers of the three branches of government, principles governing the operation of the Constitution, and Bill of Rights and the Constitutional Amendments.

CRJ 206 – Criminology
        5.00 Credits / 5 Contact hours
        Prerequisite: CRJ 104
Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include scope and varieties of crime; sociological, psychological and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

CRJ 207 - Juvenile Justice
        5.00 Credits / 5 Contact hours
        Prerequisite: CRJ 101
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJ 209 - Criminal Justice Technology Practicum/Internship
        5.00 Credits / 15 Contact hours
        Prerequisite: Completion of all required courses
Provides experiences necessary for further professional development and exposure to related agencies in the law enforcement field. The student will either pursue a study project directed by the instructor within the institution, or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include observation and/or participation in law enforcement activities, law enforcement theory applications, and independent study project.

CRJ 212- Ethics in Criminal Justice
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status; CRJ 101
This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are encountered regularly by participants in the major components of the criminal justice system. Four areas of ethical decision making opportunities are therefore studied in this course, including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics.

CTD – Commercial Truck Driving

CTD 101 – Fundamentals of Commercial Truck Driving
    5.00 Credits / 6 Contact hours
    Prerequisite: Regular status
Fundamentals of Commercial Truck Driving introduces students to the trucking industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTD 102 – Basic Operations of Commercial Trucks
    5.00 Credits / 7 Contact hours
    Corequisite: CTD 101
This course focuses on familiarizing students with truck instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time in range operations- operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking, and coupling & uncoupling.

CTD 103 – Advanced Operation of Commercial Trucks
    5.00 Credits / 17 Contact hours
    Corequisite: CTD 102
Advanced Operations focuses on developing driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. On the road, safe operating practices are integrated into the development of driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition, the student must have a minimum program total of 44 (forty-four) hours BTW instructional time in any combination (with CTD 102) of range and street/road driving. Note: State law requires that, whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.

CTD 104 – Internship
    5.00 Credits / 27 Contact hours
    Prerequisite: CTD 102
The internship provides the opportunity for an individual to complete his or her training with a company. The internship takes the place of CTD 103- Advanced Operations. Working closely with the school, a company provides the advanced training which focuses on developing driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition, the student must have a minimum program total of 44 (forty-four) hours BTW instructional time in any combination (with CTD 102) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads, an instructor must be present in the truck while a student is driving.

CTD 105 - Basic Operations of Commercial Straight Truck and Passenger Driving
    5.00 Credits / 10 Contact hours
    Prerequisite: CTD 101
Focuses on familiarizing students with commercial straight truck and passenger vehicle instruments and controls and on performing basic maneuvers required to drive safely in a controlled environment.

CTD 106 - Advance Operations of Commercial Straight Truck and Passenger Driving
    5.00 Credits / 12 Contact hours
    Prerequisite: CTD 105
Focuses on developing driving skills under actual road conditions. The didactic portion of the course stresses following safe operating practices. On the road, safe operating practices are integrated into the development of driving skills.

CUL - Culinary Arts

CUL 100 – Professionalism in Culinary Arts
    3.00 Credits / 3 Contact hours
    Prerequisite: Regular Status
Provides an overview of the professionalism in culinary arts and culinary career opportunities. Chef history, pride, and espirit d corp are taught. Topics include cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, culinary professionalism, and culinary work ethics.

CUL 110 – Food Service Safety and Sanitation
    3.00 Credits / 6 Contact hours
    Prerequisite: Provisional admission
Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUL 112 - Principles of Cooking
    6.00 Credits / 13 Contact hours
    Prerequisite: Provisional admission
Introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work

CUL 114 – American Regional Cuisine
    5.00 Credits / 10 Contact hours
    Prerequisite: CUL 110
Emphasis is on terms, concepts, and methods necessary to American Cuisine food preparation. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include kitchen aromatics, regional cooking principles and history, methods of American regional food preparation, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

CUL 116 – Food Service Purchasing and Control
    3.00 Credits / 4 Contact hours
    Prerequisite: MAT 1012
Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

CUL 121 – Baking Principles I
    5.00 Credits / 10 Contact hours
    Prerequisite: CUL 110. Corequisite: CUL 112
Presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include baking principles, Science and use of baking ingredients for breads, weights, measures, and conversions, baking sanitation and hygiene, preparation of baked goods and baking

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supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUL 122 – Baking Principles II
    5.00 Credits / 10 Contact hours
    Prerequisite: CUL 121

Presents the fundamental terms, concepts, and methods involved in preparation of cakes, pastries and baked desserts. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include baking principles, Science and use of baking ingredients for desserts, cakes, and pastries, weights, measures, and conversions, baking sanitation and hygiene, preparation of baked goods and baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUL 124 – Restaurant and Hotel Baking
    6.00 Credits / 11 Contact hours
    Prerequisite: CUL 121; CUL 122

Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

CUL 127 – Banquet Preparation and Presentation
    4.00 Credits / 9 Contact hours
    Prerequisite: CUL 112

Provides experience in preparation of a wide variety of quantity foods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice is provided.

CUL 129 – Front of the House Services
    3.00Credits / 5 Contact hours
    Prerequisite: Provisional Admission

Introduces the fundamentals of dining and beverage service. Topics include dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side merchandising, and beverage service and setup. Laboratory practice parallels class work.

CUL 130 – Pantry, Hors d'oeuvres and Canapés
    5.00 Credits / 10 Contact hours
    Prerequisite: CUL 114

Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include pantry functions, basic garnishes, breakfast preparation, buffet presentation, cold preparations, cold sandwiches, salads and dressings, molds, garnishes, and cold hors d'oeuvres. Laboratory practice parallels class work.

CUL 132 – Garde Manger
    5.00 Credits / 10 Contact hours
    Prerequisite: CUL 130

Emphasizes basic garde manger utilization and preparation of appetizers, condiments, and hors d'oeuvres. Topics include hot and cold hors d'oeuvres; salads, dressings, and relishes; sandwiches; patés and terrines; chaudfroids, gelees, and molds;

canapés; and garnishing, carving, and decorating. Laboratory practice parallels class work.

CUL 133 – Food Service Leadership and Decision Making
    5.00 Credits / 5 Contact hours
    Prerequisite: Provisional admission

Familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry. Topics include basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.

CUL 137 – Nutritional Food and Menu Development
    3.00 Credits / 7 Contact hours
    Prerequisite: CUL 100; CUL 110; CUL 112

Emphasizes menu planning for all types of facilities, services, and special diets. Topics include menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

CUL 215 – Contemporary Cuisine I
    5.00 Credits / 10 Contact hours
    Prerequisite: CUL 100; CUL 110; CUL 114

Emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, and nutrition. Laboratory demonstration and student experimentation parallel class work.

CUL 216 - Practicum/Internship I
    11.00 Credits / 31 Contact hours
    Prerequisite: CUL 114; CUL 116; CUL 127

Provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the quarter. On-the-job training topics include restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity.

CUL 220 – Contemporary Cuisine II
    5.00 Credits / 10 Contact hours
    Prerequisite: CUL 112

Emphasizes supervision, and management concepts, knowledge, and skills necessary to restaurants serving contemporary cuisine. Topics include menu selection, layout and design, on/off premise catering, entrepreneurship, small business management and nutrition. Laboratory demonstrations and student experimentation parallel class work.

CUL 224 - International Cuisine
    6.00 Credit/ 11 contact hours
    Prerequisite: CUL 100; CUL 110; CUL 114

Introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery and nutrition. Laboratory practice parallels class work.

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DDF – CAD Operator Training

DDF 100 – Drafting Fundamentals
    6.00 Credits /10 Contact hours
    Prerequisite: Provisional admission
Introduces fundamental concepts and operations necessary to utilize microcomputers for developing fundamental drafting techniques. Emphasis is placed on the basic concepts, geometric terms/media sizes, and techniques necessary for CAD applications. Topics include history of drafting, safety practices, terminology, hardware and software care and use, basic entities, CAD commands, line relationships, basic CAD applications, and geometric construction.

DDF 102 - Size and Shape Description I
    5.00 Credits /10 Contact hours
    Prerequisite: DDF 100
Provides multiview and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics include multiview drawing, basic dimensioning practices, tolerances and fits, sketching, and precision measurement.

DDF 103 - Size and Shape Description II
    5.00 Credits /10 Contact hours
    Prerequisite: DDF 102
Continues dimensioning skill development and introduces sectional views. Topics include advanced dimensioning practices and section views.

DDF 105 - Auxiliary Views
    3.00 Credits /5 Contact hours
    Prerequisite: DDF 102
Introduces techniques necessary for auxiliary view drawings. Topics include primary auxiliary views and secondary auxiliary views.

DDF 106 - Fasteners
    6.00 Credits / 9 Contact hours
    Prerequisite: DDF 102
Provides knowledge and skills necessary to draw and specify fasteners. Topics include utilization of technical reference sources, types of threads, representation of threads, specifying threads, fasteners, and welding symbols.

DDF 107 - CAD Fundamentals
    6.00 Credits / 10 Contact hours
Prerequisite/Corequisite: DDF 102; SCT 100
Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include terminology, CAD commands, basic entities, and basic CAD applications.

DDF 108 - Intersections and Development
    5.00 Credits / 10 Contact hours
    Prerequisite/Corequisite: DDF 102
Introduces the graphic description of objects represented by the intersection of geometric components. Topics include surface development, establishment of true length, and intersection of surfaces.

DDF 109 - Assembly Drawings I
    5.00 Credits /10 Contact hours
    Prerequisite: DDF 108
Provides knowledge and skills necessary to make working drawings. Topics include detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference sources.

DDF 111 - Intermediate CAD
    6.00 Credits / 10 Contact hours
    Prerequisite: DDF 107
Continues developing CAD utilization skills in discipline-specific applications. Topics include intermediate CAD commands, entity management, advanced line construction, block construction and management, command reference customization, advanced entity manipulation and system variables.

DDF 112 - 3D Drawing and Modeling
    6.00 Credits /10 Contact hours
    Prerequisite: DDF 111
Continues developing CAD utilization skills in discipline-specific applications. Topics include advanced CAD commands, CAD applications, macro utilization, application utilization, 3D modeling, rendering, advanced application utilization, and pictorial drawings.

DDF 113 – Introduction to CATIA
    6.00 Credits / 10 Contact hours
    Prerequisite: DDF 107 or instructor approval
This course is an introduction to the fundamental usage of CATIA V5 for 3D solid modeling. Students will learn to create complex parts from 2D profiles using the Part Design Workbench. Topics include overview of CATIA, customization, sketching, constraining sketches, pad & shaft features, sketched feature techniques, pocket & groove, dress-up, and advanced dress-up features.

DDF 114 – Advanced CATIA
    6.00 Credits / 10 Contact hours
    Prerequisite: DDF 113
This course is a continuation of DDF 113 – Introduction to CATIA. Emphasis is placed on practical application of CATIA using a tutorial workbook and projects supplied by the student. Topics include sketcher, part design, wireframe and surface design fundamentals, assemblies, and drafting fundamentals.

DDS 201 - Strength of Materials
    5.00 Credits / 5 Contact hours
    Prerequisite: ENG 1010; MAT 1015
Provides a non-calculus based overview of the behavior of materials when subjected to different loadings and restraints and the prediction of materials behavior in different situations. Topics include concepts of stress, concepts of strain, tension, moments of inertia, and beam bending.

DDS 203 - Surveying I
    3.00 Credits / 5 Contact hours
    Prerequisite: DDF 107; MAT 1015
Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include linear measurements; instrument use; and angles, bearings, and directions.

DDS 204 – Estimating
    3.00 Credits / 5 Contact hours
    Prerequisite: ENG 1010; MAT 1015
Introduces the essential skills necessary for assessing the expected materials, labor requirements, and costs for given structures or products. Topics include blue print reading, material take-offs, price extension and utilization of reference sources.

DDS 205 - Residential Architectural Drawing I
    6.00 Credits /10 Contact hours
    Prerequisite: DDF 103; DDF 111; DDF, 112; DDS 201; ENG 1010; MAT 1015
Introduces architectural drawing skills necessary to produce a complete set of construction drawings given floor plan information. Topics include footing, foundation, and floor plans;

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interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; and specifications.

DDS 207 - Mechanical Systems for Architecture
       3.00 Credits / 5 Contact hours
       Prerequisite/Corequisite: DDS 205; DDS 206;
Reinforces technical knowledge and skills required to develop accurate mechanical and electrical plans. Topics include heating, ventilation, and air conditioning calculations and plans; electrical calculations and plans; and plumbing calculations and plans.

DDS 208 - Residential Architectural Drawing II
       6.00 Credits /10 Contact hours
       Prerequisite: DDS 205
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door, and finish schedules; site plans; specifications; and mechanical and electrical systems.

DDS 209 - Structural Steel Detailing
       6.00 Credits / 10 Contact hours
       Prerequisite: DDF 111; DDF 112
Develops knowledge and skills required for structural steel detailing and connections design utilized for commercial construction. Topics include office practices; steel shapes; beam reactions; framed connections; seated connections; and columns, base plates, and splices.

DDS 229 - Gears and Cams
       6.00 Credits / 10 Contact hours
       Prerequisite: DDS 201; DDS 226; MAT 1015
Emphasizes calculation, specification development, and drawing of gear and cam systems to produce desired results. Topics include reference source utilization, solution of two unknowns, standard gear application, standard cam applications, and gear ratios.

DEN - Dental Assisting

DEN 1020 - Head and Neck Anatomy
       2.00 Credits / 2 Contact hours
       Prerequisite: Regular status
Focuses on normal head and neck anatomy. Topics include osteology of the skull, muscles of mastication and facial expression, temporal mandibular joint, arterial and nerve supply of the head, and salivary glands and related structures.

DEN 1060 - Oral Anatomy
       5.00 Credits / 5 Contact hours
       Prerequisite: Regular status
Focuses on the development and functions of oral anatomy. Topics include dental anatomy, oral histology, and oral embryology.

DEN 1340 - Dental Assisting I
       6.00 Credits / 9 Contact hours
       Prerequisite: AHS 104, DEN 1060
Introduces students to chairside assisting with diagnostic and operative procedures. Topics include four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; dental material basics; and infection control procedures in dental environment with emphasis on CDC and ADA guidelines.

DEN 1350 - Dental Assisting II
       6.00 Credits / 9 Contact hours
       Prerequisite/Corequisite: DEN 1340
Focuses on chairside assisting with operative and nonsurgical specialty procedures. Topics include operative dentistry;

prosthodontic procedures (fixed and removable); orthodontics; and pediatric dentistry.

DEN 1390 - Dental Radiology
       5.00 Credits / 6 Contact hours
       Prerequisite/Corequisite: DEN 1020, DEN 1060
After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include fundamentals of radiology and radiation safety, radiographic anatomy and interpretation, intraoral and extra oral radiographic techniques, and quality assurance techniques.

DEN 1400 - Dental Practice Management
       4.00 Credits / 5 Contact hours
       Prerequisite: DEN 1340; SCT 100
Emphasizes procedures for office management in dental practices. Topics include oral and written communication; records management; appointment control; dental insurance form preparation; accounting procedures; supply and inventory control; and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.

DEN 1460 - Dental Practicum I
       2.00 Credits / 6 Contact hours
       Prerequisite/Corequisite: AHS 104, DEN 1340,
       DEN 1390
Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

DEN 1470 - Dental Practicum II
       2.00 Credits / 6 Contact hours
       Prerequisite/Corequisite: DEN 1350, DEN 1460
Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.

DET – Heavy Diesel Service Technician

DET 120 – Diesel Equipment Technology Internship
       6.00 Credits /18 Contact hours
       Prerequisite: All required courses
Provides student work experience in the occupational environment. Topics include application of prerequisite knowledge and skills, practicing employability skills, problem solving, adaptability to job setting equipment and technology, and development of productivity and quality job performance through practice. The Truck Repair Technician Internship is implemented through the use of written individualized training plans, written performance evaluation, and required integrative experiences.

DET 121 – Overview of Diesel Technology, Tools, and Safety
       5.00 Credits /10 Contact hours
       Prerequisite: Regular status
Introduces basic knowledge and skills the student must have to succeed in the DET field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, and welding safety and basic skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

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DET 125 – Electrical/Electronic Systems
      4.00 Credits /9 Contact hours
      Prerequisite: DET 121
Introduces basic electrical/electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include introduction to diesel electrical & electronic systems, understanding circuits & circuit devices, developing basic diagnosis & repair skills, and understanding vehicle computer controls. Classroom and lab instruction on digital meter usage and interpreting is highly emphasized.

DET 127 – Starting and Charging Systems
      5.00 Credits /10 Contact hours
      Prerequisite: DET 125
Introduces starting and charging systems used on medium/heavy duty trucks and heavy equipment. Topics include battery diagnosis & servicing, starting systems diagnosis and repair, and charging systems diagnosis and repair. Using and interpreting test instruments and troubleshooting are highly emphasized.

DET 129 – Hydraulic Systems I
      4.00 Credits /9 Contact hours
      Prerequisite: DET 125
Introduces basic hydraulic principles and systems used on medium/heavy duty trucks and heavy equipment. Topics include hydraulic theory, lines, fittings, and couplings, and fluids and lubricants. Classroom and lab experiences on basic hydraulic systems, preventative maintenance and safety are highly emphasized.

DET 131 – Electronic Controls and Accessory Systems
      5.00 Credits /8 Contact hours
      Prerequisite: DET 125
Introduces electronic controls and accessory systems used on medium/heavy duty trucks and heavy equipment. Topics include lighting systems diagnosis and repair, driver information systems diagnosis and repair, related electrical components, and miscellaneous electrical accessories. Using and interpreting test instruments and troubleshooting are highly emphasized.

DET 132 – Diesel Engine Overhaul and Servicing I
      5.00 Credits /8 Contact hours
      Prerequisite: DET 125
Introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include introduction to engine principles and procedures, engine disassembly and cleaning procedures, engine components failure analysis, and engine parts procurement. Using and interpreting test and measuring instruments is highly emphasized.

DET 135 – Diesel Engine Fuel Systems, Tune-up & Performance
      5.00 Credits /9 Contact hours
      Prerequisite: DET 125
Introduces fuel systems used on medium/heavy trucks and heavy equipment. Topics include basic fuel systems and components, mechanical fuel injection systems, electronic fuel injection diagnosis and repair, emissions, general engine diagnosis, and tune-up and preventative maintenance. Interpreting test instruments along with diagnosing and troubleshooting are highly emphasized.

DET 230 – Hydraulic Systems II
      4.00 Credits /8 Contact hours
      Prerequisite: DET 129
Introduces hydraulic systems and components used on heavy equipment. Classroom and lab instruction on components and systems emphasizes the use of testing and diagnosis equipment.

Topics include general maintenance, reservoirs, seals, accessories, pumps, valves, cylinders, motors, hydraulic schematics and hydraulic circuits.

DET 233 – Heavy Equipment Power Train Systems I
      5.00 Credits /8 Contact hours
      Prerequisite: DET 125
Introduces powertrains used on heavy equipment such as bulldozers, excavators, wheel loaders, and back-hoe loaders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include powertrain theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, failure analysis, and terminology.

DET 234 – Heavy Equipment Power Train Systems II
      5.00 Credits /8 Contact hours
      Prerequisite: DET 233
A continuation of DET 233, introducing powertrains used on heavy equipment such as bulldozers, excavators, wheel loaders, and back-hoe loaders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, failure analysis, and terminology.

DHY - Dental Hygiene

DHY 100 - Tooth Anatomy and Root Morphology
      3.00 Credits /4 Contact hours
      Prerequisite: Regular status
Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also, introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion, and dental anomalies.

DHY 101 - Oral Embryology and Histology
      2.00 Credits /2 Contact hours
      Prerequisite: Regular status
Focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include cellular structure and organelles; histology of epithelium; histology of connective tissue; histology of muscle tissue; histology of nerve tissue; histology of oral mucosa and orofacial structures; embryological development of the head and neck; tooth development; and development of tooth supporting structures.

DHY 102 - Head and Neck Anatomy
      3.00 Credits /3 Contact hours
      Prerequisite: DHY 101
Focuses on anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include terminology; anatomic landmarks; osteology of the skull; temporomandibular joint; muscles of mastication; muscles of facial expression; nervous system; blood supply of the head and neck; lymphatic system and immunology; endocrine and exocrine glands of the head and neck; nasal and paranasal sinuses; fascial spaces and the spread of dental infections; and anatomy concerning local anesthesia.

DHY 103- Dental Materials
        3.00 Credits /4 Contact hours
        Prerequisite: DHY 100
Focuses on the nature, qualities, composition and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include dental materials standards, dental materials properties, impression materials, gypsum products, mouthguards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative materials, polishing procedures for dental restorations, removable dental prostheses, sealants, and implants.

DHY 104 - Preclinical Dental Hygiene Lecture
        2.00 Credits /2 Contact hours
        Prerequisite: AHS 104; DHY 100; DHY 106
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include patient assessment, instrumentation, charting, oral health education, occlusion, and caries

DHY 105 - Preclinical Dental Hygiene Lab
        2.00 Credits /6 Contact hours
        Prerequisite: DHY 100, DHY 106
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include patient assessment, instrumentation, charting, oral health education, occlusion, and caries.

DHY 106 - Introduction to Dental Hygiene
        1.00 Credit /3 Contact hours
Provides fundamental skills in the dental environment. The course focuses on infection control procedures and exposure management.Topics include asepsis; dental terminology; ethics, professionalism; emergencies; patient assessment; and patient and clinician positioning.

DHY 107- Radiology Lecture
        3.00 Credits /3 Contact hours
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include radiation physics principles; radiation biology; radiation safety; radiographic quality assurance; imaging theory; radiographic interpretation; radiographic need; legal issues of dental radiography; and digital radiography techniques and principles.

DHY 109- Radiology Lab-
        1.00 Credit /3 Contact hours
        Prerequisite: DHY 106
Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

DHY 110 - Clinical Dental Hygiene I Lecture
        2.00 Credits /2 Contact hours
        Prerequisite: DHY 104
Continues the development of knowledge in patient care. Topics include prevention, instrumentation, patient management, dental appliances, and interdental care.

DHY 111 - Clinical Dental Hygiene I Lab
        3.00 Credits /9 Contact hours
        Prerequisite: DHY 105

Continues the development of knowledge in patient care. Topics include prevention, instrumentation, patient management, dental appliances, interdental care, and applied techniques.

DHY 200 - Periodontology
        4.00 Credits / 4 Contact hours
        Prerequisite: DHY 101
Provides fundamental information on periodontal anatomy, pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy, including preventive, non-surgical, and surgical methods. Topics include tissues of the periodontium; epidemiology of periodontal diseases; periodontal diseases; disease prevention and treatment planning; non-surgical periodontal disease therapy; drug therapy; immunology and host defense mechanism; microorganisms associated with periodontology; the principles of periodontal surgery; periodontal/endodontic emergencies; and implantology and maintenance of implants.

DHY 201 - Clinical Dental Hygiene II Lecture
        2.00 Credits /2 Contact hours
        Prerequisite: DHY 107; DHY 110
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include instrument sharpening; patient assessment; treatment planning; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; and pit and fissure sealants.

DHY 202 - Clinical Dental Hygiene Lab II
        4.00 Credits / 12 Contact hours
        Prerequisite: DHY 107; DHY 111
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include instrument sharpening; patient assessment; treatment planning; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; and applied techniques.

DHY 205 - Oral Pathology
        4.00 Credits /4 Contact hours
        Prerequisite: DHY 101, DHY 102
Introduces pathology as a specialty of dentistry and includes the etiology, pathogenesis and recognition of various pathological conditions. Emphasis is placed on oral and paraoral pathology and systemic conditions affecting the head and neck. Topics include terminology and biopsy procedures; inflammation, repair, and regeneration; soft tissue and dental anomalies; pathogenesis of caries and pulpal pathology; cysts and tumors of the head and neck; systemic conditions that affect the oral structures; infectious diseases; diseases of the salivary glands; diseases of bone; blood dyscrasias; vesiculo-erosive and autoimmune diseases; and genetic diseases and syndromes of the head and neck.

DHY 206 - Pharmacology and Pain Control
        4.00 Credits / 4 Contact hours
Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include pharmaceutical referencing; legal and ethical considerations; drug effects; contraindications; drug related emergencies; dental related anesthesia; and pain control.

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DHY 207 - Community Dental Health
4.00 Credits /6 Contact hours
Prerequisite: DHY 110
Provides students with a broad understanding of the healthcare system and an objective view of the significant social, political, psychological and economic forces directing the system. Prepares students to promote oral health and prevent oral disease in a community by meeting specific dental health of community groups. Topics include epidemiology; community dental care assessment; community dental care provision; preventive counseling for groups; group oral health education; terminology; dental care systems; biostatistics; and concepts of dental research.

DHY 208 - Clinical Dental Hygiene III Lecture
2.00 Credits /2 Contact hours
Prerequisite: DHY 201
Continues the development of student knowledge necessary for treatment and prevention of oral disease. Topics include scaling, debridement, and root planning; oral irrigation and antimicrobial agents; special needs patients and ultrasonics and air polishing.

DHY 209 - Clinical Dental Hygiene III Lab
4.00 Credits / 12 Contact hours
Prerequisite: DHY 202
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include scaling, debridement, and root planning; oral irrigation and antimicrobial agents; special needs patients; ultrasonics and air polishing; and applied techniques.

DHY 211 - Biochemistry and Nutrition
3.00 Credits /3 Contact hours
Prerequisite: CHM 1111
Provides a basic introduction to organic chemistry and biochemistry. Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

DHY 213 - Clinical Dental Hygiene IV Lecture
2.00 Credits /2 Contact hours
Prerequisite: DHY 208
Continues the development of student knowledge necessary for treatment and prevention of oral disease. Topics include recare systems, special needs, and dietary assessment.

DHY 214 - Clinical Dental Hygiene IV Lab
4.00 Credits /12 Contact hours
Prerequisite: DHY 209
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include dietary assessment, recare systems, applied techniques, and time management.

DHY 220 - Clinical Dental Hygiene V Lecture
2.00 Credits /2 Contact hours
Prerequisite: DHY 213
Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include employability skills; State of Georgia Dental Practice Act; office management; expanded duties; legal aspects; ethics; dental hygiene practice settings; and dentistry and dental hygiene regulation.

DHY 221 - Clinical Dental Hygiene V Lab
4.00 Credits /12 Contact hours
Prerequisite: DHY 214

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include applied techniques and time management.

DIS – Directed Individual Study

DIS 150 - Directed Independent Study
x.xx Credits/ xx Contact hours
This course provides the opportunity for students to apply theoretical knowledge in on-the-job situations.

DMT 101 – Digital Media Technology

DMT 101- Introduction to Creative Technologies
5.00 Credits / 5 Contact hours
Prerequisites: Regular status
The study of the Basic Technologies for Film and Video Production and Post Production: The student will learn the terminology, roles and responsibilities of the production team as well as the standard for lighting, camera angle & framing. The students will learn the standard for story structure, scripting and the use of narrative storytelling in film and video and define the various forms and structures of cinema including film type, genres, and styles.

DMT 102 - 2D Design
5.00 Credits / 5 Contact hours
Prerequisite: Regular status
Introduction to drawing, painting and color theory and the use of two dimensional designs in film and video productions. Studying hue, value, saturation, luminosity, transparency, light perception and perspective.

DMT 103 - 3D Design
5.00 Credits / 5 Contact hours
Prerequisite: DMT 102
Introduction to three dimensional design for set construction and scene design and painting for film and digital video productions.

DMT 105 - Scriptwriting
5.00 Credits / 5 Contact hours
Prerequisite: DMT 101
An introduction to the process of writing for film and video. Examining the standard for story structure, scripting and the use of narrative storytelling in Film and Video and writing in the various forms and structures of cinema.

DMT 106 - Storyboarding
3.00 Credits / 3 Contact hours
Prerequisite: DMT 101
Introduction to the process of producing a storyboard for a film and digital video production. Defining the terms of film grammar and visual perspective as they relate to camera placement, camera movement and cinematic composition in sequential storytelling.

DMT 108 - Introduction to Audio
5.00 Credits / 9 Contact hours
Prerequisite: DMT 110
Introduction to audio recording for film and digital video productions with emphasis on field recording techniques, microphone types and use with portable sound mixers, studio recording and audio post-production techniques.

DMT 109 – Sound Dynamics
4.00 Credits / 5 Contact hours
Prerequisite: DMT 108
Audio recording and manipulation of recorded sound with emphasis on advanced microphone techniques, commonly-used recording studio equipment, recording and listening acoustical environments, and multi-track recording and mixing.

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DMT 110 - Pre-production
        5.00 Credits / 9 Contact hours
        Prerequisite: Regular status
The "Basics" of TV and digital video pre-production planning and the mastering of the essential skill sets necessary before production begins. Skill sets: camera operation, lighting fundamentals and recording audio for film and video.

DMT 111 - Introduction to DAW Digital Audio
        4.00 Credits / 5 Contact hours
        Prerequisite DMT 108
Introduction to the basics of digital audio editing theory and techniques and the use Digital Audio Workstation editing systems.

DMT 112 - Audio Production and Music Theory
        4.00 Credits / 5 Contact hours
Introduction to the process and creation of a recording session and music production techniques for multi-track recording, studio recording and audio post-production techniques.

DMT 113 - Field Recording
        4.00 Credits / 5 Contact hours
Field recording using Audio Production "location techniques" and support for Digital Video Field production with special "live" performance situations.

DMT 115 - Introduction to Post Production
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 110
This course emphasizes both the technical and theoretical aspects of video editing. Students are provided with hands-on training and are required to produce various editing exercises, exploring many editing techniques using non-linear editng systems.

DMT 116 - Introduction to Video Production
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 110
Basics of TV and Video production with emphasis on TV studio production, interview formats,
 documentary-drama production and live event recording.

DMT 117 - Foley, SFX, Music and ADR Recording
        4.00 Credits / 5 Contact hours
Studio recording using Foley techniques for sound effects and Automatic Dialogue Replacement for "sweetening" a film or video sound track support for Digital Video post production environments.

DMT 118- MIDI Audio and Multi track Session Recording
        Techniques
        4.00 Credits / 5 Contact hours
Studio recording techniques for Musical Instrument Digital Interface and other electronic musical instruments for multi track audio post production environments.

DMT 119 - Streaming Audio for Web Based Applications
        4.00 Credits / 5 Contact hours
Studio recording techniques for Web based productions, distribution and applications in digital video / sound scape / radio / and Digital Video post production environments.

DMT 120 - Introduction to Graphics
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 115
This course introduces the student to the basics of motion graphics. Students will learn how to build a layers composite image and how to bring still images to life. This class will cover behaviors, particles, filters, masks and animation using keyframes. Students will complete several projects that can be applied in the work environment.

DMT 125 - Introduction to Effects
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 115
Introduction to the use of special effects in the digital video post-production editing process.

DMT 130 - Introduction to Animation
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 103
Students explore the basic principles of 3D animation and modeling, to develop and understanding of 3D screen space and surface modeling, texture mapping, lighting, and rendering. Students will produce small works that will utilize these concepts.

DMT 135 - Introduction to Motion
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 130
Introduction to the use of image size, scale, direction and movement within a time/key frame composition of a digital video.

DMT 201 - Videography
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 116
Electronic News Gathering with emphasis on location production lighting, audio for location production and field recording for 2nd and 3rd camera units.

DMT 205 - Lighting
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 116
Light for interior spaces and studio applications with emphasis on special lighting conditions such as reduced, low level key lighting and studio chroma keys utilizing Green and/or Blue Screens.

DMT 206 - Field Production and Lighting
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 201
Electronic News Gathering Field production and special lighting situations and challenges for single and multi camera video documentation.

DMT 207 - Introduction to Directing
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 101
Introduction to the Director, Producer and Production Coordinator Pre-production and Production responsibilities in the digital filmmaking process.

DMT 215 - Intermediate Post Production
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 115
Basic work on the techniques of film and digital video editing, theory and techniques and the use of non-linear editing systems.

DMT 220 - Intermediate Graphics
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 120
Basic use of text and graphic elements into digital video post-production editing process with emphasis on the layering attributes of vector based and digital image files.

DMT 228 - Space and Lighting
        5.00 Credits / 9 Contact hours
        Prerequisite: DMT 225
Introduction to the use of computer controls for camera angle and lighting techniques in a three dimensional digital composite environment.

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DMT 230 – 3D Character Animation
　　　5.00 Credits / 9 Contact hours
　　　Prerequisite: DMT 228
The combination of techniques mastered in 3 dimensional compositing, space and lighting and character animation.

DMT 235 – 3D Compositing
　　　5.00 Credits / 9 Contact hours
　　　Prerequisite: DMT 130
Introduction to digital compositing. Students will learn to combine multiple screen elements from many different sources; using techniques such as rotoscoping, keying/matting, color correction and painting to create a seamless visual effect.

DMT 260 – Independent Audio Production Project
　　　5.00 Credits / 11 Contact hours
　　　Prerequisite: DMT 108; DMT 109; DMT 111;
　　　DMT 112; DMT 113
Advanced production course that provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control. With minimal supervision, each student will complete a long form production and be responsible for conceiving and producing the project.

DMT 280 - Video Project in Digital Media
　　　5.00 Credits / 12 Contact hours
Prerequisite: Completion of all Digital Media coursework. Direct industry exposure through WGTC video productions as a student assistant and/or special project contract.

ECE – Early Childhood Care and Education
ECE 1010 - Introduction to Early Childhood Care and Education
　　　5.00 Credits / 5 Contact hours
　　　Prerequisite: Provisional admission
This course introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include historical perspectives, professionalism, guidance, assessment and curriculum planning, learning environment, cultural diversity and licensing and accreditation.

ECE 1012 - Curriculum Development
　　　3.00 Credits / 5 Contact hours
　　　Prerequisite: ECE 1010; ECE 1030
This course assists the student in understanding that play, developmental integration and active learning are critical to achieving meaningful curriculum for young children. The course develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, transitional activities, approaches to teaching, learning, and assessing, and appropriate assessment strategies.

ECE 1013 - Art for Children
　　　3.00 Credits / 5 Contact hours
　　　Prerequisite: ECE 1010; ECE 1030
This course introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include concepts of creativity and children's creative development; facilitation of children's creative expression; appreciation of children's art processes and products; and art appreciation.

ECE 1014 - Music and Movement
　　　3.00 Credits / 5 Contact hours
Prerequisite: ECE 1010; ECE 1030
This course introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce media, methods, and materials used to foster musical activity and creative movement. Topics include spontaneous and planned music and movement; media, methods and materials; coordination of movement and music; theoretical foundations; and music appreciation.

ECE 1021 - Early Childhood Care and Education Practicum I
　　　3.00 Credits / 7 Contact hours
　　　Prerequisite: ECE 1030 and 1050
This course provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training Topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECE 1022 - Early Childhood Care and Education Practicum II
　　　3.00 Credits / 7 Contact hours
　　　Prerequisite: ECE 1012; ECE 1021or ECE 2132
This course provides the student with the opportunity to gain a supervised experience in the actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training Topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; and becoming a professional.

ECE 1030 - Human Growth and Development I
　　　5.00 Credits / 5 Contact hours
　　　Prerequisite: Program admission level language and reading competency
This course introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 5 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child, advancing physical and intellectual competence, supporting social and emotional development, and providing positive guidance. Topics include developmental characteristics, prenatal through age five; observing and recording techniques; ages and stages of development; and an introduction to children with special needs.

ECE 1050 - Health, Safety, and Nutrition
　　　5.00 Credits / 5 Contact hours
　　　Prerequisite: Provisional admission
This course introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECE 2010 – Exceptionalities
　　　5.00 Credits / 5 Contact hours
　　　Prerequisite: ECE 1030
This course provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, and community resources.

ECE 2020 - Social Issues and Families
    5.00 Credits / 5 Contact hours
    Prerequisite: Provisional admission
Enables the student to value the complex characteristics of children's families and communities, and develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities; family/social issues; community resources; family education and support; teacher-family communication; community partnerships; social diversity and anti-bias concerns; successful transitions; and school-family activities.

ECE 2030 - Human Growth and Development II
    5.00 Credits / 5 Contact hours
    Prerequisite: ECE 1030
This course introduces the student to the physical, social, emotional, and intellectual development of human beings from age 6 through the lifespan, emphasizing school age child (6 to 12 years of age). Provides learning experiences related to the principles of human growth, development, and theories of learning and behavior. Topics include developmental characteristics, guidance techniques, ages and stages of development, introduction to children with special needs, and observation and recording techniques.

ECE 2110 - Methods and Materials
    5.00 Credits / 5 Contact hours
    Prerequisite: ECE 1012
This course develops skills to enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include instructional techniques, curriculum, materials for instruction, and learning environments.

ECE 2120 - Professional Practices
    5.00 Credits / 5 Contact hours
    Prerequisite: Departmental approval
This course develops knowledge that will enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include professional qualifications, professionalism, application of guidance techniques, and classroom management.

ECE 2115 - Language Arts and Literature
    5.00 Credits / 5 Contact hours
    Prerequisite ECE 1030
This course develops knowledge and skills that will enable the student to plan and implement developmentally appropriate listening, speaking, writing, and reading activities for young children. Topics include reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation, stages of language acquisition and use of technology in language arts.

ECE 2116 - Math and Science
    5.00 Credits / 5 Contact hours
    Prerequisite: Program admission level math
    achievement; ECE 1030
This course presents the process of introducing science and math concepts to young children. It includes planning and implementation of developmentally appropriate activities, and development of methods and techniques of delivery. Topics include cognitive stages and developmental processes in math and science; math and science activity planning; and development of math and science materials.

ECE 2132 - Infant/Toddler Development
    5.00 Credit/5 contact hours
    Prerequisite: Provisional admission
Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

ECE 2134 - Infant/Toddler Group Care
    5.00 Credit/5 contact hours
    Prerequisite: Provisional admission
This course provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship- based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECE 2136 – Infant/Toddler Curriculum
    5.00 Credits / 5 Contact hours
    Prerequisite: ECE 2132; ECE 2134
Addresses the basic issues of how to translate significant research findings about the relationship of early brain and language development into classroom practices and how to arrange optimal learning experiences/activities at both the individual and group levels. Utilizes the latest findings about the minds of children and how they discover the world as well as developmental profiles and characteristics of children in a specific age range to present materials and strategies that may be used with individual children birth to age three. Examines how to design and implement learning experiences geared to address each child's needs regardless of how typical or atypical that child's development. Addresses strategies to most effectively work with a group of very young children, one or more of which may be significantly challenged in physical, cognitive, language, social, or behavioral development.

ECE 2170 - Program Administration
    5.00 Credits / 5 Contact hours
    Prerequisite: Departmental approval
This course provides training in planning, implementation, and maintenance of an effective early childhood program. Topics include organization, mission, philosophy, goals and history of a program; types of programs; laws, rules, regulations accreditation and program evaluation; needs assessment; administrative roles and board of directors; marketing, public and community relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

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ECE 2210 - Facility Management
        5.00 Credits / 5 Contact hours
        Prerequisite: Departmental approval
This course provides training in early childhood facilities management. Topics include space management, money management, and program, equipment supply management.

ECE 2220 - Personnel Management
        5.00 Credits / 5 Contact hours
        Prerequisite: Departmental approval
This course provides training in personnel management in early childhood settings. Topics include staff records; communication; personnel planning; personnel policies; managing payroll, recruitment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluation; and ethical responsibilities to employees.

ECE 2240- Early Childhood Care and Education Internship
        12.00 Credits / 36 Contact hours
        Prerequisite: Departmental approval
This course provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student's performance. Topics include problem solving, use of proper interpersonal skills, application of developmentally appropriate practice, professional development, and resource file (portfolio) development.

ELC – Electronics

ELC 104 - Soldering Technology I
        2.00 Credits /3 Contact hours
        Prerequisite: Provisional admission
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topic include safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELC 108 - Direct Current Circuits II
        4.00 Credits /5 Contact hours
Corequisite: IFC 101 or ELC 106; MAT 1013 (diploma) or MAT 1111 (degree)
Continues direct current (DC) concepts and applications. Topics include complex series/parallel circuits and DC theorems.

ELC 110 - Alternating Current II
        4.00 Credits /5 Contact hours
Continues development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and oscilloscopes. Topics include reactive components, simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

ELC 115 - Solid State Devices II
        4.00 Credits /5 Contact hours
Continues the exploration of the physical characteristics and applications of solid state devices. Topics include bipolar junction theory, bipolar junction application, and field effect transistors.

ELC 117 - Linear Integrated Circuits
        4.00 Credits /5 Contact hours
        Corequisite: ELC 115
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include operational amplifiers, timers, and three-terminal voltage regulators.

ELC 118 - Digital Electronics I
        4.00 Credits /5 Contact hours
        Corequisite: IFC 103 or ELC 114
Introduces the basic building blocks of digital circuits. Topics include binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment.

ELC 119 - Digital Electronics II
        4.00 Credits /10 Contact hours
        Corequisite: ELC 118
Uses the concepts developed in Digital Electronics I as a foundation for the study of more advanced devices and circuits. Topics include flip-flops, counters, multiplexers and demultiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions.

ELC 120 - Microprocessor Fundamentals
        4.00 Credits /5 Contact hours
This course is designed to provide the student with a basic understanding of microprocessor and microcontroller operation, programming, interfacing, interrupts, and troubleshooting. The choice of microprocessor and microcontroller used in the lab experiences and illustration of basic operation is not important. The main objective of the course is to give the student a basic understanding of microprocessor operation and applications.

ELC 123 - Communication Electronics Survey
        7.00 Credits /10 Contact hours
        Prerequisite/Corequisite: ELC 115
Introduces the fundamental concepts and devices used in electronics communications. Topics include transmission, modulation and detection, receivers, transmitters, propagation, antennas, and deterioration.

ELC 124 - Industrial Electronics Survey
        4.00 Credits /5 Contact hours
        Prerequisite/Corequisite: ELC 120
Introduces the fundamental concepts and technologies utilized in industrial electronics applications. Topics include process controls, sensors, motor controls, programmed controls, mechanical devices, fluid power, and robotics.

ELC 211 - Process Control
        6.00 Credits /8 Contact hours
        Corequisites: IFC 103 or ELC 114
Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

ELC 212 - Motor Controls
        6.00 Credits /8 Contact hours
        Prerequisites: ELC 115
Introduces the application of motor controls in the industrial environment. Topics include AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

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ELC 213 - Programmable Controllers
    5.00 Credits / 7 Contact hours
    Prerequisite: ELC 212
Provides the basic skills and techniques used in industrial application of programmable controls. Topics include controller hardware, programming, PC applications, and troubleshooting.

ELC 214 - Mechanical Devices
    3.00 Credits /5 Contact hours
    Prerequisite; Regular status
Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include linkages, motion analysis, gear drives, and preventative maintenance.

ELC 215 - Fluid Power
    3.00 Credits /5 Contact hours
    Prerequisite: Regular status
Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELC 216 - Robotics
    2.00 Credits /3 Contact hours
    Prerequisite: ELC 213; ELC 214; ELC 215
Explores robotic concepts, terminology, and basic applications. Emphasis is placed on programming in robotic languages and robot/human interfacing safety practices. Topics include safety, terminology, languages, and programming.

ELC 229 - Security Systems
    4.00 Credits /5 Contact hours
    Prerequisite: ELT 106
Provides an in-depth study of electronic devices designed to detect environmental changes that indicate a threat to property security. Topics include sensor theory, low-voltage license regulations, system components, and system installation and service.

ELC 259 - Fiber Optics Systems
    4.00 Credits /5 Contact hours
    Prerequisite: ELC 119
Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics include fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.

ELC 260 - Telecommunications and Data Cabling
    4.00 Credits /5 Contact hours
    Prerequisite: ELC 119
Introduces the basics of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

ELW – Electrical Line Worker

ELC 180 – ELC Lineworker Org. Principles
    4.00 Credits / 4 Contact hours
    Corequisite: ELC 182; ELC 184; ELC 186
Provides a comprehensive summary of lineworker requirements. Physical and mechanical ability requirements will be presented and tests given. Other topics include electrical and workplace safety and positive work ethics.

ELC 182 – ELC Lineworker Workplace Skills
    2.00 Credits / 2 Contact hours
    Corequisite: ELC 180; ELC 184; ELC 186
Familiarizes the student with the importance of working together and team building. Topics include Basic tools in the problem solving process; causes, acceptance, and management of change in the workplace; creating a positive self image; and creating a resume and the job interview.

ELC 184 – ELC Lineworker Automation Skills
    (2 Credits / 2 Contact hours
    Corequisite: ELC 180; ELC 182; ELC 186
Familiarizes the student with the identification, the proper use, and the maintenance of hand tools and power tools. This course will prepare the students to understand and safely operate hydraulic and pneumatic systems. Other topics include the fundamental principles of electricity, conductors and insulators, and voltage, current and power.

ELC 186 – ELC Lineworker Occupational Skills
    8.00 Credits / 13 Contact hours
    Corequisite: ELC 180; ELC 182 ELC 184
This course provides a basic introduction to the principles of ratio and proportion as well as the information and activities needed to understand and use blueprints. Demonstrations, safety procedures, and hands-on activities will be provided using forklifts, back hoes, ditchers, line trucks, bucket trucks, and other powered industrial equipment. Instruction will be provided on the skills needed to pass the commercial driver's license written exam (AP). The students will get to observe electrical lineworkers as they perform their daily jobs. This observation based instruction provides real life experiences of an actual Electrical Lineworker Apprentice.

ELT – Electrical Technology

ELT 106 - Electrical Prints, Schematics, and Symbols
    4.00 Credits /5 Contact hours
    Prerequisite: IFC 100; IFC 101
Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include electrical symbols, component identification, and print reading.

ELT 107 - Commercial Wiring I
    5.00 Credits /7 Contact hours
    Prerequisite: ELT 121; ELT 106; IFC 100
Introduces commercial wiring practices and procedures. Topics include National Electrical Code, commercial load calculations, and safety.

ELT 108 - Commercial Wiring II
    5.00 Credits /7 Contact hours
    Prerequisite: ELT 107
Presents the study of three-phase power systems, fundamentals of AC motor control, and the basic transformer connections. Topics include three-phase power systems, fundamentals of AC motor control, and transformer connections (single-phase and three-phase step down).

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ELT 109 - Commercial Wiring III
       5.00 Credits /7 Contact hours
       Prerequisite: ELD 107; ELT 108
Presents the theory and practical application of conduit installation, system design, and related safety requirements. Topics include conduit installation, system design concepts, and safety procedures.

ELT 111 - Single-Phase/Three-Phase Motors
       5.00 Credits /7 Contact hours
       Prerequisite: ELT 119; IFC 100; IFC 101
Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include motor theory/operating principles, motor terminology, motor identification, National Electrical Manufacturers Association (NEMA) standards, motor efficiencies, preventive maintenance, troubleshooting/ failure analysis, and NEC requirements.

ELT 112 - Variable Speed/Low Voltage Controls
       3.00 Credits /5 Contact hours
       Prerequisite/Corequisite: ELT 111
Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

ELT 115 - Diagnostic Troubleshooting
       3.00 Credits / 7 Contact hours
       Prerequisite: Departmental approval
Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

ELT 116 - Transformers
       4.00 Credits / 6 Contact hours
       Prerequisite: ELT 119; IFC 101
Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

ELT 117 - National Electrical Code Industrial Applications
       4.00 Credits / 7 Contact hours
       Prerequisite: ELT 109
Provides instruction in industrial applications of the National Electrical Code. Topics include rigid conduit installation, systems design concepts, equipment installation (600 volts or less), and safety precautions.

ELT 118 - Electrical Controls
       5.00 Credits / 8 Contact hours
Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, operation, application and ladder diagrams, AC and DC servo drives, and DC stepper drives. Topics include ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

ELT 119 - Electricity Principles II
       4.00 Credits /5 Contact hours
       Prerequisite: IFC 100
Introduces the theory and application of varying sine wave voltages and current. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

ELT 120 - Residential Wiring I
       5.00 Credits /8 Contact hours
       Prerequisite: IFC 100
Introduces residential wiring practices and procedures. Topics include residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/ receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries and receptacle installation including bonding, GFCI and AFCi circuits, special purposes outlets- ranges, cooktops, ovens, dryers, water heaters, sump pumps, etc., and sizing OCPD's (circuit breakers and fuses).

ELT 121 - Residential Wiring II
       6.00 Credits /8 Contact hours
       Prerequisite/Corequisite: ELT 120
Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include residential single family service calculations, residential two-family service calculations, load balancing, sub-panels and feeders, residential single-family service installation, residential two-family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.

ELT 122 - Industrial PLCs
       6.00 Credits /10 Contact hours
       Prerequisite: ELT 111; ELT 112; ELT 118
Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and setup, PLC programming basics, relay logic instructions, timers and counters.

EMS - Paramedic Technology

EMS 126 - Introduction to the Paramedic Profession
       3.00 Credits /4 Contact hours
       Prerequisite: Regular status
Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the EMT scope of practice. Topics include the EMS system/roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical/legal considerations, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents and crime scene awareness. This course provides instruction on topics in Division 1, Sections 1-5, Division 7, Section 1 and Division 8 sections 1-5 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 127 - Patient Assessment
       4.00 Credits /5 Contact hours
Introduces the fundamental principles and skills involved in assessing the pre-hospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include therapeutic communications, history taking, techniques of physical exam, patient assessment, clinical decision-making, EMS communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 128 - Applied Physiology and Pathophysiology
        3.00 Credits /3 Contact hours
        Prerequisite: AHS 1011
This course introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. This course covers a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familial diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMS 129 - Pharmacology
        4.00 Credits /5 Contact hours
        Prerequisite: Regular status
This unit is designed to help the paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes identification of drugs, drug calculations, drug administration techniques and procedures and drug safety and standards.

EMS 130 - Respiratory Emergencies
        5.00 Credits /6 Contact hours
        Prerequisite: AHS 1011; EMS 126; EMS 127; EMS 128; EMS129
This unit is designed to help the paramedic assess and treat a wide variety of respiratory related illnesses in the pediatric and adult patient. Topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction on topics in Division 2 (Airway), Section 1 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 131 - Trauma
        5.00 Credits /6 Contact hours
        Prerequisite: EMS 126; EMS 127; EMS 128; EMS 129
This unit is designed to introduce the student to assessment and management of the trauma patient, to include: systematic approach to the assessment and management of trauma, demonstration of the assessment and management of certain types of trauma patients and bodily injuries. Student should complete the requirements for the Basic Trauma Life Support Course or the Pre-Hospital Trauma Life Support Course.

EMS 132 - Cardiology I
        5.00 Credits /6 Contact hours
        Prerequisite: EMS, 126; EMS127; EMS 128; EMS 129
Emphasizes the study of the cardiovascular system. Cardiology I will introduce and explore cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. This course will also provide instruction on initial cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. Management of the cardiovascular patient will be taught in Cardiology II. At the

completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with cardiovascular disease. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 133 - Cardiology II
        5.00 Credits /6 Contact hours
        Prerequisite: EMS 126; EMS 127; EMS 128; EMS 129
This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association's Advanced Cardiac Life Support (ACLS) Providers course. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 134 - Medical Emergencies
        4.00 Credits /5 Contact hours
        Prerequisite: AHS 1011; EMS 126; EMS 127;
        EMS 128; EMS 129
Provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology assessment and management are discussed in detail for environmental emergencies. Infectious and communicable disease topics include public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 135 - Maternal/Pediatric
        5.00 Credits /6 Contact hours
        Prerequisite: EMS 126; EMS 127; EMS 128; EMS 129
Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides a detailed understanding of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology, pathophysiology, assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Division's 5 (Medical), Sections 13 (Obstetrics) & 14 (Gynecology) and 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 136 - Special Patients
        2.00 Credits /3 Contact hours
        Prerequisite: EMS 126; EMS 127; EMS 128; EMS 129
Provides an overview of the assessment and management of behavioral emergencies as they pertain to prehospital care. Topics include communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life span, geriatrics, abuse, special challenges, and chronic care patients are included.

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EMS 200 - Clinical Application of Advanced Emergency Care
   10.00 Credits /30 Contact hours
This course provides a range of clinical experiences for the student paramedic to include clinical application of advanced emergency care.

EMS 201 - Summative Evaluation
   5.00 Credits /6 Contact hours
   Prerequisite: Regular status
Provides supervised clinical experience in the hospital and prehospital advanced life support settings to include: EMS leadership, summative case evaluations and EKG interpretation. This course also includes a comprehensive paramedic program examination and a board examination review.

EMS 1101 – Introduction to the EMT Profession
   4.00 Credits /5 Contact hours
   Prerequisite: Regular status
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 1 and Module 7. It also covers Sections 1, 2, 3 and 4 of the NHTSA, National Standard Curriculum, EMT-Intermediate-1985. Topics include basic cardiopulmonary resuscitation/AED, introduction to emergency medical care, roles and responsibilities of the EMT-Intermediate, EMS Systems for EMT-Intermediates, well being of the EMT– Basic, medical/legal and ethical issues, medical-legal aspects for the EMT-Intermediate, blood and airborne pathogens and infectious diseases, the human body, medical terminology, base line vital signs and SAMPLE history, lifting and moving patients, ambulance operations, gaining access, and overviews of HazMat/MCI.

EMS 1103 - Patient Assessment for the EMT
   2.00 Credits /3 Contact hours
   Corerequisite: EMS 1101
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 3. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Section 5 and part of Section 6. Topics include Scene-Size Up, Initial Assessment, Focused History & Physical Exam for both Medical and Trauma Patients, Detailed Physical Exam, On-Going Assessment, Communications/Documentation, and EMS communications for the EMT-I.

EMS 1105 – Airway Management for the EMT
   2.00 Credits /3 Contact hours
   Prerequisite: EMS 1101; EMS 1103
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 2. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Section 7. The 2002 Supplemental Airway Modules for the NSC-B 1994 curriculum will also be used. Topics include Airway, Advanced Airway and Basic/Advanced Airway Management.

EMS 1107 – Medical and Behavioral Emergencies for the EMT
   3.00 Credits / 4 Contact hours
   Prerequisite: EMS 1101; EMS 1103
The course covers Lessons 1 through 8, and parts of Lessons 10 and 11 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard. Topics include general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetic/altered mental status emergencies, allergic reactions, poisoning/overdose emergencies, environmental emergencies, behavioral emergencies, and non-traumatic abdominal emergencies.

EMS 1109 – Assessment and Management across the Lifespan for the EMT
   2.00 Credits /3 Contact hours
   Prerequisite: EMS 1101; EMS 1103
The course covers Lesson 9, and parts of Lessons 10 and 11 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard. All of Module 6 of the NSC-B 1994 curriculum is also included. The Georgia Office of EMS specific module for Geriatrics as well as the TCSG specific module for Special Needs Patients is included. Topics include obstetrical/gynecological emergencies, infants & children, geriatrics and patients with special needs.

EMS 1111 – Trauma Emergencies and WMD Response
   4.00 Credits /5 Contact hours
   Prerequisite: EMS 1101; EMS 1103; EMS 1105; EMS 1107
The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 5. In addition to the NSC-B 1994 standards, this course also includes portions of Section 6 of the NSC EMT-Intermediate 1985 Standard. The Georgia Office of EMS specific module for Emergency Response to Weapons of Mass Destruction is also included. Topics include bleeding and shock, soft tissue injuries, musculoskeletal care, injuries to the head/spine, patient access and extrication, and emergency medical response to WMD.

EMS 1113 – Clinical Applications for the EMT Basic
   1.00 Credit /3 Contact hours
   Prerequisite: All program coursework
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Basic Clinical Procedures Requirements with Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Basic Curriculum standard. This course will include a minimum of 30 clinical hours.

EMS 1115 – Practical Applications for the EMT-Basic
   2.00 Credits /3 Contact hours
   Prerequisite: All program coursework
This course will serve as the integration point for the entire National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, as well as Sections 1 through 7 of the NSC EMT-Intermediate 1985 Standard, and the Georgia Office of EMS specific modules on CPR, Geriatrics and WMD. This course will focus on critical thinking skills and will enhance the assessment based management skills of EMT students. Topics include Assessment Based Management for the EMT-Basic.

EMS 1201 – Pharmacology and Shock/Trauma Management for the EMT-Intermediate
   3.00 Credits /4 Contact hours
   Prerequisite: Completion of EMT-Basic; Regular status
The course covers Section 8 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Intermediate, 1985 standard. Topics include general pharmacology review, IV and IO therapy and shock/trauma assessment and management.

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EMS 1203 – Clinical Applications for the EMT-Intermediate I
        1.00 Credit /3 Contact hours
        Prerequisite: EMS 1201
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements with Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate – II, will include a minimum skill set.

EMS 1205 – Clinical Applications for the EMT - Intermediate II
        1.00 Credit /3 Contact hours
        Prerequisite: EMS 1203
The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements with Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate – I, will include a minimum skill set.

EMS 1207 – Practical Applications for the EMT-Intermediate
        2.00 Credits /3 Contact hours
        Prerequisite: EMS 1205
This is the final course for those pursuing EMT-Intermediate Certification. This course expands upon the critical thinking skills and assessment based management techniques covered in the 'Practical Applications for the EMT-Basic' course. This course integrates all components of the US DOT EMT-Basic 1994 Curriculum as well as the US DOT EMT-Intermediate 1985 Curriculum, and all Georgia specific modules for the EMT-Basic and EMT-Intermediate curricula. Preparation for the national certification exam for EMT-Intermediate/85s will be paramount throughout the course, and students will be required to complete this course prior to being eligible to sit for the National Registry Intermediate-1985 Exam. Topics will include skills competency verification and assessment based management techniques for the EMT-Intermediate.

EST – ESTHETICIAN

EST 100 - Introduction to Esthetics
        5.00 Credits / 6 Contact hours
        Prerequisite: Regular status
Introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act.

EST 101 Anatomy and Physiology of the Skin
        5.00 Credits / 5 Contact hours
        Prerequisite: EST 100
Introduction to anatomy and physiology; disorders of the skin and nutrition and health of the skin. Topics include cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiration system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

EST 102 – Skin Care Procedures
        6.00 Credits / 13 Contact hours
        Prerequisite: EST 101
Introduces the theory, procedures, and products used in the care and treatment of the skin. Topics include client consultation and preparation, cleansing the skin, techniques for professional massage, facial treatments and body treatments, aromatherapy, body wraps, and reflexology.

EST 103 – Electricity & Facial Treatments with Machines
        7.00 Credits / 14 Contact hours
        Prerequisite: EST 102
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include skin analysis equipment, basic skin care products, basic electricity, men's skin care products, post consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.

EST 104 – Advanced Skin Care
        5.00 Credits / 12 Contact hours
        Prerequisite: EST 103
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care.

EST 105 – Color Theory & Makeup
        4.00 Credits / 9 Contact hours
        Prerequisite: EST 102
Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

EST 106 – Practicum I
        6.00 Credits / 18 Contact hours
        Prerequisite: EST 105
Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. This course includes a portion of the hours for licensure. Topics include body treatments, aromatherapy, reflexology, facials, and hair removal

EST 107 – Practicum II
        6.00 Credits / 18 Contact hours
        Prerequisite: EST 106
Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. The requirements for this course will be met in a laboratory setting. Topics include body treatments, aromatherapy, reflexology, facials, and hair removal.

FSC –Fire Science

FSC 101 - Introduction to Fire Science
    5.00 Credits / 5 Contact hours
    Prerequisite: Regular status
The course is a survey of the philosophy and history of Fire Protection, loss of property and life, review of municipal fire defenses and organization and function of the federal, state, county and private fire protection. Includes introduction to: Fire Technology Education and the firefighter selection process, Fire Protection Career Opportunities, Public Fire Protection, Chemistry and Physics of Fire, Public and Private Support Organizations Fire Department Resources;, Fire Department Administration; Support Functions, Training, Fire Prevention, Codes and Ordinances, Fire Protection Systems and Equipment, Emergency Incident Management, and Emergency Operations.

FSC 102 - Emergency Services Fundamentals
    4.00 Credits / 5 Contact hours
    Prerequisite: Regular status
This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it is in the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following:
Infection Control, CPR, First Aid, ICS-100, IS-700, NPQ - Hazardous Materials for First Responders Awareness Level
This course meets the requirements NFPA 1001 – Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FSC 103 – Basic Firefighter Module 1
    6.00 Credits / 9 Contact hours
This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: Module I. This course meets the requirements NFPA 1001 – Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FSC 104 – Basic Firefighter Module II
    4.00 Credits / 6 Contact hours
    Prerequisite: FSC 102; FSC 103
This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist fire fighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally, to complete the Firefighter I program, the firefighter will participate in the following "live fire" scenarios in order to complete the objectives of the program.
Exterior Class A Fire
Interior Structure Attack – Above Grade Level
Interior Structure Attack – Below Grade Level
Vehicle Fire
Dumpster Fire
Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following:
NPQ – Fire Fighter I
This course meets the requirements NFPA 1001 – Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FSC 110 - Fire Administration Supervision and Leadership
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also an understanding of the basic fire prevention methods, fire and building methods, and record's system will be covered throughout the course.

Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become through the appropriate governing agency for the following: NFA – Leadership I, NFA – Leadership II, NFA – Leadership III. This course meets the requirements of NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local and provisional occupational health and safety regulatory requirements.

FSC 121 - Fire Fighting Strategy and Tactics
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status

This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General Topics include principles of fire fighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific fires reviewed will include: private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires, and water front fires.

FSC 132 - Fire Service Instructor
        5.00 Credits / 6 Contact hours
        Prerequisite: Regular status

Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, and the legal environment. Students will have numerous opportunities to apply what they learn. Successful completers of FSC 132 are qualified to test for the National Professional Qualifications (NPQ) Fire Instructor I Exam.

FSC 141 - Hazardous Materials
        5.00 Credits / 6 Contact hours
        Prerequisite: Regular status; NPQ FF I; NPQ
Hazardous Materials Awareness Level

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while acting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA

472- Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements.

FSC 151 - Fire Prevention and Inspection
        5.00 Credits / 6 Contact hours
        Prerequisite: Regular status

Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection and review of applicable codes and standards. Topics include code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, mean of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completers of FSC 151 are qualified to test for the National Professional Qualifications (NPQ) Inspector I Level-1 exam.

FSC 161 – Fire Service Safety and Loss Control
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status

This course provides the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post incident safety management. Personnel roles and responsibilities will be covered, so that knowledge gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of an how to collect the data and report it.

FSC 201 - Fire Administration Management
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forges the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it's done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will be looked at for methods of quality improvement and their applications to improve the services delivered to citizens every day. An in-depth overview of the changes in disaster planning and response since 9-1-1, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

FSC 210 - Fire Service Hydraulics
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
The course begins with the history and theories of the use of water for fire extinguishments then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, stand pipe systems, automatic sprinkler systems, fire fighting foams, and the clip board friction loss system.

FSC 220 - Fire Protection Systems
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies.

FSC 230 - Fire Service Building Construction
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

FSC 241 - Incident Command
        5.00 Credits / 6 Contact hours
        Prerequisite: Regular status
The Incident Command course is designed to illustrate the responsibilities to use, deploy and implement, and/or function within an Incident Command System (ISCS) as well as functioning within a multi-jurisdictions incident, under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by the department officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and prove the consistent nationwide template to enable all government, private sectors and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

FSC 270 - Fire Investigation
        5.00 Credits / 6 Contact hours
        Prerequisite: Regular status
Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for – structure, grassland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, and laboratory operation. Techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

FSC 280 - Fire Service Law
        5.00 Credits / 5 Contact hours
        Prerequisite: Regular status
This course includes an introduction to law using cases and applications relevant to the fire service. This course includes: introduction to American Law, municipal corporations, the law of torts, employee and employer relationships, criminal law, criminal procedures, administrative law and administrative procedure. Federal, state, local laws and legislative processes will be addressed, as will current cases and trends.

FST – Crime Scene Investigation

FST 212 - Interviewing and Interrogation
        5.00 Credits / 9 Contact hours
        Prerequisite: Regular status
Examines the practical aspects of interviewing and interrogation in both the public and private sector. Topics include Distinguishing between interviewing and interrogation, interviewing victims, witnesses, and suspects, human behavior, preparation, interview environment, behavior symptoms, structured questioning techniques, statement analysis, interrogation strategy, methods of recording, legal requirements, documentation, and hypnosis.

HIT – Health Information Technology

HIT 1100 – Introduction to Health Information Technology
        3.00 Credits / 2 Contact hours
        Prerequisite: Regular Status
This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

HIT 1150 - Computer Applications In Healthcare
        3.00 Credits / 4 Contact hours
        Prerequisite: SCT 100
Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management; specialized information management systems in healthcare; methods of controlling confidentiality and patient rights; accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

HIT 1200 - Legal Aspects in Healthcare
        3.00 Credits / 3 Contact hours
        Prerequisite: Regular Status
This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

HIT 1250 - Health Record Content and Structure
        5.00 Credits / 7 Contact hours
        Prerequisite: HIT 1100
This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

HIT 1350 - Pharmacotherapy
        3.00 Credits / 3 Contact hours
        Prerequisite: AHS 109
Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

HIT 1400 - Coding and Classification I – ICD Coding
        4.00 Credits / 6 Contact hours
        Prerequisite: BIO 2114; AHS 109; HIT 1350
This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

HIT 1410 - Coding and Classification II –ICD Coding Advanced
        3.00 Credits / 4 Contact hours
        Prerequisite: HIT 1400
This course is a continuation of HIT 1400 (Coding and Classification I). This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

HIT 2150 - Healthcare Statistics
        5.00 Credits / 5 Contact hours
        Prerequisite: MAT 1111, HIT 1100, HIT 1250
This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

HIT 2200 - Performance Improvement
        3.00 Credits / 3 Contact hours
        Prerequisite: HIT 1100, HIT 1250
This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.

HIT 2300 - Healthcare Management
        5.00 Credits / 7 Contact hours
        Prerequisite: Regular Status
This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

HIT 2400 - Coding and Classification System III – CPT/HCPCS Coding
        4.00 Credits / 6 Contact hours
        Prerequisite: HIT 1400
This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

HIT 2410 - Revenue Cycle Management
        3.00 Credits / 4 Contact hours
        Prerequisite: HIT 2400
This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

HIT 2450 - Health Information Technology Practicum I
        3.00 Credits / 9 Contact hours
        Prerequisite: HIT 1200, HIT 1250, HIT 1410, HIT 2400
This is a supervised internship in acute care and alternative care settings. This course will prepare the student to perform the basic functions and tasks of a health information department in a traditional hospital setting and alternative care settings. Activities will include application of health information management procedures learned in the classroom and lab. The HIT program director and the health care facility staff will guide the student in accomplishing the objectives set forth in the Professional Practice Experience Handbook. This course is designed to help the student gain entry-level competences as set forth by the American Health Information Management Association (AHIMA).

HIT 2460 - Health Information Technology Practicum II
        4.00 Credits / 12 Contact hours
        Prerequisite: HIT 1200, HIT 1250, HIT 2400
This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field.

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IFC – Industrial Fundamental Core

IFC 100 - Industrial Safety Procedures
    2.00 Credits /3 Contact hours
    Prerequisite: Provisional admission
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation. Topics include introduction to OSHA regulations, safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IFC 101 - Direct Current Circuits I
    4.00 Credits /5 Contact hours
    Corequisite: MAT 1012 or MAT 1013 (diploma); MAT 1111 (degree)
Introduces direct current (DC) concepts and applications. Topics include electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IFC 102 - Alternating Current I
    4.00 Credits /5 Contact hours
    Prerequisite: IFC 101 or ELC 106; MAT 1012 or MAT 1013 (diploma); MAT 1112 or MAT 1113 (degree)
Introduces the theory and application of varying sine wave voltages and current. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance and basic transformers.

IFC 103 - Solid State Devices I
    4.00 Credits /5 Contact hours
    Prerequisite: IFC 102 or ELC 109
Introduces the physical characteristics and applications of solid state devices. Topics include introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

IDS – Industrial Systems Technology

IDS 101 – Industrial Computer Applications
    5.00 Credits / 8 Contact hours
Prerequisite/Corequisite: IFC 101; SCT 100
Provides a foundation in industrial computers and computer systems with a focus in linking computers to the plant floor process. Topics include hardware, software, boot sequence, configuration, troubleshooting, and introduction to industrial communication platforms.

IDS 102—Print Reading and Problem Solving
    4.00 Credits / 5 Contact hours
    Prerequisite: Regular status
Course Description: Introduces practical problem solving techniques as practiced in an industrial setting. Topics include analytical problem solving, troubleshooting techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading engineering specifications and applying a systematic approach to solving the problem.

IDS 103 - Industrial Wiring
    6.00 Credits / 12 Contact hours
    Prerequisite: IFC 101; IFC 102
Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDS 104 - Applied AC and DC Electricity
    7.00 Credits 10 Contact hours
    Prerequisite: Provisional admission
Provides an overview of applied electricity for technical and industrial applications: topics include electrical units and principles, applied DC circuits, applied AC circuits, common transformers, single phase circuits, three phase circuits, introduction to troubleshooting and common industrial motors/motor controls. The course emphasizes basic electrical terminology and associated problem solving in electrical technology. Competencies are reinforced with practical hands on lab exercises and use of electrical meters.

IDS 105 - DC and AC Motors
    3.00 Credits / 5 Contact hours
    Prerequisite/Corequisite: IFC 101; IFC 102
Introduces the fundamental theories and applications of single-phase and three-phase motors. Topics include motor theory and operating principles, motor terminology, motor identification, NEMA standards, AC motors, DC motors, scheduled preventive maintenance, and troubleshooting and failure analysis.

IDS 107 - Basic Mechanics
    5.00 Credits / 8 Contact hours
    Prerequisite: Provisional admission
Emphasizes basic skills training needed in mechanical maintenance. Provides instruction for learning common terminology of maintenance and much needed practical measuring/mathematical skills. The course also introduces layout/fabrication procedures focusing on good shop practice skills and addresses typical materials and manufacturing processes used in the plant. Introduces power transmission equipment.

IDS 109—Mechanical Laws and Principles
    7.00 Credits / 10 Contact hours
    Prerequisite: Provisional admission
Introduces the student to fundamental laws and principles of mechanics. Topics include Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

IDS 110 – Fundamentals of Motor Controls
    3.00 Credits / 5 Contact hours
    Prerequisite/Corequisite: IDS 105
Introduces the fundamental concepts, principles, and devices involved in industrial motor control. Emphasis is placed on developing a theoretical foundation of industrial motor control devices. Topics include principles of motor control, control devices, symbols and schematic diagrams, and Article 430 NEC.

IDS 113 - Magnetic Starters and Braking
    3.00 Credits / 6 Contact hours
    Prerequisite/Corequisite: IDS 110
Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

IDS 115 - Two-Wire Control Circuits
    2.00 Credits / 5 Contact hours
    Prerequisite/Corequisite: IDS 110

Provides instruction in two-wire motor control circuits using relays, contactors, and motor starters with application sensing devices. Topics include wiring limit switches, wiring pressure switches, wiring float switches, wiring temperature switches, wiring proximity switches, and wiring photo switches.

IDS 121 - Advanced Motor Controls
   2.00 Credits / 4 Contact hours
   Prerequisite/Corequisite: IDS 115
Continues the study and application of motor control circuits with emphasis on sequencing
circuits, complex circuits, and motor control centers. Topics include sequencing circuits,
reduced voltage starting, motor control centers, and troubleshooting.

IDS 131 - Variable Speed Motor Control
   3.00 Credits / 5 Contact hours
   Prerequisite/Corequisite: IDS 121
Provides instruction in the fundamentals of variable speed drives, industrial motors, and
other applications of variable speed drives. Topics include fundamentals of variable speed
control, AC frequency drives, DC variable speed drives, installation procedures, and ranges

IDS 141 – Basic Industrial PLCs
   6.00 Credits / 10 Contact hours
   Prerequisite: IDS 105; IDS 121
Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include PLC hardware and software, PLC functions and terminology, PLC installation and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

IDS 142 – Industrial PLCs II
   6.00 Credits / 10 Contact hours
   Prerequisite: IDS 141
Provides for hands-on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated industrial equipment. Emphasis is placed on applying skills developed in previous courses in programmable logic controls (PLCs) in a industrial setting. This course includes advanced skills necessary to complete the students' knowledge and skills to understand and work with PLC's in an industrial plant.

IDS 209 – Industrial Instrumentation
   6.00 Credits / 10 Contact hours
   Prerequisite/Corequisite: IDS 141; IDS 142
Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include instrument tags; process documentation; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

IDS 215 - Industrial Mechanics
   6.00 Credits / 10 Contact hours
   Prerequisite: Program admission level math achievement
Provides instruction in basic physics concepts applicable to mechanics of industrial production equipment, and teaches basic industrial application of mechanical principles with emphasis on power transmission and specific mechanical components. Topics include mechanical tools, fasteners, basic mechanics, lubrication, bearings, and packing and seals.

IDS 221 – Industrial Fluidpower
   7.00 Credits / 10 Contact hours
   Prerequisite: Program admission level math achievement
Provides instruction in fundamental concepts and theories for safely operating hydraulic components and systems. Topics include hydraulic theory, suction side of pumps, actuators, valves, pumps/motors, accumulators, symbols and circuitry, fluids, filters, pneumatic theory, compressors, pneumatic valves, air motors and cylinders, and safety.

IDS 225 - Advanced Pneumatics
   4.00 Credits / 5 Contact hours
   Prerequisite: IDS 215
Provides instruction in advanced concepts and theories for maintaining and troubleshooting pneumatic components and systems. Topics include control and motion diagrams; sequence control groups; cascade circuits; pneumatic sequencers; ISO symbols and schematic conventions; advanced control circuits, electro-pneumatic controls and troubleshooting procedureas.

IDS 231 - Pumps and Piping Systems
   2.00 Credits / 5 Contact hours
   Prerequisite: Program admission level math achievement
Studies the fundamental concepts of industrial pumps and piping systems. Topics include pump identification; pump operation; pump installation, maintenance, and troubleshooting; piping systems; and installation of piping systems.

IDS 241 – Maintenance for Reliability
   7.00 Credits / 14 Contact hours
   Prerequisite/Corequisite: IDS 221; IFC 101; IFC 102
Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/ predictive maintenance of industrial equipment and systems. Connecting field devices to I/O cards, and PLC safety procedures.

MAS – Medical Assisting

MAS 101 - Legal Aspects of the Medical Office
   3.00 Credits / 3 Contact hours
   Prerequisite: Regular status
Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include introduction to medical assisting, introduction to medical law, physician-patient-assistant relationship, medical office in litigation, as well as ethics and bioethical issues and HIPAA.

MAS 103 - Pharmacology
   5.00 Credits / 5 Contact hours
Prerequisite: AHS 1011; AHS 109; MAT 1012
Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems.

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MAS 106 – Medical Office Procedures
        5.00 Credits / 6 Contact hours
        Prerequisite: Regular status
Emphasizes essential skills required for the medical practice. Topics include office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

MAS 108 - Medical Assisting Skills I
        6.00 Credits / 12 Contact hours
        Prerequisite: Regular status; AHS 1011; AHS 109
Introduces the skills necessary for assisting the physician with a complete history and physical in all types of practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include infection control and related OSHA guidelines; prepare patients/assist physician with age and gender specific examinations and diagnostic procedures; vital signs/mensuration, medical office surgical procedures and electrocardiography.

MAS 109 – Medical Assisting Skills II
        6.00 Credits / 12 Contact hours
        Prerequisite: MAS 103; MAS 108
Furthers student's knowledge of the more complex activities in a physician's office. Topics include collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture, hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG, etc), administration of medications; medical office emergency procedures and emergency preparedness, respiratory evaluations; principles of I V administration: rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAS 110 – Medical Insurance Management
        3.00 Credits / 6 Contact hours
        Prerequisite: Regular status; AHS 1011; AHS 109;
        MAS 106
Emphasizes essential skills required for the medical practice. Topics include managed care reimbursement, and coding.

MAS 111 – Administrative Practice Management
        4.00 Credits / 7 Contact hours
        Prerequisite: ENG 1010; AHS 1011; AHS109;
        BUS 1130; SCT 100
Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

MAS 112 - Human Diseases
        5.00 Credits / 5 Contact hours
        Prerequisite: AHS 1011; AHS 109
for Medical Language Specialist certificate and specialization and Medical Coding certificate only
Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include introduction to disease and diseases of body systems.

MAS 117 - Medical Assisting Practicum
        8.00 Credits / 24 Contact hours
        Prerequisite: Completion of all required courses
        except MAS 118
        Corequisite: MAS 118

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow - through. Topics include application of classroom knowledge and skills, functioning in the work environment; communication; and following directions.

MAS 118 - Medical Assisting Seminar
        4.00 Credits / 4 Contact hours
        Prerequisite: Completion of all required courses
        except MAS 117
        Corequisite: MAS 117
Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include letters of application, resumes, completing of a job application, job interviews, letters of resignation and review of program competencies for employment and certification

MAS 151 - ICD-9-CM Coding I
        3.00 Credits / 5 Contact hours
        Prerequisite: AHS 1011; AHS 109; ENG 1011;
        BUS 1130
Provides an introduction to medical coding skills and application of international coding standards for billing of health care services. Topics include international classification of diseases; code book format; guidelines and conventions; and coding techniques.

MAS 152 - ICD-9-CM Coding II
        3.00 Credits / 5 Contact hours
        Prerequisite: MAS 151
Continues development of skills and knowledge presented in ICD-9 Coding I and provides for Patient disease and medical procedure coding for billing purposes by health care facilities. Topics include medical records coding techniques; coding linkage and compliance; third-party reimbursement issues; and ethics in coding including fraud and abuse.

MAS 153 - Physicians Procedural Coding
        3.00 Credits / 3 Contact hours
        Prerequisite: MAS 151
Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physician's Current Procedural Terminology (CPT) manual. Topics include format of CPT manual; CPT manual coding guidelines; and coding using the CPT manual.

MCA - Machine Tool Technology

MCA 211 - CNC Fundamentals
        7.00 Credits /10 Contact hours
        Prerequisite: Provisional admission
Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, introduction to CAD/CAM.

MCA 213 - CNC Mill Manual Programming
        7.00 Credits /10 Contact hours
        Prerequisite: MCA 211
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include safety, calculations for programming, program codes and structure, program run and editing of programs.

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MCA 215 - CNC Lathe Manual Programming
    7.00 Credits /10 Contact hours
    Prerequisite: MCA 211
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) Lathes. Topics include safety, calculations for programming, program codes and structure, program run and editing of programs.

MCA 217 - CNC Practical Applications
    4.00 Credits /10 Contact hours
    Prerequisite: MCA 211; MCA 213; MCA 215
Provides additional instruction in part holding and fixture design. Students will also gain addition experience in print-to-part development of CNC programming. Topics include safety, fixture design and manufacturing, and CNC part manufacturing.

MCA 219 - CAD/CAM Programming
    6.00 Credits /10 Contact hours
    Prerequisite: MCA 211
Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

MCH - Machine Tool Technology

MCH 101 - Introduction to Machine Tool
    6.00 Credits /10 Contact hours
    Prerequisite: Provisional admission
Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

MCH 102 - Blueprint Reading for Machine Tool
    5.00 Credits /5 Contact hours
    Prerequisite: Provisional admission
Introduces the fundamental concepts necessary to interpret drawings and produce sketches for machine tool applications. Topics include interpretation of blueprints and sketching.

MCH 103 - Applied Measurement
    5.00 Credits /5 Contact hours
Develops skills necessary for the use and analysis of measurement of machine tool technology. Topics include use of precision measuring instruments, and use of comparison gages, and analysis of measurements.

MCH 104 - Machine Tool Math I
    5.00 Credits /5 Contact hours
    Prerequisite: MAT 1012
Develops mathematic competencies as applied to machine tool technology. This course emphasizes manipulation and use of machining formulas and the discussion of machining geometry. Topics include machining algebra and machining geometry.

MCH 105 - Machine Tool Math II
    5.00 Credits /5 Contact hours
    Prerequisite: MCH 104
Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include heat treatment safety, metallurgy principles and heat treatment of metals.

MCH 107 - Characteristics of Metals/Heat Treatment
    4.00 Credits /5 Contact hours
    Prerequisite: Provisional admission
Introduces the properties of various metals, production methods, and identification of ferrous and nonferrous metals. Topics include metallurgy and heat treatment.

MCH 109 - Lathe Operations I
    6.00 Credits /10 Contact hours
    Prerequisite: Provisional admission
Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

MCH 110 - Lathe Operations II
    6.00 Credits /10 Contact hours
    Prerequisite: MCH 109
Provides further instruction for students to develop skill in the use of metal cutting lathes. Topics include safety, advanced lathe setup, internal bores, internal threads, process planning, and mating parts manufacturing.

MCH 112 - Surface Grinder Operations
    3.00 Credits /5 Contact hours
    Prerequisite: Provisional admission
Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Topics include surface grinders and surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCH 114 - Blueprint Reading II
    5.00 Credits /5 Contact hours
    Prerequisite: MCH 102; MCH 104
Continues the development of blueprint reading competencies as applied to machine tool technology. Topics include advanced sectioning, geometric dimensioning, geometric tolerancing, and assembly drawings.

MCH 115 - Mill Operations I
    6.00 Credits /10 Contact hours
    Prerequisite: Provisional admission
Provides instruction in the setup and use of the milling machine. Topics include safety, milling machines, milling machine setup, and milling machine operations.

MCH 116 - Mill Operations II
    6.00 Credits /10 Contact hours
    Prerequisite: MCH 115
Provides further instruction for students to develop skills in the use of milling machines. Topics include safety, advanced milling calculations, advanced milling machine setup and operations.

MCH 152 - Industrial Machine Applications
    6.00 Credit/ 10 contact hours
    Prerequisite: MCH 110; MCH 112; MCH 116
Provides an opportunity to perform creative and critical thinking skills needed to fabricate, modify, and maintain complex machine assemblies. Emphasis is placed on bench work, lathe, mill, and grinder operations; tool selection; and sequencing fabrication operations. Topics include job planning, preparation for machining operations, and machining operations.

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MET

MET 207 - (CAD/CAM) Computer-Aided Design and
    Manufacturing
     4.00 Credits / 9 Contact hours
    Prerequisite: Provisional admission
Integrates computer-aided design, computer-aided manufacturing, and computer-aided engineering functions. Assigned projects present a computer CAD/CAM path. Topics include manufacturing engineering technologies, computer-aided part design, process planning, computer-aided tool path generation, and automated production systems. Laboratory work parallels class work.

MKT - Marketing Management

MKT 100 - Introduction to Marketing
    5.00 Credits /5 Contact hours
    Prerequisite: Provisional admission
Emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include marketing strategies, marketing mix, marketing trends, and dynamic forces affecting the markets.

MKT 101 - Principles of Management
    5.00 Credits /5 Contact hours
    Prerequisite: Provisional admission
Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on personnel management, the basic supervisory functions, supervisory skills and techniques, and the special challenges and demands of supervising employees. Topics include management theories, including total quality management; motivation, supervision, and evaluation of employees; recruitment, screening, and selection of employees; supervision techniques; and functions of management.

MKT 103 - Business Law
    5.00 Credits /5 Contact hours
    Prerequisite: Provisional admission
Introduces the study of contracts and other business obligations in the legal environment. Topics include creation and evolution of laws, court decision process, sales contracts, commercial papers, risk-bearing devices, and the Uniform Commercial Code.

MKT 104 - Principles of Economics
    5.00 Credits /5 Contact hours
    Prerequisite: Program admission level math
    achievement
Provides a study of micro- and macroeconomic principles, policies, and applications. Topics include supply and demand, money and the banking system, business cycle, and economic systems.

MKT 106 - Fundamentals of Selling
    5.00 Credits /5 Contact hours
    Prerequisite: Provisional admission
Emphasizes sales strategy and techniques to assist the student in the sales process. Topics include customer relations, professional image, product/service knowledge, selling techniques and procedures, sales presentations, and ethics of selling.

MKT 108 - Advertising
    4.00 Credits /5 Contact hours
    Prerequisite: Regular status
Introduces the fundamental principles and practices associated with advertising activities. Topics include purposes of advertising; principles of advertising; budgeting; marketing and advertising plans; regulations and controls; media evaluation, target

marketing, and selection; campaign planning; and trends in advertising.

MKT 109 - Visual Merchandising
    4.00 Credits /5 Contact hours
    Prerequisite: Provisional admission
Focuses on the components of display necessary for the effective visual presentation of goods and services. Opportunities will be provided to utilize the principles and techniques that are common to display work in various types of businesses. Emphasis will be placed on design, color, tools and materials, and installation of displays. Topics include design principles; color principles, tools and materials of the trade, props and fixtures, lighting and signing, installation of displays, store planning, and safety.

MKT 110 - Entrepreneurship
    8.00 Credits /10 Contact hours
    Prerequisite: MKT 100
Provides an overview of the activities that are involved in planning, establishing, and managing a small business enterprise. Topics include planning, location analysis, financing, and development of a business plan.

MKT 122 - Buying & Merchandising Management
    5.00 Credits /5 Contact hours
    Prerequisite: Regular status
Develops skills for the potential entrepreneur to effectively merchandise and manage a business. Topics include principles of merchandising, traffic patterns, basic stock and inventory, inventory control, mark-ups and mark-downs, types of discounts and the fundamentals of buying.

MKT 123 - Small Business Management
    5.00 Credits /5 Contact hours
    Prerequisite: ACC 1101; ENG 1010; MAT 1012
Summarizes competencies included in the entrepreneurship specialization and provides opportunities for application and demonstration of skills. Topics include management principles, marketing functions, financial applications, and entrepreneurial growth potential.

MKT 130 - Marketing Administration O.B.I. 1
    3.00 Credits /10 Contact hours
    Prerequisites: Regular Status; MKT 101; ENG 1010
    (diploma) or ENG 1101 (degree)
Introduces the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

MKT 131 - Marketing Administration O.B.I. II
    3.00 Credits /10 Contact hours
    Prerequisite: MKT 130
Focuses on the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development. The occupation-based instruction is implemented through the use of written individualized training plans, written performance evaluation, required weekly seminar, and required practicum or on-the-job training.

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MKT 228 - Advanced Marketing
    5.00 Credits /5 Contact hours
    Prerequisite: Regular status
This course gives an in depth study of marketing research, consumer behavior, and Marketing management strategies in a complex global environment Topics include marketing research, consumer behavior, strategic management competitive advantage, and market segmentation.

MKT 232 - Advanced Sales
    4.00 Credits /5 Contact hours
    Prerequisite: MKT 106 or instructor permission based upon experience
This course emphasizes the advanced sales presentation skills needed to build partnerships with business representatives and final consumers. Topics include sales presentations, customer relationship management, sales training, self-management, and sales force training.

MSD – Management and Supervisory Development

MSD 100 – Principles of Management
    5.00 Credits / 5 Contact hours
    Prerequisite: Provisional admission
Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on, real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include Understanding The Manager's Job and Work Environment, Building an Effective Organizational Culture, Leading, Directing, and the Application of Authority, Planning, Decision-Making, and Problem-Solving, Human Resource Management, Administrative Management, Organizing, and Controlling.

MSD 101 – Organizational Behavior Interpersonal Employee Relations
    5.00 Credits / 5 Contact hours
    Prerequisite: Provisional admission
Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MSD 102 – Employment Law
    5.00 Credits / 5 Contact hours
    Prerequisite: Provisional admission
Develops a working knowledge of the laws of employment necessary for managers. Topics include Employment Law, the Courts, and Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker's Compensation, Unemployment Compensation, and National Labor Relations Act.

MSD 103 – Leadership and Decision Making
    5.00 Credits / 5 Contact hours
    Prerequisite: Provisional admission
Familiarizes the student with the principles and techniques of sound leadership practices. Topics include Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MSD 104 – Human Resource Management
    5.00 Credits / 5 Contact hours
    Prerequisite: Provisional admission
This course is designed as an overview of the Human Resource Management (HRM) function and the manager and supervisor's role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

MSD 105 - Labor Management Relations
    5.00 Credits / 5 Contact hours
    Prerequisite: Provisional admission
Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

MSD 106 – Performance Management
    5.00 Credits / 5 Contact hours
    Prerequisite: Provisional admission
Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

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MSD 107 - Employee Training and Development
>5.00 Credits / 5 Contact hours
>Prerequisite: Provisional admission

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in his/her own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

MSD 109 – Managerial Accounting and Finance
>5.00 Credits / 5 Contact hours
>Prerequisite: Provisional admission

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis. Topics include Accounting background, accounting equation, financial statements and financial statement analysis, budgeting and planning, applied analysis for management decisions, cost flow analysis in manufacturing with applications in process improvement, applications in product profitability, cost and pricing, client/server technology: computer software applications, payroll, income tax, inventory management, ethical responsibilities.

MSD 113 – Business Ethics
>5.00 Credits / 5 Contact hours
>Prerequisite: Provisional admission

Provides students with an overview of business ethics and ethical management practices, with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

MSD 114 – Management Communication Technologies
>5.00 Credits / 5 Contact hours
>Prerequisite: Provisional admission; SCT 100

This course focuses on communication, supervision, and organizations in the age of technology. It builds on the basic computer skills introduced in SCT 100 using computer-based technology to develop skills in applying information technology. The student will create written, verbal, and electronic communication applied to supervisory functions in the work place. Topics include word processing applications; spreadsheet applications; database applications, presentation technology and applications, graphical interface applications, interpersonal communications; organizational communications; applications come

from communications, human resource management and general business.

MSD 115 – Retail Management
>5.00 Credits / 5 Contact hours
>Prerequisite: Provisional admission

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

MSD 116 - Business Plan Development
>5.00 Credits / 5 Contact hours
>Prerequisite: Provisional admission

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline and application of financial concepts.

MSD 117 – Small Business Management
>5.00 Credits / 5 Contact hours
>Prerequisite: Provisional admission

Introduces the essentials of starting, managing, and growing a small business. Topics include the role of the entrepreneur, pricing, advertising, financing, layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

MSD 202 – Production/Operation Management
>5.00 Credits / 5 Contact hours
>Prerequisite: Regular status

This course provides the student with an intensive study of the overall field of production/operations management. Topics include role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

MSD 205 – Service Sector Management
5.00 Credits / 5 Contact hours
Prerequisite: Provisional admission
This course focuses on supervision in the service sector with special emphasis on team building, quality management and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MSD 206- Project Management
5.00 Credits / 5 Contact hours
Prerequisite: Regular status
Provides a basic understanding of project management functions and processes. Topics include team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MSD 210 – Team Project
5.00 Credits / 5 Contact hours
Prerequisite: Provisional admission
This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

MSD 220 - Management and Supervision Occupation-Based Instruction I
3.00 Credits /10 Contact hours
Prerequisite: Provisional admission
Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

NPT – Nursing Practicum

NPT 112 - Medical Surgical Nursing Practicum I
7.00 Credits / 21 Contact hours
Prerequisite: AHS 102; AHS 103; NSG 110
Corequisite: NSG 112
Focuses on health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy of the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

NPT 113 - Medical Surgical Nursing Practicum II
7.00 Credits / 21 Contact hours
Prerequisite: NPT/NSG 112
Corequisite: NSG 113
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems; mental health; and oncology; client care, treatments, pharmacology, medication administration, and diet therapy related to musculoskeletal, neurological, integumentary, and sensory systems, mental health; and oncology; and standard precautions.

NPT 212 - Pediatric Nursing Practicum
2.00 Credits / 6 Contact hours
Prerequisite: NPT/NSG 112; NPT/NSG 113
Corequisite: NSG 212; NPT/NSG 213; NPT/NSG 215
Focuses on health management and maintenance and the prevention of illness, care of the individual child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

NPT 213 - Obstetrical Nursing Practicum
3.00 Credits / 9 Contact hours
Prerequisite: NPT/NSG 112; NPT/NSG 113
Corequisite: NSG 213; NPT/NSG 212; NPT/NSG 215
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness; care of the individual as a whole, and deviations from the normal state of health in the reproductive system; obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration and diet therapy related to reproductive system; obstetric clients, and the newborn; and standard precautions.

NPT 215 - Nursing Leadership Practicum
2.00 Credits / 7 Contact hours
Prerequisite: NPT/NSG 112; NPT/NSG 113
Corequisite: NSG 215; NPT/NSG 212; NPT/NSG 213
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include application of nursing process, critical

thinking, supervision skills, client education methods, group and other TQM processes, and conflict resolution.

NSG – Practical Nursing

NSG 110 - Nursing Fundamentals
       10.00 Credits / 17 Contact hours
Introduction to the nursing process. Topics include orientation to the profession; ethics and law; community health; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and introduction to physical assessment; geriatrics, customer/client relationships; and standard precautions.

NSG 112 - Medical Surgical Nursing I
       9.00 Credits / 9 Contact hours
       Prerequisite: AHS 102; AHS 103; NSG 110
       Corequisite: NPT 112
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and diet therapy related to cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

NSG 113 - Medical Surgical Nursing II
       9.00 Credits / 9 Contact hours
       Prerequisite: NPT/NSG 112
       Corequisite: NPT 113
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems; mental health; and oncology; client care, treatments, pharmacology, and diet therapy related to musculoskeletal, neurological, integumentary, and sensory systems, mental health; and oncology; and standard precautions.

NSG 212 - Pediatric Nursing
       5.00 Credits / 5 Contact hours
       Prerequisite: NPT/NSG 112; NPT/NSG 113
       Corequisite: NPT 212; NPT/NSG 213; NPT/NSG 215
Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

NSG 213 - Obstetrical Nursing
       5.00 Credits / 5 Contact hours
       Prerequisite: NPT/NSG 112; NPT/NSG 113
       Corequisite: NPT 213; NPT/NSG 212; NPT/NSG 215

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness; care of the individual as a whole, and deviations from the normal state of health in the reproductive system; obstetric clients, and the newborn; client care, treatment, pharmacology, and diet therapy related to reproductive system; obstetric clients, and the newborn; and standard precautions.

NSG 215 - Nursing Leadership
       2.00 Credits / 2 Contact hours
       Prerequisite: NPT/NSG 112; NPT/NSG 113
       Corequisite: NPT 215; NPT/NSG 212; NPT/NSG 213
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include application of nursing process, critical thinking, supervisory skills, client education methods, group and other TQM process and conflict resolution.

NUR – Registered Nursing (ADN)

NUR 194 – Introduction to Nursing Practice
       9.00 Credits /19 Contact hours
This course introduces the associate degree nursing student to the client, nursing profession, and the healthcare delivery system. It introduces theoretical and historical content foundational to nursing practice. The nursing process is taught as the framework to organize and deliver nursing care. This course introduces the student to the roles of the professional nurse. Throughout the course, emphasis is placed on developing critical thinking, caring, competence, and fundamental nursing skills. Clinical opportunities are provided in the nursing laboratory and acute care settings.

NUR 195 – Adult Health I
       9.00 Credits /19 Contact hours
This course reinforces theory and fundamental nursing skills taught in Nursing I94 and introduces the student of the concepts of adult health nursing. The nursing process is used as a framework to organize content and deliver nursing care. Students use critical thinking as the basis for decisions regarding planning, interventions and evaluation when caring for clients with medical-surgical disorders. Pharmacological principles are integrated throughout the course. Simulated laboratory and clinical settings provide an opportunity to develop competency in nursing skills and caring in nursing practice. Clinical opportunities are provided in a variety of medical-surgical settings.

NUR 196 – Adult Health II
       9.00 Credits /19 Contact hours
This course focuses on providing competent care to clients within a variety of outpatient and specialty settings and includes an introduction to concepts and principles of case management, collaboration, and referral among community agencies. Application of the nursing process and critical thinking to concepts of mental health, chronic long-term illness, and the aging process is emphasized. Clinical opportunities are provided in inpatient and outpatient mental health, long-term care, outpatient rehabilitation, as well as but not limited to home health, hospice, and public health settings.

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NUR 294 – Parent/Child Health
9.00 Credits /19 Contact hours
Prerequisite: PSY 2103

This course focuses on the care of children, child-bearing women, and their families. Focus is placed on the nursing process, critical thinking, and caring in relation to concepts of family and child development from normal conception through adolescence and common, recurring pediatric illnesses. Pharmacological principles are integrated throughout the course. Students continue to focus on roles of the professional nurse as caregiver, manager of care, and member of the profession. Clinical opportunities are provided in the community and acute care settings.

NUR 295 – Adult Health III
9.00 Credits /19 Contact hours

This course builds on Adult Health I and II and introduces the student to the concepts of advanced medical-surgical disorders in adult health nursing. In both simulated and clinical laboratory settings, the student applies the nursing process by demonstrating competency, caring, critical thinking, and decision-making skills for clients with severe to complex illnesses. Pharmacological principles are taught as they relate to the client. Clinical opportunities are provided in a variety of medical-surgical settings.

NUR 296 – Transitions to Professional Practice
10.00 Credits /22 Contact hours

The focus of this course is to facilitate a transition into the role of professional nursing. Theoretical content focuses on leadership and management competencies necessary for assuming beginning leadership and/or management positions. Throughout the course, the student will have the opportunity to develop independence in caring for groups of clients. Students will explore current professional nursing issues. Emphasis is placed on professional growth, accountability, and responsibility. During the clinical practicum, students are expected to demonstrate competency, caring, critical thinking, and decision-making skills, communication, collaboration, and commitment to the profession. The roles of provider of health care, manager of health care, and member of the nursing profession are demonstrated. Clinical opportunities are provided in a variety of acute care settings with an assigned registered nurse preceptor.

PCT - Patient Care Technician

PCT 100 - Technical Skills for PCT
8.00 Credits / 11 Contact hours
Prerequisite: CNA 100

Provides education and training to prepare students to function under the direction of a licensed health professional to perform non-licensed technical patient care skills in a hospital, physicians practice, and other settings. Topics include phlebotomy, wound care, EKG lead placement, respiratory care, and various other post-procedure assessments.

PHL - Phlebotomy

PHL 103 - Introduction to Venipuncture
4.00 Credits /5 Contact hours
Prerequisite: AHS 1011; AHS 109

Introduces blood collecting techniques and processing specimens.

PHL 105 - Clinical Practice
8.00 Credits /24 Contact hours
Prerequisite: PHL 103; AHS 104; SCT 100

Students are required to complete 240 contact hours of clinical experience in an approved clinical affiliate with which WGTC has a current agreement. Clinical schedules will be approved through the PHL clinical coordinator and the clinical affiliate.

PHR—Pharmacy Assistant

PHR 1000 - Pharmaceutical Calculations
5.00 Credits / 6 Contact hours
Prerequisite: MAT 1012

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHR 1010 - Pharmacy Technology Fundamentals
5.00 Credits / 6 Contact hours
Prerequisite: Provisional admission

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include safety, orientation to the pharmacy technology field, cardiopulmonary resuscitation (CPR), ethics and laws, definitions and terms, and reference sources.

PHR 1020 - Principles of Dispensing Medications
6.00 Credits / 8 Contact hours
Prerequisite: PHR 1000

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

PHR 1040 - Pharmacology
5.00 Credits / 5 Contact hours
Prerequisite: PHR 1000

The course introduces the students to principles and knowledge about all classifications of medication. Topics include disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

PHR 1055 - Pharmacy Assistant Practicum
3.00 Credits / 9 Contact hours
Prerequisite: AHS 1011; MAT 1012; SCT 100; PHR 1000; PHR 1010; PHR 1020; PHR 1040

This course orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy assistant.

PLT – Plastics Technology

PLT 101 – Introduction to Plastics
3.00 Credits / 3 Contact hours
Prerequisite: Regular status

This course is designed to introduce the student to plastic materials. The course consists of a brief history of plastics, a description of how plastics are polymerized, an explanation of how "end-use" properties are derived, an explanation of how plastic materials and energy inputs interact during processing and an explanation of how plastics can be tailored for end use applications.

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RAD – Radiologic Technology

RAD 101 – Introduction to Radiologic Technology
        5.00 Credits / 6 Contact hours
Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Topics include ethics, medical and legal considerations, "Right to Know Law," professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents/media, OR and mobile procedures patient preparation, death and dying, and body mechanics/transportation.

RAD 103 – Body, Trunk, and Upper Extremity Procedures
        3.00 Credits / 5 Contact hours
        Corequisite: RAD 101
Introduces the knowledge required to perform radiographic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include introduction to radiographic procedures; positioning terminology; positioning considerations; and procedures, anatomy, and topographical anatomy related to body cavities, upper extremities, the shoulder girdle and bony thorax.

RAD 106 – Lower Extremity and Spine Procedures
        3.00 Credits / 5 Contact hours
        Prerequisite: RAD 101
Continues to develop knowledge required to perform radiographic procedures. Topics include anatomy and routine projections of the lower extremities, anatomy and routine projections of the pelvic girdle, anatomy and routine projections of the spine

RAD 107 - Principles of Radiographic Exposure I
        4.00 Credits / 6 Contact hours
        Prerequisite: RAD 101
Introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Laboratory experiences will demonstrate applications of theoretical principles and concepts. Emphasis will be placed on knowledge and techniques required to process radiographic film. Topics include radiographic density, radiographic contrast, recorded detail, distortion, exposure latitude, film holders and intensifying screens, processing area consideration, chemicals, handling and storage of film, characteristics of films utilized in radiographic procedures, automatic processor, artifacts, silver recovery, processing quality assurance concepts and state and federal regulations; and basic principles of digital imaging.

RAD 109 – Contrast Procedures
        3.00 Credits / 4 Contact hours
        Prerequisite: RAD 101
Continues development of the knowledge and skill required prior to execution of radiographic procedures in the clinical setting. Topics include gastrointestinal (GI) procedures, genitourinary (GU) procedures, biliary system procedures, sterile techniques; minor procedures; and sectional anatomy of the neck, thorax, and abdomen.

RAD 113 – Cranium Procedures
        2.00 Credits / 3 Contact hours
        Prerequisite: RAD 109

Continues to develop the knowledge required to perform radiographic procedures. Topics include anatomy and routine cranial radiography, anatomy and routine facial radiography; and sectional anatomy of the head.

RAD 116 - Principles of Radiographic Exposure II
        3.00 Credits / 3 Contact hours
        Prerequisite: RAD 107
Continues to develop knowledge of the factors that govern and influence the production of the radiographic image on radiographic film and digital image acquisition. Topics include beam limiting devices, beam filtration, scattered/secondary radiation, control of the remnant beam, technique formation, and exposure calculations.

RAD 117 - Radiographic Imaging Equipment
        4.00 Credits / 6 Contact hours
        Prerequisite: RAD 116; SCT 100
Provides knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Topics include radiographic equipment, image intensified fluoroscopy, recording media and techniques, image noise, other imaging equipment, digital imaging/ PACS; monitoring and maintenance, and state and federal regulations.

RAD 119 - Radiographic Pathology and Medical Terminology
        3.00 Credits / 3 Contact hours
        Prerequisite: RAD 101
Provides the student with an introduction to the concepts of disease. Pathology and disease as they relate to various radiographic procedures are discussed. Topics include pathology fundamentals, trauma/physical injury, systemic classification of disease, and medical terminology

RAD 120 - Principles of Radiation Biology and Protection
        5.00 Credits / 5 Contact hours
Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include radiation detection and measurement, patient protection, personnel protection, absorbed dose equivalencies, agencies and regulations, introduction to radiation biology, cell anatomy, radiation/cell interaction, and effects of radiation.

RAD 123 - Radiologic Science
        5.00 Credits / 5 Contact hours
Introduces the concepts of basic physics and emphasizes the fundamentals of x-ray generating equipment. Topics include atomic structure, structure of matter, magnetism and electromagnetism, electrodynamics, and control of high voltage and rectification, x-ray circuits, x-ray tubes; and production and characteristics of radiation.

RAD 126 - Radiologic Technology Review
        4.00 Credits / 4 Contact hours
        Prerequisite: RAD 134
        Corequisite: RAD 138
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection, and patient care and education.

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RAD 132 - Clinical Radiography I
　　　5.00 Credits / 14 Contact hours
　　　Prerequisite: RAD 103
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Emphasis is placed on clinical exposure to competencies in Radiographic Procedures I. Topics include orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation to procedures related to body cavities, the shoulder girdle and upper extremities and bony thorax. Students' activities are under direct supervision.

RAD 133 - Clinical Radiography II
　　　7.00 Credits / 21 Contact hours
　　　Prerequisite: RAD 101; RAD 132
Continues introductory student learning experiences in the hospital setting. Topics include equipment utilization; exposure techniques; participation in and/or observation or routine projections of the lower extremities, pelvic girdle, spine, and bony thorax; and participation in and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU) and biliary systems. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 134 - Clinical Radiography III
　　　7.00 Credits / 21 Contact hours
　　　Prerequisite: RAD 101; RAD 133
Provides students with continued hospital setting work experience. Students improve skills in executing procedures introduced in Radiographic Procedures and practiced in previous clinicals. Topics include equipment utilization; exposure techniques; participation in and/or observation of gastrointestinal (GI), genitourinary (GU), and biliary system procedures; and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 135 - Clinical Radiography IV
　　　7.00 Credits / 21 Contact hours
　　　Prerequisite: RAD 101; RAD 134
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 136 – Clinical Radiography V
　　　7.00 Credits / 21 Contact hours
　　　Prerequisite: RAD 135
Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in Radiographic Procedures and practiced in previous clinical radiography courses. Topics include advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional, minor special, and special genitourinary system procedures; and participation in and/or observation of special equipment use; patient care; and behavioral and social competency. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 137 - Clinical Radiography VI
　　　10.00 Credits / 28 Contact hours
　　　Prerequisite: RAD 136; RAD 120

　　　Corequisite: RAD 120
Provides a hospital setting in which students continue to develop proficiency levels in skills introduced in previous radiographic courses and practiced in previous clinical radiography courses. Topics include Patient care; behavioral and social competency; equipment utilization; exposure techniques; and participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 138 - Clinical Radiography VII
　　　10.00 Credits / 28 Contact hours
　　　Prerequisite: RAD 137
　　　Corequisite: RAD 126
Provides a culminating hospital setting work experience, which allows the students to synthesize information and procedural instruction provided throughout the program. Topics include patient care; behavioral and social competency; equipment utilization, exposure techniques, participation in and/or observation of routine and special radiographic procedures and final completion of all required clinical competencies Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 220 - Introduction to Computed Tomography
　　　2.00 Credits / 2 Contact hours
　　　Corequisite: RAD 221
Introduces the student to computed tomography and patient care in the CT suite. Topics include the history of computed tomography, patient care and assessment, contrast agents, radiation safety, medical ethics and law, cultural diversity, and patient information management.

RAD 221 - Computed Tomography Physics and Instrumentation
　　　7.00 Credits / 7 Contact hours
　　　Prerequisite: Program admission
　　　Corequisite: RAD 220
Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include system operation and components, image processing and display, image quality and artifacts.

RAD 222 - CT Procedures I
　　　4.00 Credits / 4 Contact hours
　　　Prerequisite: RAD 220; RAD 221
　　　Corequisite: RAD 225
Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the head, chest, abdomen, and pelvis.

RAD 223 - CT Procedures II
　　　4.00 Credits / 4 Contact hours
　　　Prerequisite: RAD 220; RAD 221; RAD 222; RAD 225
　　　Corequisite:; RAD 226
Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed.

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RAD 225 - Computed Tomography Clinical I
        5.00 Credits / 15 Contact hours
        Prequisite: RAD 220; RAD 221
        Corequisite: RAD 222
Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Topics include equipment utilization, exposure techniques, evaluation of CT procedures, incorporation of contrast media, and progression toward completion of clinical competency evaluations.

RAD 226 - Computed Tomography Clinical II
        7.00 Credits / 21 Contact hours
        Prerequisites: RAD 220; RAD 221: RAD 222; RAD 225
        Corequisites: RAD 223
Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Topics include equipment utilization, exposure techniques, evaluation of CT procedures, incorporation of contrast media, post-processing techniques, and completion of clinical competency evaluations.

RAD 251 – Mammography Clinical
        7.00 Credits / 21 Contact hours
        Prerequisite: RAD 252; RAD 253
Introduces students to the mammography department and provides opportunities to participate in or observe mammography procedures. Emphasis is on anatomy, pathology, positioning, routine breast imaging and technique, special mammographic procedures, imaging quality control and film critique.

RAD 252 – Mammography Anatomy, Pathology and Positioning
        4.00 Credits / 5 Contact hours
Prerequisite: Certified radiographer by The American Registry of Radiologic Technologists.
Provides the student with an overview of mammographic anatomy and physiology of the breast, pathology, positioning, patient care and patient education.

RAD 253 – Mammography Physics, Instrumentation and Quality
        Assurance
        5.00 Credits / 5 Contact hours
        Corequisite: RAD 252
Provides students with concepts of mammographic physics, instrumentation, and quality assurance.

SFM – Sports and Fitness Management

SFM 211 - Sports Nutrition
        5.00 Credits / 5 Contact hours
        Prerequisite: AHS 1011; AHS 109; BIO 2113; SFM 110
An introduction to the characteristics of the essential dietary nutrients and their respective roles in the body. Emphasis is placed on the special dietary requirements of athletes, the importance of pre and post event nutrition; potential problems encountered by athletes and ergogenic foods and drugs.

SFM 250 - Biomechanics of Personal Training and Sports
        Technique I
        5.00 Credits / 7 Contact hours
        Prerequisite: Regular status
        Corequisite: AHS 1011 or BIO 2113
This course covers general anatomy, joint and muscle function, as well as the analysis of body movements. The course is designed to prepare and qualify students to work as personal trainers. Students learn how to: properly screen and evaluate clients for safe participation in an exercise program. Design and implement

exercise prescriptions for multiple populations and successful client goal attainment.

SFM 251 - Biomechanics of Personal Training and Sports
        Technique II
        5.00 Credits / 7 Contact hours
        Prerequisite: SFM 250
        Corequisite: BIO 2114
This course is a continuation of SFM 250. The course will also introduce successful selling and managing of a personal trainer business as well as the legal aspects.

SFM 263 - Seminar in Sports and Fitness
        2.00 Credits / 2 contact hrs)
        Prerequisite: SFM 250 and SFM 251
Seminar focuses on job preparation and review for certification examination. Course will also provide an overview of activities involved in planning, establishing, and managing a personal trainer business.

SUR - Surgical Technology

SUR 101 - Introduction to Surgical Technology
        6.00 Credits /7 Contact hours
        Prerequisite: Regular status
Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include orientation to surgical technology, asepsis and the surgical environment, basic instrumentation and equipment, principles of the sterilization process, and application of sterilization principles.

SUR 102 - Principles of Surgical Technology
        5.00 Credits /7 Contact hours
        Prerequisite: SUR 101; SUR 108; PSY 1010
Provides continued study of surgical team participation by introducing basic case preparation/procedures and creation/maintenance of the sterile field. Topics include basic case preparation and procedures, creation and maintenance of the sterile field, surgical supplies and accessory equipment, wound management, principles of surgery, minimal invasive surgery, and outpatient surgical procedures.

SUR 108 - Surgical Microbiology
        3.00 Credits /3 Contact hours
        Prerequisite: AHS 104; AHS 109; BIO 2113; SCT 100;
        ENG 1010; MAT 1012
Introduces the fundamentals of surgical microbiology. Topics include historical development of microbiology, cell structure and theory, microbial function, human and pathogen relationships, infectious process, bloodborne and airborne pathogens, defense microorganisms, infection control, and principles of microbial control and destruction.

SUR 109 - Surgical Patient Care
        3.00 Credits /4 Contact hours
        Prerequisite: SUR 101; SUR 108; PSY 1010
Introduces a complex diversity of surgical patients. Topics include physiological diversities and needs, special patient needs, preoperative routine, intraoperative patient care, surgical emergencies, documentation and assessment skills, postoperative patient care, and care of the caregiver.

SUR 110 - Surgical Pharmacology
        3.00 Credits /4 Contact hours
        Prerequisite: SUR 101; SUR 108; PSY 1010
Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include

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weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

SUR 112 - Introductory Surgical Practicum
  7.00 Credits /21 Contact hours
  Prerequisite: SUR 101 (taken no longer than 6 months prior to enrollment in SUR 112)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; basic instrumentation; and environmental sanitation.

SUR 203 - Surgical Procedures I
  6.00 Credits /7 Contact hours
  Prerequisite: SUR 102; SUR 109; SUR 110; SUR 112
Continues introduction to surgical procedures, incisions, wound closure, operative pathology, and common complications as applied to general and specialty surgery. Topics include general surgery and special techniques, obstetrical and gynecological surgery, gastrointestinal surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

SUR 204 - Surgical Procedures II
  6.00 Credits /7 Contact hours
  Prerequisite: SUR 203; SUR 213
Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include ophthalmic surgery, orthopedic surgery, thoracic surgery, vascular surgery, cardiovascular surgery, and neurosurgery.

SUR 213 - Specialty Surgical Practicum
  8.00 Credits /24 Contact hours
  Prerequisite: SUR 102; SUR 109; SUR 110; SUR 112; SUR 203
Continues development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for general and specialty surgery. Topics include participation in and/or observation of general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

SUR 214 - Advanced Specialty Surgical Practicum
  8.00 Credits /24 Contact hours
  Prerequisite: SUR 203; SUR 204; SUR 213
Provides opportunity for students to complete all required Surgical Technology procedures through active participation in surgery in the clinical setting. Topics include primary scrub on specialty surgical procedures; participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures; independent case preparation and implementation of intraoperative skills; and demonstration of employability skills.

SUR 224 - Seminar in Surgical Technology
  3.00 Credits /3 Contact hours
  Prerequisite: SUR 214
Prepares students for entry into careers as surgical technologists and enables them to effectively review for the national certification examination. Topics include professional preparation, certification review, and test-taking skills.

WLD – Welding

WLD 100 - Introduction to Welding Technology
  6.00 Credits /8 Contact hours

Prerequisite: Provisional admission
Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

WLD 101 - Oxyfuel Cutting
  4.00 Credits /8 Contact hours
  Prerequisite: WLD 100
Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WLD 103 - Blueprint Reading I
  3.00 Credits /5 Contact hours
  Prerequisite: WLD 100
Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. Topics include basic lines; sketching; basic and sectional views; dimensions, notes, and specifications; isometrics; and detail and assembly of prints.

WLD 104 - Shielded Metal Arc Welding I
  6.00 Credits /10 Contact hours
  Prerequisite: WLD 100
Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include SMAW safety and health practices, fundamental SMAW theory, basic electrical principles, SMAW machines and set up, electrode identification and selection, materials selection and preparation, and production of beads and joints in the flat position.

WLD 105 - Shielded Metal Arc Welding II
  6.00 Credits /10 Contact hours
  Prerequisite: WLD 104
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

WLD 106 - Shielded Metal Arc Welding III
  6.00 Credits /10 Contact hours
  Prerequisite: WLD 104
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WLD 107 - Shielded Metal Arc Welding IV
6.00 Credits /10 Contact hours
Prerequisite: WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

WLD 108 - Blueprint Reading II
3.00 Credits /5 Contact hours
Prerequisite: WLD 103

Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include welding symbols and abbreviations; basic joints for weldment fabrications; industrially used welds; surfacing back or backing, and melt-thru welds; and structural shapes and joint design.

WLD 109 - Gas Metal Arc Welding (GMAW/MIG)
6.00 Credits /10 Contact hours
Prerequisite: WLD 100

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

WLD 110 - Gas Tungsten Arc Welding (GTAW/TIG)
4.00 Credits /7 Contact hours
Prerequisite: WLD 100

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

WLD 112 - Preparation for Industrial Qualification
4.00 Credits / 8 Contact hours
Prerequisite: WLD 101; WLD 105; WLD 106; WLD 107; WLD 108; WLD 109; WLD 110

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected welding codes and standards. Topics include test methods and procedures, national industrial codes and standards, fillet and groove weld specimens and preparation for qualifications and job entry.

WLD 133 - Metal Welding and Cutting Techniques
3.00 Credits /5 Contact hours
Prerequisite: Provisional admission

Provides instruction in the fundamental use of the electric arc welder and the oxyacetylene cutting outfit. Emphasis is placed on safe setup and use of equipment. Topics include arc welding, flame cutting, safety practices, oxyfuel welding and brazing.

WLD 150 - Advanced Gas Tungsten Arc Welding (TIG)
5.00 Credits /10 Contact hours
Prerequisites: WLD 110

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW).Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

WLD 151 – Fabrication Practices
5.00 Credits /6 Contact hours
Prerequisite: WLD 107; WLD 108; WLD 109

Presents practices common in the welding and metal fabrication industry. Topics include metal fabrication safety and health practices and metal fabrication procedures.

WLD 152 - Pipe Welding
5.00 Credits /10 Contact hours
Prerequisite: WLD 107; WLD 108

Provides the opportunity to apply skills to pipe welding operations. Topics include pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

WLD 153 - Flux Cored Arc Welding
5.00 Credits / 10 Contact hours
Prerequisite: WLD 100

Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

WLD 154 Plasma Cutting
5.00 Credits / 7 Contact hours
Prerequisite: WLD 100, WLD 101

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

WLD 160 - Welding and Joining Technology Half-Time Internship
5.00 Credits / 15 Contact hours
Prerequisite: Completion of two full quarters with a GPA of 3.0 or better

Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding and Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a "hands-on" situation and to work in an industrial environment under the supervision of a master-welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include application of welding and joining skills, appropriate employability skills, problem solving, and adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

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Faculty & Staff Credentials

Faculty

Arfanakis, Dimitrios — Dentist, Dental Hygiene; DMD; Boston University
Ausman, Shirlee — Business Office Technology; M.B.A., University of Phoenix
Bailey, John — Radiologic Technology; R.T (R), M.A., State University of West Georgia
Bailey, Richard — Surgical Technology; B.S.N., University of West Georgia
Bales, Robert — English; B.A., LaGrange College
Barbee, Wanda — Radiologic Technology; M.Ed., University of Georgia
Barker-Floyd, Dorothy — Patient Care Assisting; Diploma, West Georgia Technical College
Barkley, Brian — Mathematics; M.S., Jacksonville State University
Beard, Sandee Kirk — Dental Assisting; B.S., University of Georgia
Benefield, Ray — Commercial Truck Driving Director; CDL License
Biagi, Jim — Industrial Mechanical; M.S., University of Kentucky
Bishop, Jeremy — Science; D.C., Life University
Blackwood, Laurie — Adult Education; B.A., State University of New York
Blake-King, Phyllis — Adult Education; B.A., University of West Georgia
Bledsoe, June — Health Science; Diploma, Georgia Baptist Hospital
Blinn, Ashlie — Lab Coordinator; M.S., University of West Georgia
Blue, Norman — Mathematics Instructor, M.Ed, Georgia State University
Bradley, Lee — Computer Information Systems; M.S., Strayer University
Brazier, Christina — Registered Nursing; M.S., University of West Georgia
Britt, Marsha D. — Adult Education; B.S., University of West Georgia
Brown, Eugene — Automotive Technology; B.S.Ed, University of Michigan
Brown, Golda — Cosmetology; AAS, West Georgia Technical College
Brown, Olivia — Management & Supervisory; M.S.M., Troy State University
Burke, Sandra — Registered Nursing; M.S., Georgia State University
Burns, Pamela — Commercial Truck Driving; M.S., University of New Orleans, CDL License
Butts, Leverette — Criminal Justice; M.S., University of Phoenix
Byrd, Tanya — Business Education; M.Ed., University of West Georgia
Carpenter, Karen — Business Office Technology; M.Ed., Auburn University
Chaffin, Amy — Culinary Arts; A.A., The Art Institute of Atlanta
Chatham, Bill — Biology; M.S. Science Education, University of Southern Mississippi
Clements, Donna — English and Reading; M.A., North Carolina Central University
Cody, Lourdes — Practical Nursing; B.S.N., University of Phoenix
Collins, Jana — Registered Nursing; M.S.N., Emory University
Conaway, Gail — Cosmetology; Master Cosmetology License, State of Georgia
Cook, Russ — Automotive Technology; B.B.A., West Georgia College, A.S.E. Certified
Coulter, Dee — Mathematics; M.Ed., Auburn University
Cummings, Tawanna — Radiologic Technology; B.S., University of St. Francis
Denney, Mike — Automotive Technology; Diploma, West Central Technical College
Dennis, Ginger — Accounting; M.B.A., Troy State University
Eason, Jeremy M. — Business Education; M.Ed., University of West Georgia
Eaves, Larry — Air Conditioning Technology; B.S., Mississippi State University
Eidson, Scott — Welding Technology; Diploma, Coosa Valley Technical College
Fain, Joyce — Patient Care Assisting; A.S., Miami Dade College
Ford, Willie — Welding; Technical Diploma, West Georgia Technical College
Freeman, Karen — Early Childhood Education; M.Ed., LaGrange College
Frost, Tamara — Computer Information Systems; B.S., University of West Georgia

Gannage, George	Marketing Management; Ph.D., North Central University
Garner, Billy	Air Conditioning Technology; Technical Diploma, South Georgia Technical College
Gianangeli, David	Welding Technology
Gilbert, Elaine	Medical Assisting; M.S., Troy State University
Gray, Jerry	Drafting: Diploma, North Georgia Technical College
Gray, Sherry	Adult Education; A.B., LaGrange College
Griffith, Ronee	Psychology; Ph.D., Georgia State University
Grisham, Linda	Science; Ph.D., University of Nebraska-Lincoln
Harris, Katilya	Registered Nursing; M.S.N., Jacksonville State University
Hawkins, Heather	Psychology; M.A., University of West Georgia
Heard, Zsa Zsa	Psychology; M.S., Troy State University
Hickey, Joyce	Practical Nursing
House, Janyce	Science; M.S., University of West Georgia
Hudson, Reggie	Welding; B.S., Valdosta State University, QC1 Certified Welding Inspector, ACCP Level II Inspector
Hulsey, Doug	Automotive Technology; Technical Diploma, West Central Technical College, A.S.E. Certified
Hunter, Carroll	Nursing; M.S.N., Troy State University
Ingham, Phyllis	Medical Laboratory Technology; Ed.D, Argosy University
Ivey, Patricia	English; M.Ed., Columbus State University
Jackson, Judy	English; Ph.D., Georgia State University
Jelfo, Carol	Registered Nursing; M.S., Case Western Reserve University
Jenkins, Jeremy	Welding, Technical Diploma, Valdosta Technical College
Jenkins, Samuel	Computer Information Systems; M.S., Troy University
Jiles, Jennifer	English; M.A., University of West Georgia
Johnson, Tiffany	Registered Nursing; M.S.N., South University
Jones, Eugene	Computer Information Systems; B.S., Fort Valley State College
Kirk-Jackson, Jacquelin	Early Childhood Education; M. Ed., University of West Georgia
Kittiko, Winona	Registered Nursing, M.S.; Georgia State University
Knott, Robyn	Medical Assisting; B.M. University of West Georgia
LaCagnina, Laura	Registered Nursing, M.S.N., South University
Little, Emily	Business Education; M.Ed., University of West Georgia
Lewis, Traci	English and Reading; M.A., Virginia State University
Lowe, Jacqueline	Lead Instructor, Adult Education; Ed.S., Lincoln Memorial University
Manning, Lois	Dental Hygiene; M.H.E., Medical College of Georgia
Manion, Patti	Mathematics; Ed.S., West Georgia College
Mason, Cheryl	English and Reading; M.A., Clark Atlanta University
Maynard, Kisha	Mathematics; M.S., Clark Atlanta University
McDowell, J. Chris	Communication; M.A., University of Illinois at Urbana-Champaign
McFarlin, Gina	Accounting; M.Ed., University of West Georgia
Meigs, Joan	Adult Education; B.S., University of West Georgia
Melson, Charlie	Commercial Truck Driving; CDL License
Menard, Henry	Culinary Arts; A.O.S., Culinary Institute of America
Miller, Donald	English; M.A., University of West Georgia
Morris, Japonica	Registered Nursing; M.S.N., University of West Georgia
Moten, Tara	Computer Information Systems; M.S., American Intercontinental University
Murphy, Ron	Mathematics; M.M.E., Arkansas State University
Newkirk, Paula	Mathematics; M.S., Clark Atlanta University

Noble, Janet	Mathematics; M.Ed., University of Georgia
Norris, Misty	Mathematics; M.S., Mississippi State University
Ogle, Patsy	Business Office Technology; M.Ed., West Georgia College
Ogles, Paul	Electronics; A.S., San Jose City College
Parmer, Rita	Early Childhood Education; Ed.S., University of Alabama
Patterson, DeeDee	Cosmetology
Patterson, Dale	Cosmetology; Diploma, West Central Technical College
Pearson, Carol	English; M.A., University of West Georgia
Perry, Gary	Computer Information Systems; M.S., University of Phoenix
Person, Schurita	Cosmetology; Diploma, Fayette Beauty Academy
Phillips, Sherry	Dental Assisting; A.S., Gainesville State College
Plunkett, Norma	Mathematics; M.Div., Midwestern Baptist Theological Seminary
Pope, Holly	Math; M.Ed., State University of West Georgia
Powell, Deborah	Business; M.Ed., University of West Georgia
Prestridge, Susan	Adult Education; M.A., State University of West Georgia
Price, Jerry	Commercial Truck Driving; CDL License
Queen, Jacqueline	Phlebotomy; B.S.N., Troy University
Rainwater, Cherie	Dental Hygiene; B.S.D.H., Clayton State College and University
Ridley, John	Medical Laboratory Technology; Ph.D., Walden University
Rollins, Mark	Welding Technology; Diploma, West Georgia Technical College
Ruff, Jackie	Mathematics; Ed.S., Columbus State University
Russell, Babs	Business Education; M.Ed., University of West Georgia
Sailors, Pat	Health Science; Technical Diploma; West Central Technical College
Sanders, Joey	Accounting; M.A.F.M., DeVry University
Seale, Melvin	Health Information Technology; B.S., DeVry University
Sewell, William	Marketing Management; M.B.A., Emory University
Shell, Jamie	Medical Assisting; AAT, West Central Technical College
Shepard, Louis	Criminal Justice; M.S., Troy State University
Smith, David	Lab Coordinator; B.A. University of Alabama
Smith, Peggy	Patient Care; M.S.N., University of Alabama
Smith, Tom	Fire Science; M.S., Grand Canyon University
Smith, Tracey	Paramedic Technology/EMT; diploma, West Georgia Medical Center
Stephens, Stanley	Early Childhood Education; M.Ed, Columbus State University
Stohr, Don	Commercial Truck Driving; Certificate, Schneider National Training Academy
Sundling, Ben	Automotive Technology; Technical Diploma; Nashville Auto-Diesel College
Taylor, Kyle	English; M.A., University of West Georgia
Thomas, Stanley	Welding and Joinery Technology, Certificate, Coosa Valley Technical College
Thompson, Patricia	Practical Nursing; B.A., Augusta State College
Thompson, Tracey	Computer Information Systems; B.S., University of West Georgia
Turner, Cheryle	Health Science; nursing, Grady Memorial Hospital
Turner, W. Terry	Commercial Truck Driving; Certificate, West Central Technical College
Vinsant, Steve	Criminal Justice; M.S., Jacksonville State University
Ward, John	Electronics; B.S.E.E., Auburn University
Warren, Tina	Practical Nursing; B.S.N., Kaplan College
Wattie, LaShea	Registered Nursing; M.Ed.; Widener University
Weathington, Angela	Dental Assisting; Diploma, Medix School
Wheeler, Wayne	Commercial Truck Driving; CDL License; B.A. Atlanta Christian College
Whitaker, Kimberly	Radiologic Technology, M.S., Troy State University

White, Tim	Machine Tool Technology; A.A.S., West Central Technical College
Whitehead, Tamara	Pharmacy Assistant; B.S., Xavier University
Whitmire, Merce	Chemistry: B.S., University of West Georgia
Williams, Mona	Business Education; M.Ed., University of West Georgia
Wilson, Teresa	Registered Nursing; D.S.N., Westbrook University
Young, Tracie	Commercial Truck Driving; CDL License

Senior Staff

Alford, Perrin	Provost; M.B.A., Mercer University
Cook, Dawn	Vice President, Institutional Advancement; M.B.A., University of West Georgia
Douglas, Kristen	Vice President, Institutional Effectiveness; Ed.D., University of Georgia
Frazier, Julia	Executive Assistant to the President; B.A., University of West Georgia
Gore, Eddie	Vice President, Student Affairs; M.Ed., University of Georgia
Hannon, Pat	Vice President, Academic Affairs; M.B.A., University of West Georgia
Nelson, Greg	Vice President, Administrative Services; B.S., Kennesaw State University
Robinson, Richard	Vice President, Adult Education; Ed.D., Argosy University
Snell, Peter	Executive Director, Economic Development; Ed.D, University of Georgia
Sullivan, Skip	President, Ed.D., University of Georgia

Administrative Staff

Aderhold, Mary	Director, Admissions; B.B.A., University of West Georgia
Ausman, Gill	Admissions Counselor; M.S., University of Phoenix
Basham, Lori	Enrollment Center Coordinator; M.S., Auburn University
Brantley, Andra	High School Coordinator, M.B.A., University of Phoenix
Bratton, Kevin	Dean, Arts and Sciences; Ph.D., North Carolina State University
Brown, Debra	Admissions Counselor; B.S., University of West Georgia
Burgess, Nelda	Director, Financial Aid; B.B.A., State University of West Georgia
Byrd, Carly	High School Coordinator; B.A., Columbus State
Cain, Kevin	Director, Institutional Advancement; B.B.A., LaGrange College
Campbell, Gail	Enrollment Center Coordinator; B.S., University of West Georgia
Chambers, Ben	Marketing Specialist; B.A., Shorter College
Chasteen, Gary	Chief of Police;
Clewell, Natalie	Librarian; M.S., University of Tennessee
Colton, Kim	Assistant Director, Financial Aid; B.A., University of West Georgia
Crockett, Kim	Student Success Coordinator, M.P.A., Columbus State University
Curry, Robert	Dean, Business; M.P.A., University of West Georgia
Dick, Sarah	Admissions Counselor, B.A., University of Oregon
Doney, Lisa	Associate Provost, Douglas Campus; M.A., Northwestern State University of Louisiana
Dunson, Walter	Coordinator, Athletics and Recreation
Edmondson, Mary	Director, Adult Education; M.A., West Georgia College
Ellis, Alaina	Coordinator, Student Activities; B.B.A. University of West Georgia
Gavin, Linda	Librarian; M.S., University of Alabama
Günay, Nihal	Dean of Distance Learning; Ed.S., University of West Georgia
Hailey, Janierro	Enrollment Center Coordinator, Douglas; B.B.A., University of Texas at El Paso
Hair, Diana	Admissions Counselor; B.B.A., Valdosta State University
Hamrick, Linda	Assistant Librarian; M.L.I.S., Florida State University
Harris, Tammy	Enrollment Center Coordinator; B.A., Valdosta State University
Hayden, Rick	Manager, Special Projects
Henderson, Brian	Assistant Director, Information Systems; A.S., Floyd College
Hicks, Juanita	Assistant Director, Human Resources; B.B.A., University of West Georgia
Humphries, Kay	Enrollment Center Coordinator; B.A., LaGrange College
Jackson, Tina	Assistant Director, Human Resources; M.S., Nova Southeastern University
Johnson, Kathryn	Digital Media Specialist; A.A.S., West Georgia Technical College
Jakubiak, Laura	Registrar, B.B.A., University of West Georgia

Jiles, Michael	Director, A.A., University of Kentucky
Jones, Anita	Manager, Continuing Education; B.S., Grambling State University
Jones, Zelma	Disability Services/Special Populations Coord.; B.S., Kansas State University
Kelly, Creighton	Director of Instruction, LaGrange Campus; M.B.A., LaGrange College
Kirchler, Karen	Director, Adult Education; M.S., Florida State University
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Maddox, Wanda	GED Chief Examiner, M.Ed., University of West Georgia
Marler, Dave	Admissions Counselor; M.B.A., Clayton State College
McClung, Mary	Director, Library Services; M.S.L.S., University of Kentucky
McGowan, Sindi	Assistant Vice President, Curriculum; Ph.D., Capella University
McKeown, Lenora	Admissions Counselor; B.S., Mercer University
McNair, Jim	Dean, Trade and Technology; M.B.A., Troy State University
Mitchell, Erika	Admissions Counselor;
Nieft, Stephanie	Academic Advising Coordinator, B.S., Western Carolina University
Oubre, Frances	Director, Career Services; M.S., Troy State University
Owens, Cecilia	Dean, Health Sciences; M.S., Georgia State University
Parrish, Dianne	Director, Financial Services; B.S., Auburn University
Reid, Carol	Director, Compliance and Reporting; B.B.A., State Univ. of New York College at Buffalo
Resch, Teresa	Associate Provost, Carroll Campus
Rogers, George W.	Associate Provost, Murphy Campus; B.B.A., University of West Georgia
Ross, Katie	Admissions Counselor; B.A., University of West Georgia
Saylors, Paige	Director of Instruction, Douglas Campus; MSHA., Independence University
Sunrich, Matthew	Librarian
Rhine, Donald	Manager, Economic Development
Robinson, Whitney	Admissions Counselor, B.S., Jacksonville State University
Shiver, Michael	Director, Information Systems; B.A., LaGrange College
Smith, Ken	Director of Instruction, Murphy Campus; M.A. Webster University
Steadham, Amy	Online Coordinator; A.A.T., West Central Technical College
Sullivan, Linda	Director of Instruction; Carroll Campus; B.S., Valdosta State University
Treadwell, Barbara	Bookstore Manager
Troutt, Rosalita	Director of Instruction, Coweta Campus; M.S.Ed, Capella University
Warrenfells, Madelyn	Director, Human Resources; B.B.A, University of Georgia
Wheeler, Ruthie	Veterans Certifying Official; B.S.Ed., University of Georgia
White, Dawne	WIA Coordinator, M.S., Jacksonville State University
Whitlock, Tonya	Associate Provost, Coweta Campus; M.S., Southern Polytechnic State University
Whitten, Jamie	Librarian; M.S., Emory University
Witcher, Robin	Content Manager; M.S.Ed, M.S.IT, Capella University

Support Staff

Adams, Emily	Student Affairs, Financial Aid
Alexander, Virginia	Student Affairs, Registrar Assistant
Alsip, Clay	Information Systems
Baker, Danielle	Institutional Effectiveness
Ball, Jennifer	Receptionist
Belcher, Susan	Administrative Assistant
Benefield, Jacquelyn	Maintenance and Operations
Benjamin, Angela	Human Resources
Bland, Robin	Maintenance and Operations
Bohler, Cynthia	Accounting Technician
Bost, Cathy	Library Services
Bracknell, Cindy	Student Affairs, Financial Aid
Bradley, Carla	Program Specialist
Bray, Kim	Student Affairs, Admissions
Burke, James T.	Academic Affairs
Caldwell, Angie	Business Office
Cash, Peggy	Student Affairs, Financial Aid
Coggin, Jeffrey	Information Systems
Cook, Tom C.	Maintenance and Operations
Corso, Diane	Information Systems
Crane, Crystal	Student Affairs, Admissions
Cranston, Shelba	Accounting Technician /AP
Crews, Judy	Maintenance and Operations
Cross, Susan	Administrative Assistant
Culpepper, Christine	Maintenance and Operations
Cunningham, Leigh	Student Affairs, Financial Aid
Darbe, Ray	Maintenance and Operations
Davis, Akeva	Student Affairs, Admissions
Dittman, Gay	Program Assistant
Driver, Wayne	Maintenance and Operations
Ellis, Carolyn	Bookstore Assistant
English, Cindy	Business Office
Fant, Stephanie	Institutional Advancement
Farmer, Tony	Grounds Maintenance
Floyd, David	Maintenance and Operations
Ford, Heather	Student Affairs, Financial Aid
Folds, Barbara	Economic Development
Frank, Robert	Maintenance and Operations
Frazier, Catherine	Bookstore Assistant
Garrison, Teresa	Cashier
Garsee, Chris	Information Systems
Gibson, Chris	Bookstore Assistant
Griffin, Rae	Human Resources
Green, Marie	Student Affairs, Financial Aid
Hardy, Doug	Fatherhood Program Coordinator
Harper, David	Maintenance and Operations
Heard, Joquona	Student Affairs, Financial Aid
Heifner, Elaine	Information Systems

Helton, Kay	Student Affairs, Admissions
Hendricks, Sandra	Admissions Assistant/Receptionist
Henggeler, Christina	Student Affairs
Herren, Pieper	Maintenance and Operations
Howell, Leigh	Accounting Technician /Banner
Hulsey, Teresa	Maintenance and Operations
Hunt, Melissa	Bookstore
Hunte, Nasheba	Student Affairs, Financial Aid
Ingle, Angelia	Business Office Technician
Jenkins, Tracy	Maintenance and Operations
Jeter, Debra	Academic Affairs
Kelshaw, Sandy	Administrative Assistant
Kendrix, Santez	Information Systems
Kenerly, Mark	Maintenance and Operations
Key, Barbara	Library Assistant
Lamb, Lisa	Student Affairs, Financial Aid Technician
Lathrop, Tina	Student Affairs, Academic Advising
Lawhon, Chuck	Maintenance and Operations
Lawhorne, Chuck	Maintenance and Operations
Ledford, Jenny	Conference Center
Long, Angelia	Student Affairs, Admissions
Marshall, Kevin	Maintenance and Operations
McConnell, Dianne	Program Assistant
McCormick, Curtis	Maintenance and Operations
Mills, Judy	Student Affairs, Admissions
Mims, Antonio	Maintenance and Operations
Moon, Dallas	Academic Affairs
Moreland, Tommy	Maintenance and Operations
Morey, Samantha	Academic Affairs
Morgan, Susan	Program Specialist
Morris, Chelsie	Bookstore Assistant
Murray, Monica	Student Affairs, Admissions
Patterson, Bob	Maintenance and Operations
Pike, George	Maintenance and Operations
Pool, Annie	Program Assistant
Rainey, Patricia	Student Affairs, Admissions
Randall, Brenda	Student Affairs, Registrar's Office
Reece, Jamie	Information Technology
Reece, Sherry	Program Assistant
Reese, Amos	Maintenance and Operations
Reid, Betevia	Student Affairs, Admissions
Riley, Robin	Academic Affairs
Rogers, Amanda	Bookstore Assistant
Rossman, Shaun	Receptionist
Rowland, James	Maintenance and Operations
Rushton, Carol	Human Resources
Sanders, Pam	Institutional Effectiveness
Santelli, Penny	Business Office
Schroeder, Carol	Conference Center
Shadinger, Phyllis	Student Affairs, Registrar's Office

Sharpton, William	Maintenance and Operations
Shirey, Christy	Student Affairs, Registrar's Office
Simmon, Gwendolyn	Maintenance and Operations
Simpson, Loriann	Business Office
Singleton, Wanda	Program Assistant
Smith, Douglas	Maintenance and Operations
Smith, Kevin	Information Systems
Smith, Vickie	Student Affairs, Admissions
Snyder, Susan	Business Office
Sparkman, Tonya	Institutional Effectiveness
Spicer, Elizabeth	Adult Education
Sprayberry, Mariana	Maintenance and Operations
Stephens, Tamara	Receptionist
Sturdivant, Aundrea	Academic Affairs
Solomon, Judith	Program Specialist
Sticher, Terri	Cashier
Sullivan, Dennis	Maintenance and Operations
Terry, Lynn	Information Systems
Thompson, Bryan	Maintenance and Operations
Thompson, Denise	Business Office
Thompson, Lonetha	Student Affairs, Financial Aid
Thompson, Subrena	Program Specialist
Thrower, Karen	Custodian
Tipton, Barbara	Conference Center
Tolbert, Hoyt	Maintenance and Operations
Tucker, Katrina	Cashier
Vann, Troy	Maintenance and Operations
Verdun, Kay	Student Affairs, Registrar's Office
Waldrip, Pattie	Program Assistant
Waldrup, Laura	Cashier
Walker, Sherri	Human Resources
Walker, Tawana	Student Affairs
Walters, Kathy	Student Affairs, Admissions
Welborn, Gary	Instructional Coordinator
Wiggins, Kimberly	Student Affairs, Admissions
Williams, Jennifer	Cashier
Wilson, Amber	Staff Accountant
Wilson, Jonathon	Information Systems
Yarbrough, Clint	Maintenance and Operations

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Campus Locations

Carroll Campus
997 South Highway 16
Carrollton, Georgia 30116
770.836.6800

Coweta Campus
Central Education Center
160 Martin Luther King, Jr. Drive
Newnan, Georgia 30263
678.423.2000

Douglas Campus
4600 Timber Ridge Drive
Douglasville, Georgia 30135
770.947.7200

LaGrange Campus
1 College Circle
LaGrange, Georgia 30240
706.845.4323

Murphy Campus
176 Murphy Campus Blvd.
Waco, Georgia 30182
770.537.6000