Student Catalog 2015-2016

Revised January 2016

WEST GEORGIA TECHNICAL COLLEGE

www.westgatech.edu

A Unit of the Technical College System of Georgia | Equal Opportunity Institution

Welcome to West Georgia Technical College!

Dear Student,

Welcome to West Georgia Technical College! Our team is dedicated to helping you achieve your highest potential in technical education and career advancement. Whether you are looking to advance in your current job or gain the skills for an entirely new career field, West Georgia Tech offers over 120 associate degree, diploma and technical certificate programs of study that prepare you to excel in today's technically advanced, global economy.

At West Georgia Tech, the focus is on student success and workforce development that enhances our communities. We offer flexible class schedules, multiple campus locations and the latest in technology to provide our students a superior learning environment. Our students enjoy clubs, organizations and activities and a range of NJCAA athletic programs to help them grow inside and outside the classroom. Our dedicated faculty and staff are committed to providing a fulfilling and satisfying learning experience through the highest quality instruction and customer service.

We also value our numerous partnerships with area business and industry, and we offer excellent continuing education and economic development programs to further support the workforce development needs of this region. Please visit any of our locations in Carroll, Coweta, Douglas, Haralson, Heard, Meriwether and Troup counties to experience firsthand our collegiate atmosphere and student centered environment. We look forward to serving you as a premier College within the Technical College System of Georgia!

I wish you continued success in all your educational endeavors and future career goals.

Steve G. Daniel
President

Table of Contents

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 Southern Association of Colleges and Schools Commission on Colleges 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. The Commission should be contacted only if there is evidence that appears to support the College's significant non-compliance with a requirement or standard. Inquiries such as admission requirements, financial aid, educational programs, etc., should be addressed directly to West Georgia Technical College and not to the Commission's office. Please direct all questions to: West Georgia Technical College, 176 Murphy Campus Drive, Waco, Georgia 30182, Phone 770.537.6000, Fax 770.537.7995.

Program Accrediting Agencies:
Accreditation Commission for Education in Nursing (ACEN)
Accreditation Council for Business Schools and Programs (ACBSP)

- Accounting
- Business Administrative Technology
- Marketing Management
- Business Management

American Dental Association
Automotive Service Excellence (ASE)
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
Commission on Accreditation of Allied Health Education Programs (CAAHEP)

- Medical Assisting, under recommendation of the Medical Assisting Education Review Board (MAERB)
- Surgical Technology, under Accreditation Review Committee on Education in Surgical Technology (ARC-ST)

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
Georgia Board of Licensed Practical Nurses
Georgia Board of Nursing
Joint Review Committee on Education in Radiologic Technology (JRCERT)
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

Regulating Agencies:
Georgia Board of Cosmetology
Georgia Board of Licensed Practical Nurses
Georgia Board of Licensed Registered Nursing
Georgia Department of Community Health
Georgia Firefighter Standards and Training Council
Georgia State Board of Barbering

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, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and 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. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Equity (Title IX) coordinator, Vice President for Student Affairs, **678.664.0532**
401 Adamson Square, Carrollton, GA 30117

ADA (Section 504) coordinator, Vice President for Administrative Services, **678.664.0533**
401 Adamson Square, Carrollton, GA 30117

Accessibility Services and Special Populations Coordinator, **770.824.5241**
disabilityservices@westgatech.edu or specialpopulations@westgatech.edu
176 Murphy Campus Blvd., Waco, GA 30182

Telephone Directory

ALL LOCATIONS	**855.887.9482**
Academic Affairs	770.537.7979
Admissions	770.537.5740
Adult Education/GED	1.855.500.GEDS
Advising Center	1.855.277.2384
Athletics	770.537.6023
Bookstore	
Carroll	770.836.6702
Coweta	770.755.7843
Douglas	770.947.7229
LaGrange	706.756.4611
Murphy	770.537.5732
Business Office	770.537.5701
Campuses, Sites and Locations	
Adamson Square Location	678.664.0400
Carroll Campus	770.836.6800
Carroll County	
College and Career Academy	770.832.8380
CEC	770.755.7440
Coweta Campus	770.755.7800
Douglas Campus	770.947.7300
Franklin Site	706.948.0250
Greenville Site	706.672.3102
LaGrange Campus	706.845.4323
Murphy Campus	770.537.6000
Career Services	770.824.5245
Community Education	678.664.0510
Cosmetology	
Carroll	770.836.6826
Coweta	770.755.7440
Douglas	770.947.7358
LaGrange	706.756.4570
Murphy	770.537.6054
Financial Aid	1.855.286.3462
Human Resources	770.537.5731
Library	
Carroll	770.836.4711
Coweta	770.755.7844
Douglas	770.947.7238
LaGrange	706.845.4557
Murphy	770.537.6066
Police	1.855.579.4357
Public Relations/Marketing	678.664.0525
Registrar	1.855.253.7344
Student Affairs	770.537.5740

FY 2016 Academic Calendar

July 3	Holiday – Independence Day
July 6	Open Registration for Fall begins
July 20	Classes End
July 21-22	Final Exams
July 23	Grades Due – 10 a.m.
July 30	Open Registration ends

Fall Semester 2015 (201612)

August 3	Fee Payment Deadline for Fall
August 6	Late Student Registration begins
August 10	Late Student Registration on campus
August 11	Fall Semester Classes Begin
August 11-13	Drop/Add
August 19	Payment Deadline for Late Reg.
August 20	Graduation
September 7	Holiday – Labor Day
October 8	No Classes – Staff Development
October 21	Withdrawal Date
November 2	Returning Student Reg. begins
November 9	Open Registration begins
November 23-25	No Classes
November 26-27	Holidays-Thanksgiving
December 3	Open Registration ends
December 9	Classes End
December 10, 14	Final Exams
December 11	Payment Deadline
December 15	Grades Due
December 16	Staff Development
December 17	Graduation
December 21	Late Registration begins
Dec. 25-31	Holidays
January 1	Holiday – New Year's Day

Spring Semester 2016 (201614)

January 6	Late Student Registration on campus
January 7	Classes Begin
January 7, 8, 11	Drop/Add
January 15	Fee Payment Deadline for Late Reg.
January 18	Holiday-MLK, Jr. Birthday
March 10	No Classes – Staff Development
March 18	Withdrawal Date
April 4-8	Spring Break
April 11	Returning Student Reg. opens
April 18	Open Registration begins
May 5	Open Registration ends
May 9	Classes End
May 10	Fee Payment Deadline
May 10-11	Final Exams
May 12	Grades Due – 10 a.m.

Summer Semester 2016 (201516)

May 17	Late Student Registration begins
May 19	Late Student Registration on campus
May 23	Classes Begin
May 23-25	Drop/Add
May 30	Holiday-Memorial Day
June 1	Fee Payment Deadline for Late Reg.
June 2	Graduation
June 28	Withdrawal Date

Board Members

WGTC Board of Directors

Chairman Tommy Britt, Troup County
Bill Hightower, Haralson County
Mike Lee, Douglas County
Morris Long, Heard County
Brandon Lovett, Coweta County
Aaron Mabon, Meriwether County
Michael Robertson, Coweta County
Rochelle Robinson, Douglas County
Bill Stone, Carroll County
Denise Taylor, Carroll County
Kevin Thieneman, Troup County

WGTC Foundation Board of Trustees

Delores Golden, *President*
Julian Carter, *Treasurer*
Kali Boatright
Jeff Dewberry
Milton Edelson
Page Estes
Ned Fowler
Bryant Hightower
Kathy C. Knowles
Gary Leftwich
Don Moore
Jim Mottola
Dr. Bob Patterson
Greg Wright
Steve G. Daniel, *ex-officio*
Kim Learnard, *ex-officio*
Mark Whitlock, *ex-officio*

State Board of the Technical College System of Georgia

Mary Flanders
Richard Porter
Frank S. "Chunk" Newman
Baoky N. Vu
James F. Gingrey
Carl E. Swearingen
Michael L. "Sully" Sullivan
Ben I. Copeland Sr.
Dinah C. Wayne
Trey Sheppard
Jay Cunningham
Tommy David
Tim Williams

Joe W. Yarbrough, Chair
Z. Shaw Blackmon, Vice Chair
Ben Bryant
Doug Carter
Chris Clark, Jr.
Dr. Lynn Cornett
Robert "Buzz" Law
Sylvia E. Russell
Shirley Smith
W. Jackson Winter, Jr.
Gretchen Corbin, Commissioner,
Technical College System of Georgia

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.

Mission Statement

Our Mission

West Georgia Technical College, a unit of the Technical College System of Georgia, supports student success, economic development, and the community by providing a skilled workforce through the delivery of relevant education and training opportunities.

Our Vision

We envision West Georgia Technical College as a model of innovation and excellence in technical education, recognized as an outstanding pathway to rewarding careers.

Our Role and Scope

West Georgia Technical College (WGTC) is a public, two-year, multi-campus technical college that provides quality education and promotes workforce development in the West Georgia region.

An open-access institution of higher education, the college serves traditional and nontraditional curriculum students who have a wide variety of educational goals, from personal enrichment to career development to university transfer. To help students meet their goals, WGTC offers associate degrees, diplomas and technical certificates.

The curriculum includes programs in health sciences, trade and technology, business, and public service. WGTC students draw on knowledge from a broad range of disciplines to develop the communication and critical thinking skills that are fundamental to lifelong learning.

WGTC further promotes adult education and economic development through GED classes, ESL classes, continuing education courses, and corporate training for business and industry.

WGTC is committed to being accessible and responsive to community needs. To foster student success, WGTC provides quality education on many levels and comprehensive student support services. In addition to traditional instruction, WGTC's flexible course offerings and alternative delivery methods, including online instruction, enable more members of the community to pursue higher education.

Our Core Values

- Integrity
- Professionalism
- Student Success
- Academic Excellence

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, mathematical reasoning skills, critical thinking abilities, information 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, or listening skills to express ideas, and opinions.
- Use everyday mathematical concepts and basic mathematical tools to obtain or convey information.
- Develop critical thinking and reasoning skills for problem solving.
- Individually or as a member of a group, use information effectively to accomplish a specific purpose.
- Demonstrate ability to work effectively with people who have ideas, beliefs, attitudes, and/or behaviors that are different from his or her own.

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.

WGTC Non-Discrimination Policy and Reporting 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, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans , student life, and athletics. It also encompasses the recruitment and 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.

Reporting Procedure
The following procedure is to be used in reporting and settling grievances in regard to Unlawful Harassment and Discrimination

1. All persons are encouraged to report events of unlawful harassment, discrimination, and/or unlawful retaliation against themselves or others. A student may attempt to resolve any issue arising under this policy informally.
   a. Complaints alleging action of a discriminatory nature shall be addressed, in writing, by telephone, or in person; to the appropriate coordinator listed below.
      • In regard to Race or Gender discrimination: Equity/Title IX Coordinator, 678.664.0532, Vice President for Student Affairs
      • In regard to the Americans with Disabilities Act (ADA): Section 504/ADA Coordinator, 678.664.0533, Vice President of Administrative Services
      Allegations or suspicions of unlawful harassment or unlawful retaliation may be reported by the complainant to any college employee, the President of the technical college, Legal Services at (404) 679-1605, the Commissioner's Office at (404) 679-1601, the Deputy Commissioner's Office at (404) 679-1706, or by email at UnlawfulHarassment@dtae.org.
   b. Such reports can initially be expressed in writing, by telephone, or in person; however, the report will ultimately be required to be in writing.
   c. After an allegation is made to a department employee that employee shall report the allegation to the President, or his designee, as soon as possible, not to exceed 48 hours.
2. Instructors/administrators who have reason to believe that unlawful harassment, discrimination, and/or retaliation may exist shall immediately inform their President or one of the persons listed above in 1(a).
3. The reporting individual should keep the information confidential unless release is approved, or unless final action has been approved pursuant to this procedure.
4. An affected President may suspend, transfer or reassign personnel or students involved, in order to prevent possible further harassment, discrimination, retaliation or to facilitate the investigation. In emergency situations of a severe nature a President or their designee may take appropriate actions to protect the complainant/alleged victim and/or to deter the alleged violator from any further harassment of the complainant/alleged victim. If the alleged harasser is an employee, the affected President shall report all actions of this nature and any subsequent change in status or assignment to the Human Resources Director.
5. Unless otherwise authorized by the Commissioner in writing, no disciplinary action shall be taken against the alleged violator until an investigation has been completed, a written report has been issued and action has been taken in accordance with this procedure.
6. Any allegation of unlawful harassment, discrimination, or retaliation may be referred by the President of a technical college to the Executive Director, Legal Services for investigation by the Compliance Officer. Investigations by the Compliance Officer may be done in conjunction with the local investigator at the President's request.

Investigation
1. All complaints of unlawful harassment, discrimination or unlawful retaliation shall be investigated thoroughly.
2. If a complaint does not specify facts sufficient to allege unlawful harassment or retaliation as prohibited by this procedure, the local investigator may determine that the allegations shall not be investigated. This will be done with joint approval by the local investigator and President. This decision will be made within 5 business days of receiving the complaint. Immediately following

the decision, notice will be given to the complainant, and the complainant shall have the same rights of appeal as set forth below.

3. Where a complaint is investigated, the investigation shall commence within 5 business days of receipt of the complaint.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. All witnesses provided by the complainant will be interviewed.
5. The process from initial complaint to completed investigation should take no longer than 60 days. If additional time is needed, the complainant will be informed.
6. The local investigator/Compliance Officer who conducts the investigation will present facts in a written report to the President.
7. Reports concerning the unlawful harassment, discrimination, or retaliation of students will be processed and handled confidentially to the extent permitted by law.

Review and Disposition

1. After reviewing the final report, the President shall make a recommendation, based on a preponderance of the evidence, as to whether the facts support a finding that unlawful harassment, discrimination, or unlawful retaliation has occurred. The President shall make this recommendation within 5 business days of receipt of the completed investigation.
2. If the recommendation is that the facts **do not** support a finding of unlawful harassment, discrimination, or unlawful retaliation, and it is determined that no action should be taken, then the matter can be closed.
3. If the recommendation is that the facts **do** support a finding of unlawful harassment, discrimination, unlawful retaliation, or a policy violation, appropriate sanctions will be recommended and taken pursuant to the applicable disciplinary procedure (either student or employee).
4. The investigator will provide written notice to the complaining party and subject that the investigation is complete. Notice should be given within 5 business days, provided that if a disciplinary action is to be initiated, no parties will be notified until all disciplinary actions are served.

Appeal by Complainant

1. If the complainant wishes to appeal the recommendation by the President that the facts do not support a finding of unlawful harassment and/or discrimination, the complainant may do so in writing within 5 business days of receiving notice of the President's recommendation.
2. The complainant must send the appeal by regular mail, facsimile, or email to the following:

Executive Director, Legal Services
1800 Century Place NE, Suite 400
Atlanta, Georgia 30345-4304
(404) 679-1615 (facsimile)
UnlawfulHarassment@dtae.org

Services and Programs

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.

Community 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 Community 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 Community Education Units (CEUs) for noncredit courses and seminars.

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 and some availability for academic program articulation. Graduates earn Associate 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.

Special Populations including Accessibility 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 Accessibility Services/Special Populations Coordinator for assistance with accommodations for a disability, academic, or economic need.

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.

Student Advising Center provides support to students through assistance in developing a plan of academic progression toward completion of a degree, diploma, or technical certificate of credit. Assistance is provided in selecting courses that help satisfy program requirements efficiently and productively allowing students the benefit of timely program completion. Advisors in the Student Advising Center are available to meet student needs by means of walk-in, email, telephone, and virtual face-to-face advisement through advising kiosks available on every campus and instructional site.

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 provides students with comprehensive introductory learning assistance in common entrance level academic areas. Tutoring services are available on the Douglas, Carroll, Coweta, LaGrange and Murphy campuses for students taking most general education courses or introductory computer courses. Please check each campus for hours and sign-up sheets or contact the Student Success Coordinator at 706.756.4678 for assistance. Online tutoring also is available through UpSwing, an external vendor, providing flexible tutoring assistance with audio and video capability via internet platform.

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 primarily serves seven counties – Carroll, Coweta, Douglas, Haralson, Heard, Meriwether and Troup, but also provides instructional opportunities to regional, national, and international students through virtual learning program availability.

Today as the state's fourth-largest technical College, West Georgia Technical College is poised to meet the needs of business, industry, and an ever-changing community with over 120 approved programs of study. Students have multiple opportunities to participate in student groups and organizations. Additionally, students have the opportunity to participate in NJCAA athletics through the Golden Knights men's and women's athletic teams.

West Georgia Technical College is proud to provide postsecondary education and training to the citizens of West Georgia and the expanded region on campuses and through online learning opportunities. 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 Sciences programs. Admission to Health Sciences diploma and degree programs is based on a competitive selection process. There are minimum requirements for admission to individual Health Sciences programs, and meeting minimum requirements does not guarantee admission to the program.

Any individual 16 years of age or older who seeks access to quality instruction designed to develop or improve occupational competencies is eligible for admission.

Out-of-State and International Students shall be enrolled on a space-available basis and shall not displace any student desiring to enroll who is a resident of the State. This applies to programs with limited seating, such as competitive selection Health Science programs and programs that have a waiting list. Please refer to the Out-of-State Residents and International Students sections of this catalog for more information regarding residency status.

In accordance with the Statement of Equal Opportunity, 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, genetic information, 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.
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 Sciences programs must complete a competitive selection process prior to admission to the desired diploma or degree program. Applicants to degree level Health Sciences programs are initially admitted to the Healthcare Science certificate program to begin taking core courses. Applicants to diploma level Health Sciences programs are initially admitted to the Healthcare Assistant certificate program to begin taking core courses. Please refer to the Additional Procedures for Diploma and Associate Degree Level Health Sciences Programs section of this catalog for additional information. Out-of-State and International Students will only be considered in the competitive selection process on a space available basis and will not be included if there are enough qualified applicants who are residents of the State.

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. The age requirement for certain programs may be different due to professional accreditation standards or applicable state or federal laws. Consult the Program Descriptions section for specific age requirements for each program of study.

Required Academic Criteria

Applicants must satisfy one of the four academic readiness paths unless otherwise specified by the program's standards.

1. A high school diploma (verified by an official transcript, including graduation date) which has met the attendance, academic, and/or assessment requirement for the state's board of education, or equivalent agency, or a state-authorized examination the state recognizes as the equivalent of a high school diploma.
   - Secondary schools must be accredited by an agency included on the Technical College System of Georgia approved accreditation agency list.
   - 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).
   - High school diplomas from unaccredited institutions, Certificates of Attendance or other certificates, credentials or other documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a high school diploma or a state-authorized examination the state recognizes as the equivalent of a high school diploma as described above.
3. Applicants of home schools located in Georgia who did not attend a recognized program:
   - Submit a Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home Study programs as referenced in O.C.G.A. 20-2-690.
   - Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
4. Applicants of home schools located outside the state of Georgia who did not attend a recognized program:
   - Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
   - Submit official SAT or ACT placement test scores that meet the minimum regular level placement score requirements.

Placement Testing

All program applicants must meet minimum placement testing requirements to determine regular, provisional, or learning support admission status. Most program applicants will take the COMPASS placement test offered by West Georgia Technical College. 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.

Retest Policy

Applicants who complete the COMPASS placement test with West Georgia Technical College are eligible to retest after a minimum waiting period of seven days. The retest fee is $15 per test section. All testing must be completed prior to Late Student Registration for the initial term of admission. Placement test scores received after Late Student Registration may not be accepted and will not be used for placement purposes.

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

An official transcript is required for each college previously attended. 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 semester's work. Students admitted in probationary status must make satisfactory academic progress their first semester of attendance. Students not making satisfactory academic progress the first semester of attendance will be academically suspended.

Students who have attended college outside the United States must have their transcripts evaluated by an outside professional credential evaluation service before any credit will be considered for transfer (suggested agencies).

In-State Residents

A student must be a United States Citizen or Eligible Non-Citizen and 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.

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

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID from:

    - Alabama: Issued after August 1, 2000
    - Florida: Issued after January 1, 2010
    - South Carolina: Issued after November 1, 2008
    - Tennessee: Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

Out-of-State Residents

An out-of state resident must be a United States Citizen or Eligible Non-Citizen but has not been a resident of the state of Georgia for 12 months before initial enrollment at the college. 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 semester following the one-year anniversary date of documented initial Georgia residency.

International Students

Eligible Non-Citizens 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. Eligible Non-Citizens must meet the Federal Title IV definition, a United States permanent resident with a Permanent Resident Card (I-551); or a conditional permanent resident (I-551C); or the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirms paroled for a minimum of one year and status has not expired); "Victim of human trafficking," T-Visa holder (T-1, T-2, T-3, etc…), or Cuban Haitian Entrant. Persons with a F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa do not meet the definition of an Eligible Non-Citizen. West Georgia Technical College is not approved by the Department of Homeland Security 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.

International students residing outside the United States who are enrolled exclusively in online courses are not required to provide residency documentation.

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.

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, 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 17 semester 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.
- 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 semester 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 semester 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 semester of attendance. The letter must state the student's financial aid eligibility for the specific semester 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 semester.
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 Connection (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.

Readmission

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

1. If out only one semester, a student is not required to reapply unless they wish to change their program of study. All other students must reapply.
2. Submit a Student Application.
3. Submit to the Office of Student Affairs official transcripts from all institutions of higher education attended since the last enrollment at WGTC.
4. 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 semesters) must re-enter under the current catalog, admission requirement and program standards.
5. 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 Application 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 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 770.755.7825 or 770.947.7538.

High School Dual Enrollment

High school students may enroll in identified courses or programs which normally require a high school diploma. Students must meet all other college admissions criteria and must be approved for participation by their high school. 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. Students enrolled in an eligible Georgia high school may apply for funding through the New Move on When Ready Program. Courses completed through the New Move on When Ready Program do not count against a student's HOPE Scholarship or Grant cap hours.

High School Joint Enrollment

High school students may enroll in identified courses or programs which normally require a high school diploma to earn college credit only. Students must meet all other college admissions criteria and be continuously enrolled in their high school program. The credits earned by completing the college course(s) will be applied to the college academic record/transcript only. Jointly enrolled students may be eligible to receive HOPE Grant funding if they meet the program's Georgia residency requirements and are enrolled in an eligible certificate or diploma program of study. Courses taken through the Hope Grant Program will count in a student's HOPE Scholarship and Grant cap hours.

This page intentionally blank.

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 semester course schedules are posted as the dates and times for advisement and registration become active each semester. Registration is conducted via the web or with advising assistance available from a Student Advising Center staff person or from an academic advisor. Courses available for registration are listed on the College website. There are several phases of registration each semester, to serve various groups of students.

Returning Student Registration is open to currently enrolled students near the mid-point of each semester. Students who have been out only one semester may register with returning students.

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

Late Registration is held prior to the first day of each semester. Students may register online through Self Service Banner Web.

Drop/Add is scheduled the first three days of each academic semester. Students wishing to make changes to their schedules must do so by the third day of the semester. 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 semester must do so either by accessing their Banner Web account to withdraw, or by emailing registrar@westgatech.edu. The course(s) will be included on the student's transcript.

1. Any student withdrawing from ALL classes for the academic semester must contact Financial Aid and complete an Official Withdrawal Form in the Office of Student Affairs or complete, scan and email the form to registrar@westgatech.edu.
2. The date the Office of Student Affairs receives the student's Official Withdrawal Form will be used as the effective date of withdrawal.

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

'No Shows' are reported for nonattendance in the first week of the semester. Any student who fails to show for class or log in with academic activity for online classes within the first seven days of the semester 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 available during the open registration period each semester. Registration for students admitted in special status is available to new students who complete their admissions file by the semester application deadline, currently enrolled special status students, and previous special status students who request readmission by the semester application deadline. Registration for transient students is available to new students who complete their admissions file by the semester 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

semester. Registration for previously enrolled transient students is available to students who request readmission and submit a transient student letter by the semester 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 semesters away are required to complete New Student Orientation prior to 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 Self Service Banner Web. For security purposes, students are encouraged to change their PIN from the default in order to maintain the confidentiality of their records.

Student Email

Students will receive a West Georgia Technical College email account upon admission. Student email 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 school email accounts for course information and updates throughout the semester. Instructions for email usage are located on the Self Service Banner Web page of the West Georgia Technical College web site.

Health Sciences Programs (General Procedures)

Associate Degree and Diploma Health Science Programs *(Clinical Laboratory Technology, Dental Hygiene, Radiologic Technology, Registered Nursing, Medical Assisting, Practical Nursing and Surgical Technology)*

Applicants to West Georgia Technical College diploma and degree Health Sciences programs must complete a competitive selection process prior to admission to the program.

Healthcare Science Certificate
Students who apply to a degree level Health Science program are initially accepted to the Healthcare Science certificate program and 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 science 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 compare the desired individual health science degree program and the Health Science certificate academic requirements, both listed in this catalog, to determine which courses should be taken and may be eligible for financial aid while enrolled in the Health Science certificate program. For additional assistance contact any respective program faculty advisor or the Student Advising Center.

Healthcare Assistant Certificate
Students who apply to a diploma level Health Science program are initially accepted to the Healthcare Assistant certificate program and 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 basic skills 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 compare the desired individual health science diploma program and the Healthcare Assistant certificate academic requirements, both listed in this catalog, to determine which courses should be taken and may be eligible for financial aid while enrolled in the Healthcare Assistant certificate program. For additional assistance contact any respective program faculty advisor or the Student Advising Center.

Competitive Selection Process

Applicant Requirements

Each program has a competitive selection deadline. Please refer to the program information in the Academic Programs section of the catalog for specific application deadlines.

The following steps must be completed by the competitive selection deadline.

1. Out-of-State and International Students will only be considered in the competitive selection process on a space available basis, and will not be included if there are enough qualified applicants who are residents of the State apply. Please refer to the Out-of-State Residents and International Students sections of this catalog for more information regarding residency status.
2. The student entering the selection process for a degree program must be admitted to the Healthcare Science certificate, with the competitive selection program identified as Major 2.
3. The student entering the selection process for a diploma program must be admitted to the Healthcare Assistant certificate, with the competitive selection program identified as Major 2.
4. The student may enter the selection process for only one program of study at a time.
5. Some programs have a single competitive selection deadline to admit a class for more than one campus. In this case, the student must select one campus and will be included in the selection for that campus only.
6. The student must be in good academic standing with the College.
7. Each program requires that identified courses be completed by the competitive selection deadline. All required courses must be completed with a minimum grade of C. Please refer to the program information in the Academic Programs section of the Catalog for the courses that are required to enter the selection for a specific program.
8. In addition to earning a minimum grade of C in each required course, an overall GPA of 3.0 must be earned in the required courses for the Clinical Laboratory Technology, Dental Hygiene, Radiologic Technology and ADN Nursing programs. An overall GPA of 2.5 must be earned in the required courses for the Medical Assisting, Practical Nursing and Surgical Technology programs. The GPA will be calculated according to the current catalog course information.
9. The following specific technical, science, and Health Science courses must be completed within seven years of the program start date, if required for the selection process.
   ALHS 1040
   ALHS 1060
   ALHS 1090
   ALHS 1011
   BIOL 2113 & BIOL 2113L
   BIOL 2113 & BIOL 2114L
   BIOL 2117, BIOL 2117L
   CHEM 1211 & CHEM 1211L
   CHM 1212 & CHEM 1212L
   COMP 1000
10. All transcripts reflecting grades earned at other colleges must be received by the admissions office prior to the selection deadline.
11. Students in all competitive programs except Clinical Laboratory must hold a current CPR Certification by the American Heart Association for Healthcare Providers. This certificate must remain current through the duration of the program. Online CPR certification or recertification will not be accepted.
12. Applicants to the Dental Hygiene and Radiologic Technology programs must earn a minimum raw score of 200 on the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination, Edition 3 or a minimum raw score of 250 on other Editions of the PSB. The raw

score total includes Academic Aptitude – Total, Spelling, Reading Comprehension, Information in the Natural Sciences and Vocational Adjustment Index.

13. Applicants to the Medical Assisting, Practical Nursing and Surgical Technology programs must earn a minimum raw score of 150 on the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination, Edition 3 or a minimum raw score of 186 on other Editions of the PSB. The raw score total includes Academic Aptitude – Total, Spelling, Reading Comprehension, Information in the Natural Sciences and Vocational Adjustment Index.
14. Applicants to the ADN Nursing program must earn an Adjusted Individual Total Score of 65% on the pre entrance Test of Essential Academic Skills (TEAS) exam.
15. Applicants to the ADN Nursing Program must possess a current State Certified Nursing Assistant Certificate (CNA) or be a Licensed Practical Nurse (LPN).
16. Applicants to the ADN Nursing and Dental Hygiene programs may earn bonus points in the selection process.

    ADN Nursing (maximum three (3) bonus points available)
    - One (1) point for six months clinical work experience. Clinical experience is defined as actual patient care that includes the delivery of physical care, such as certified nursing assistant, nurse aide, practical nurse, patient care technician, medical assistant, surgical technician, back office worker in a clinic or physician's office, or emergency medical technician.
    - One (1) point for completion of the Nurse Aide certificate program, including ALHS 1040, ALHS 1060, ALHS 1090 and NAST 1100.
    - Two (2) points for current Licensed Practical Nurses (LPN).

    Dental Hygiene (maximum three (3) additional bonus points available)
    - One (1) point for any healthcare clinical work experience
    - Two (2) points for dental related work experience such as a lab technician or front office employee
    - Three (3) points for more than one year equivalent of full-time experience as a dental assistant
17. Student must submit a Competitive Selection File Review Request form to the Office of Student Affairs by the application deadline. All required documents must be attached to the form. Forms submitted prior to the completion of all requirements or submitted with documents missing, will be returned to the student and not considered in the selection process. The following documents must be attached to the Competitive Selection File Review Request form.
    - Copy of the front and back of current CPR Certification by the American Heart Association for the Healthcare Provider card (not required for Clinical Laboratory Technology)
    - Psychological Service Bureau (PSB) Health Occupations Aptitude Examination score report or the Test of Essential Academic Skills (TEAS) exam score report, as required for program of application (not required for Clinical Laboratory Technology)

    Additional documents are required for the ADN Nursing and Dental Hygiene programs.

    ADN Nursing
    - Copy of current CNA Certification or copy of current Practical Nursing License
    - If student is requesting bonus points for clinical work experience, an employer letter of verification is required. This letter must be on company letterhead and include the dates of employment, job title and a brief description of duties.

    Dental Hygiene
    - If student is requesting bonus points for clinical work experience, dental related work experience or experience as a dental assistant, an employer letter of verification is required. This letter must be on company letterhead and include the dates of employment, job title and a brief description of duties.

18. Any student who is selected and declines admission will not automatically be admitted to another class cohort, and may be required to reapply through the competitive selection process.
19. Any student who is admitted to a competitive selection health science program, who does not complete the program with their cohort, must petition the Dean of the School of Health Sciences to be readmitted. Some reentry requirements will apply for selected programs and will be determined on a case-by-case basis.
20. Students who have an academic failure or withdraw failing from any occupational course in any health science program may only repeat the course one time. Students with a second failure of the same occupational course or of any subsequent course in the same program will not be eligible to progress in the program. Students with two academic failures in occupational courses will not be allowed a third attempt. This applies to all occupational courses in the School of Health Sciences except for those occupational courses in the Health Information Technology, Fire Science, Health Care Science, Health Care Assistant, and Nurse Aide programs. This also applies to students who fail Health Sciences courses in the same program at other institutions and transfer to West Georgia Technical College.

Competitive Selection Scoring

As stated in the Applicant Requirements, specific technical, science, and Health Science courses must be completed within seven years of the program start date. Courses that expire prior to the program start date will not be accepted or included in the GPA calculation. The GPA calculation will be based strictly on the courses required for the selection process. If a course has been repeated, the higher grade earned will be used in the calculation. The GPA will be calculated according to the current semester course credits.

A student that satisfies a required course by College Board Advanced Placement (AP) exam, College-Level Examination Placement (CLEP) credit, or exemption exam, should contact the Office of Student Affairs for information regarding the scoring of the course.

The Psychological Service Bureau Exam (PSB) score will be calculated based on the total raw score including Academic Aptitude – Total, Spelling, Reading Comprehension, Information in the Natural Sciences and Vocational Adjustment Index.

The Test of Essential Academic Skills (TEAS) score will be calculated based on the Adjusted Individual Total Score percent.

Each complete Competitive Selection File Review Request received by the application deadline will be evaluated according to a 100 point scale. All application requirements must be met, and all required documents must be attached to the request, for a file to be considered complete.

Points per Competitive Selection Scoring Component

Program	Points for GPA of Required Courses	Points for PSB Exam Score	Points for TEAS Exam Score	Bonus Points Available
ADN Nursing	40	n/a	60	3
Clinical Laboratory Technology	100	n/a	n/a	n/a
Dental Hygiene	50	50	n/a	3
Radiologic Technology	75	25	n/a	n/a
Medical Assisting	75	25	n/a	n/a
Practical Nursing	75	25	n/a	n/a
Surgical Technology	75	25	n/a	n/a

Applicants will receive their file evaluation score by their student email account. After all files are evaluated, the students with the highest scores will be notified by student email and invited to enroll. A student who declines the invitation to enroll will not automatically be admitted to another class cohort, and may be required to reapply through the competitive selection process.

Students who are not selected will be notified of their status by their student email account. A student must submit a new Competitive Selection File Review Request, along with required documentation, to be included in the next selection process for the same program or the selection process for another program.

Health Science Program Admission

A student selected for admission to a competitive selection degree or diploma Health Science program will enter a class cohort and complete the program through a lock-step course schedule for the duration of the program.

The student must have the following official documentation on file prior to registration for any health science course that has a clinical rotation. Students will not be allowed to register for courses if documentation is not complete.

- Completed Physical Examination and Health History, with a physician's statement that the student is in satisfactory health
- Copy of immunization records and/or titers. This includes proof of administration of two MMRs and 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 vaccine series or signed declination form.
- Flu shots for current season.
- CPR Certification by American Heart Association for Healthcare Provider (not required for Clinical Laboratory Technology)
- Criminal background check and urine drug screen completed by Student Advantage
- Criminal background check and urine drug test will be evaluated by clinical sites. It is the clinical site decision to allow or restrict a student with a criminal background or a positive drug test. If a student is restricted from a site; they will be dropped from the program.

This page intentionally blank.

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.

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID from:
    - Alabama: Issued after August 1, 2000
    - Florida: Issued after January 1, 2010 South Carolina: Issued after November 1, 2008
    - Tennessee: Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

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 $55 registration fee each semester.

Student Activity Fee: Students are required to pay a student activity fee of $30 each semester.

Tuition: All students will be assessed fees at the rate of $89 per credit hour for tuition for diploma and degree programs, up to a maximum of 15 credit hours per semester. Certificate fees may vary, depending on program.

Change of Major Fee: Admissions Office will charge a processing fee of $10 for each Student Update involving a Change of Major (program change request). Students selected to advance from Healthcare Science or Healthcare Assistant certificate programs to diploma or degree-level Health Sciences programs are exempt from this charge.

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 semester. All students enrolled in a credit program are covered while on campus by the student's accident insurance.

Out-of-State Tuition: Out-of-state students are charged tuition twice that charged for in-state residents. Out-of-state students pay applicable 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: International students pay tuition four times that charged for in-state residents. International students pay applicable 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 Support Fee: An instructional support fee of $50 will be charged each semester to every full-time and part-time student.

Technology Support Fee: A fee of $105 will be charged to all students each semester 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: All returned checks are handled by an outside vendor. Any fees are assessed by the vendor.

Late Registration Fee: A fee of $45 will be charged to students registering during Late Registration.

Facilities Fee: A fee of $30 per semester will be charged to all students regardless of how many hours a student is enrolled. These funds will be used to update and maintain the facilities of the college.

Athletics Fee: A fee of $35 per semester will be charged to all students regardless of how many hours a student is enrolled. These funds will be used to support the College's Golden Knight athletic programs.

Lab Fee: A fee of $20 will be charged to students for each term for the areas listed below. These funds will be used to support lab operations and supply costs.
Lab fee is assessed to the following programs:

- All programs in the School of Health Sciences
- All programs in the School of Trade and Technology with the exception of Commercial Truck Driving
- The programs of Early Childhood Care and Education, Culinary Arts, Cosmetology, Barbering, and Esthetician

Students may reference the WGTC Website (www.westgatech.edu) for a complete listing of programs by School within the College, under the tab of Academics.

Fee Chart

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

NUMBER OF CREDITS	TUITION*	FEES**/***	TOTAL
1	$89	$309	$398
2	$178	$309	$487
3	$267	$309	$576
4	$356	$309	$665
5	$445	$309	$754
6	$534	$309	$843
7	$623	$309	$932
8	$712	$309	$1,021
9	$801	$309	$1,110
10	$890	$309	$1,199
11	$979	$309	$1,288
12	$1,068	$309	$1,377
13	$1,157	$309	$1,466
14	$1,246	$309	$1,555
15+	$1,335	$309	$1,644

Full-time status= 12 or more credits

*Programs below have a higher rate of tuition per credit hour (plus fees):
*Commercial Truck Driving.....$132 per credit hour

**Fee totals are based on the following:
Activity $30
Athletics.....$35
Facilities $30
Insurance $4
Registration $55
Technology Support Fee $105
Instructional Fee.....$50

***Other fees associated with enrollment in certain programs of study:
Diesel Fuel Surcharge.....$185
Student Malpractice Insurance.....$6
CDL Testing Fee $66
Change of Major Processing Fee:.....$10
Graduation Fee.....$35
Lab Fee.....$20
Student Malpractice Insurance for EMT.....$27
Biology and Chemistry Lab Fee.....$20
Culinary Arts Supply Fee.....$20
Radiology Badge Fee.....$12
Welding Supply Fee $20

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: (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. Students in the Radiologic Technology program are charged a $12 fee for radiation badges in those courses whereas a radiation badge must be worn.

Refund of Tuition and Fees

Dropping a class (or classes) before the fourth day of the semester will generate a 100 percent refund of tuition and applicable fees. Refunds are posted to the student's personal checking or savings account via automatic deposit (ACH). Refunds may take up to 30 days for processing. Students need to register a bank account by completing the appropriate form at a cashier's window or on the College website.

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 posting a refund to the student's individual bank account.

Students who are eligible for Title IV funds and withdraw from the College before completing 60 percent of the semester 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 semester.

Student Insurance

All students enrolled in credit programs and continuing education courses are covered by school accident insurance while on campus. 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 semester. Additionally, such a student may be denied enrollment in subsequent semesters. 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 semester 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 semester.

This page intentionally blank.

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 WGTC's web page, which hosts a collection of information and forms pertinent to financial assistance. Contact the financial aid staff by telephone toll free at 1.855.286.3462 or email at financialaid@westgatech.edu.

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, FSEOG, FWS) and/or state aid (HOPE) at www.fafsa.ed.gov, which must be renewed yearly.

Verification
It is the Policy of the Financial Aid Office at West Georgia Technical College to verify all Student Aid Reports (SAR or ISIR) selected by the Department of Education prior to awarding financial aid, This verification procedure will be in compliance with the latest published regulations or guidance from the U.S. Department of Education. If a student is chosen for verification, he or she must satisfy all financial aid requirements before the financial aid file is considered 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 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, FWS and FSEOG) and the state's HOPE Scholarship or 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.**
   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 Financial Aid Office will administer the HOPE programs in accordance with Georgia Student Finance Commission (GSFC) regulations. GSFC regulations and guidance will supersede any local policy.

HOPE Residency Requirements
Students who were legal residents of Georgia at the time of graduation from high school or a home study program must meet the Technical College System of Georgia (TCSG) residency requirements for at least 12 consecutive months immediately preceding the first day of classes of the term.
Students who were not legal residents of Georgia at the time of graduation from high school or a home study program must meet the TCSG residency requirements for at least 24 consecutive months immediately preceding the first day of classes of the term.

Bachelor's Degree Recipients
Students who have received a Bachelor's Degree, its equivalent or higher, from any institution are ineligible for the HOPE Grant, HOPE Scholarship, and the Zell Miller Scholarship.

HOPE Grant for Diploma and Certificate Programs
Beginning Fall 2013, students enrolled in a diploma or certificate program must have earned a cumulative GPA of 2.0 at the end of the terms in which they have attended 30 and 60 semester credit hours for which they received HOPE Grant funds. Students must submit official transcripts from all institutions at which they received HOPE Grant funds. Failure to provide all official transcripts will result in the loss of eligibility.

HOPE Scholarship
Students enrolled in a degree program must have earned a cumulative HOPE GPA of 3.0 at the end of the terms in which they attempt 30, 60, and 90 attempted HOPE hours and at the end of each Spring term. First tier recipients who are enrolled for less than 12 hours for each of their first three terms must have a cumulative HOPE GPA of 3.0 at the end of their third term. Students who lose eligibility at a checkpoint may regain the HOPE Scholarship if their cumulative HOPE GPA is 3.0 at a subsequent checkpoint. Students may only regain eligibility once. No appeals are permitted for the HOPE Scholarship GPA requirements. Students are responsible for requesting a HOPE Scholarship Evaluation to determine eligibility. Students must submit official copies of transcripts from all post-secondary institutions. Students making changes to their program of study should request a new HOPE Scholarship Evaluation.

Zell Miller Scholarship
GSFC will identify students who are eligible for the Zell Miller Scholarship. To remain eligible, recipients must have a 3.3 cumulative HOPE GPA at each of the HOPE Scholarship checkpoints above.

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 semester. 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 **Public Safety Memorial Grant** program provides grant funds to the dependent children of Georgia Public Safety Officers who were permanently disabled or killed in the line of duty. Funds may be used towards the cost of attendance at eligible colleges, universities, or technical colleges in Georgia. Recipients receive an award that covers their total cost of attendance, minus any other student financial aid, at an eligible postsecondary institution in Georgia, not to exceed $18,000 per award year. Recipients are eligible to receive payment for a maximum of eight semesters of undergraduate study.

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.

PELL awards are calculated based on the number of credit hours. Students must attend classes for 60 percent of the semester 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 semester 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 semester. PELL refund checks representing any left-over federal funds not needed for college charges are traditionally paid within the first four weeks of the semester.

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 **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 semester. 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.

Federal Stafford Direct Loan Information

Almost all students qualify for loans, no matter how high their family income may be. The U.S. Department of Education provides the lowest interest loans, which are called Federal Direct Loans. Student usually qualify for a loan if enrolled for at least 6 credit hours in a program that is eligible for federal financial aid and meet WGTC Satisfactory Academic Progress (SAP).

Taking out a loan is a serious commitment. Students must sign a legal contract called the Master Promissory Note that gives certain rights and responsibilities. Please log on the William D. Ford Federal Direct Loan Program website at http://www.direct.ed.gov/pubs/dlrights.pdf for more information regarding Borrower's Right and Responsibilities.

Current information regarding student loans may be found on the Financial Aid webpage at http://www.westgatech.edu/fa/index.htm.

Track Your Loan

Current loans may be tracked at the National Student Loan Data System (NSLDS) at https://www.nslds.ed.gov/nslds_SA/. All federal loan information is reported to NSLDS, where students, loan servicers, and other users can access it.

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 semester, 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 VAresources@westgatech.edu.

Vocational 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
- Murphy Campus Office – 770.824.5253

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 dislocated workers may receive financial assistance with occupational skills training. A student who is eligible for WIA funding must also meet WGTC's admission requirements and must apply for all available financial aid assistance.

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

- Region I—Northwest Georgia Regional Commission, 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, 770.832.2202 or 706.756.4653 — includes the following counties: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson.

Local Scholarships

Local scholarships are available each semester for students at West Georgia Tech. Students must be enrolled in a certificate, diploma, or degree program to qualify. Applications and criteria for West Georgia Technical College local scholarships are available through the college website at http://www.westgatech.edu/fa/scholarships.htm. Students with demonstrated financial need will be given priority.

Book Awards

Federal financial aid awards will be credited to the student's account at the time of registration. Funds will not be available in the bookstore and online until 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, scholarships, loans and other financial aid to help them pay for books and supplies in the bookstore. Financial Aid credits are available in the Bookstore for a period of 14 days or the first two weeks of class.

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 semester. Pell refunds are made to students beginning the fourth week of the semester 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.

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. 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.

Federal Title IV Refund Policy

West Georgia Technical College is required by federal statute to recalculate federal financial aid eligibility for students who **withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.** The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, eligibility for Title IV funds is recalculated. This recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula.

If a student earned less aid than what was disbursed, the College would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The College must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized
- Subsidized Federal Stafford Loans
- Federal Pell Grant
- Federal Supplemental Opportunity Grants for which a Return of funds is required

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.

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 and must have at least a 2.0 grade point average at the end of each semester on the scheduled credit hours attempted. All periods of enrollment at WGTC are included when calculating GPA for SAP purposes. Grades for all attempts of repeated courses are included in the GPA calculation. Learning support grades, transfer credit, exemption exam credit, credit for previous experience, audited courses, and articulated credit are not included.

Quantity—this is monitored by evaluating the percentage of attempted credits in which passing grades are earned. The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. All periods of enrollment at WGTC are included. All attempts of repeated courses are included in the completion rate. Learning Support classes and transfers of credit from other institutions are counted as credit hours attempted and earned in the calculation. Exemption exam credit, credit for previous experience, audited courses, and articulated credit are NOT included. The minimum satisfactory completion rate is 67 percent. Grades which are considered successful completions for financial aid SAP purposes are: 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 unsuccessful completions for financial aid SAP purposes.

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. Transfer credit hours are also included in this calculation.

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

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

Removal from Financial Aid Warning: At the end of a student's Warning semester, 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 semester to return to good academic standing. If the student fails to achieve academic progress after one semester, 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 due to extenuating circumstances, the student may appeal the decision within the first week after the end of the term. Extenuating circumstances include: personal illness/accidents, serious illness or death within the immediate family, or some circumstance beyond the reasonable control of the student. Documentation of the extenuating circumstance 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 submit documents to the Financial Aid Office. The appeal will be reviewed by the Financial Aid Appeal Committee, and the Financial Aid Office will provide written notification of the Appeal Committee's decision. If an appeal is granted, the student will be placed on Financial Aid Probation. After one term on Financial Aid probation, the student must have completed the required number of units and/or raised the GPA to the minimum standards to make SAP. The decision of the Financial Aid Appeal Committee is final.

Registrar Services

The Registrar's Office may be reached at 1.855.253.7344 or registrar@westgatech.edu.

Academic Probation and Suspension

Students who earn a GPA of less than 2.0 for a semester are placed on academic probation. The semester 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 admitted on probation must earn a minimum of a 2.0 GPA the following semester of attendance to remove themselves from probation. Students who fail to earn a 2.0 GPA while on academic probation are subject to academic suspension.

A student who receives an academic suspension may apply for re-admission after one full semester.

Graduation Information

West Georgia Technical College graduation exercises are scheduled once per semester. 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.
- Settle all financial obligations with West Georgia Technical College, including the $35 graduation fee.
- If applying to graduate with an associate degree, take the ETS Proficiency Profile 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 may request review for transfer of credit within the first semester of attendance by emailing registrar@westgatech.edu.
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 Sciences courses may not be considered for transfer credit after seven years.
6. Student will be notified via Self-Service Banner Web account.

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 ENGL 1101: English Language and Composition
- for ENGL 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 ENGL 1101: Freshman College Composition with Essay
- for MATH 1111: College Algebra
- for PSYC 1101: General Psychology

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

Prior Learning Assessment

Prior Learning Assessment is a process of identifying college-level learning gained through non-traditional educational environments such as employment, military and corporate training, professional certifications, and noncredit courses. There is a difference, however, between prior *learning* and prior *experience.* Prior learning goes beyond experience, as a student must demonstrate that college-level learning has occurred in relation to the learning outcomes of a particular course for which credit is being requested.

Credit will be awarded only for demonstrable college level learning, and not for experience. The burden of proof lies with the student to demonstrate through testing or appropriate documentation, such as transcripts and certificates, submitted to designated College authorities, that the learning meets specific learning objectives and standards set forth in course syllabi and programs approved by related accrediting bodies. Prior Learning may have been required for professional competence; is reasonably current (some learning is time sensitive); is comparable to courses offered in colleges or universities; implies a conceptual (theoretical) and practical understanding of the course(s). Any credits awarded through PLA must be in accordance with the Standards of The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC Standard 3.4.4) and policies and guidelines of the Technical College System of Georgia.

Students may submit appropriate documentation to the Registrar during the application process. The Registrar will confer with Academic Deans/ Program Chairs when determining appropriateness of course credit to be awarded.

- Students must request review for transfer of credit within their first semester 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 Support Services

Personnel from 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.

Career Interest 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.

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 (full name of student, address(es),telephone number(s), county of residence, email address(es), major and field(s) of study, degrees and awards including nature and date received, dates of attendance, school or division of enrollment, enrollment status (i.e., full or part-time, undergraduate, graduate), name of institution last attended, participation in official sports and activities, height and weight of athletic team members, photograph(s)) 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.

The Career Services Jobweb is the primary resource for advertising available employment opportunities to students and alumni of West Georgia Technical College.

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, 770.824.5245 or 706.756.4628 or careerservices@westgatech.edu.

Email careerservices@westgatech.edu for Job Search Assistance, help preparing a professional résumé and cover letter with WinWay Resume program or to practice successful interviewing and networking skills.

One-Stop Career Center Murphy Campus

The West Georgia Technical College One-Stop Career 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 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 along with the Technical College System of Georgia Special Services and WIA Program services for the economically disadvantaged and dislocated workers.

The Career Center is a way of providing 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, computers, printers, internet access, WGTC JobWeb, the WinWay resume program, and O*NET.

For assistance or more information concerning One Stop Career Center services, email careerservices@westgatech.edu or contact the WIA Coordinator at 770.824.5246 or WIA Program Assistant at 770.537.5710.

Accessibility 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 from a qualified healthcare professional (evaluations that clearly indicate that a physical, psychological or learning disorder is present) compliant with the TCSG documentation requirements for special services/accommodations.

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 Accessibility Services/Special Populations Coordinator. Accommodations may include but are not limited to the following:

- 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 recording devices for classroom lectures
- Sign language interpreters
- Magnification software

To request reasonable accommodations based on valid documentation or to schedule an appointment to receive additional information, students may contact the Accessibility Services/Special Populations Coordinator at 770.824.5241 or email disabilityservices@westgatech.edu.

Special Populations

Professional staff members are available to assist special population students as they work toward their educational and professional goals. Special populations include:

- 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 – not including dependent children under the age of 24

Services include programs that will enhance or improve the academic, technical and employability skills of special population students. For more information please contact the Accessibility Services/Special Populations Coordinator at 770.824.5241 or specialpopulations@westgatech.edu.

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 Life Coordinator at 770.537.5722 or studentlife@westgatech.edu.

I. Governance

Student Government Association (SGA): Students on SGA are elected by their peers. They are the voice of West Georgia Tech students and vote on behalf of all students for issues brought to the Student Government Association. Student Government is comprised of an Executive Board (President, Vice President, Etc.), campus Representatives, and Division Liaisons. All students are encouraged to participate through contact with their campus representatives as well as attendance at meetings. For more information about the Student Government Association, email SGA@westgatech.edu

II. Academic and Professional

Answering the Call of Excellence (ACE): The ACE Program (Answering the Call of Excellence) is an academic advising, counseling, mentoring, and social support program intended to provide academic enrichment, leadership development, enhanced sense of professionalism and self-advocacy, critical thinking and communication skills leading to program completion, graduation and employment for primarily African American male students attending West Georgia Technical College. Participation is open to all students, and students from other ethnic and racial backgrounds are encouraged to become involved as well. For more information about ACE, email ace@westgatech.edu.

Best and Crunchiest Original Nourishment: B.A.C.O.N. is an organization open to all WGTC enrolled students that consider themselves "Foodies." The organization expands culinary knowledge throughout the community to motivate farm-to-table, community gardens, and simple cooking. Members will participate in community gardens, cooking demonstrations, and attend various food related events. The organization impacts the lives of anyone who truly loves food. For more information on the BACON Club please email bacon@westgatech.edu.

Phi Beta Lambda (PBL): Students who are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at local, state, or national levels may join. PBL is not just another student group—it gives members an opportunity to learn and grow as a business professional. Employers are looking for students with cutting-edge skills. PBL gives members the chance to gain these skills and prepares them for the "real-world" after college. The organization may assist students to prepare for careers, graduate school and for life! For more information on PBL, e-mail PBL@westgatech.edu

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. For more information on RADS, e-mail RADS@westgatech.edu

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 January in order to compete in the annual Local, State and National SkillsUSA Championship. For more information on SkillsUSA, e-mail SKILLSUSA@westgatech.edu

Student Members of the American Dental Hygienists' Association (SADHA): Membership in this student organization is available only 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. For more information on the Student Members of the American Dental Hygienists" Association, e-mail SADA@westgatech.edu

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. For more information on the Student Nursing Association, e-mail SNA@westgatech.edu

III. Honorary

Kappa Beta Delta (KBD): Kappa Beta Delta is to encourage and recognize scholarship and accomplishment among business students and to encourage and promote aspirations toward personal and professional improvement. It is organized exclusively for charitable and educational purposes. Students must be enrolled in an Accreditation Council for Business Schools and Programs (ACBSP) accredited degree program, rank in the upper 20% of students pursuing business degrees at the time of invitation, have completed at least 15 semester hours of credit with a minimum of six semester hours of credit in business subjects toward the degree program in which they are enrolled, and have attained a 3.0 GPA. For more information on Kappa Beta Delta, e-mail KBD@westgatech.edu

National Technical Honor Society (NTHS): The National Technical Honor Society is the acknowledged leader in the recognition of excellence in career and technical education and a major scholarship source for its members. NTHS membership is recognized by business, industry, and education as the hallmark of student achievement and leadership. Today, more than 3,000 schools and colleges are affiliated with the Society, and member schools agree that NTHS encourages higher achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. Founded in 1984, NTHS is a non-profit, educational organization carrying out its mission with the help of thousands of dedicated advisors at affiliated member institutions. NTHS provides excellent resources to promote higher scholastic achievement and to bring greater recognition to top students. In order to become a member of West Georgia Technical College's NTHS, the student must:

- Be enrolled in a degree or diploma program
- Be recommended by an instructor in his/her program;

- Have competed 15 consecutive semester institutional GPA hours in one program;
- Have maintained a 3.66 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.

For more information on National Technical Honor Society, e-mail NTHS@westgatech.edu

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. For more information on Phi Theta Kappa, e-mail PTK@westgatech.edu

IV. Fine Arts

VOICES Magazine: VOICES is published annually by West Georgia Technical College. The magazine seeks to showcase the best examples of the creative spirit that is alive and well at WGTC. Submissions are solicited during the fall semesters, compiled and edited during the late fall, and released in the middle of the spring semester each year. Submissions are welcome from all current students, as well as staff and faculty members. Student editors are encouraged to volunteer to assist with selections, compilation, and binding of the magazine during the fall and spring semesters. For more information about VOICES, visit the website, www.westgatech.edu/voices, or email voices@westgatech.edu

Athletics

The Athletic Program at West Georgia Technical College provides an opportunity for students to participate in a variety of sports. The Athletic Program strives to provide leadership and athletic opportunity to all students. This program will enhance the collegiate experience by developing skills and knowledge of the sport. West Georgia Technical College is a member of the Georgia Collegiate Athletic Association (GCAA) and the National Junior College Athletic Association (NJCAA).

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.

This page intentionally blank.

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. Published information may be found in the student catalog, student handbook, college website, or linked from individual course syllabi. 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 an 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 semester 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. Requirements for programs of study can be found on the College webpage and in the student catalog. Students must be aware that it is their own responsibility to remain informed about current graduation requirements and should speak to an academic advisor for the specific completion requirements of their respective programs.

A candidate for graduation is normally subject to the catalog requirements 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. Also, a student who is not enrolled for one or more consecutive semesters is subject to the catalog graduation requirements in effect at the time of re-entry.

Academic Advising System

Students admitted to West Georgia Technical College are assigned to the Advising Center for academic advisement. The only exceptions will be Transient and Special Status Students who will be assigned to the Registrar for advisement assistance, high school students who are assigned to a High School Coordinator, and Commercial Truck Driving students who are assigned to program faculty.

Once a student completes approximately 50 percent of academic program progression and completes any needed Learning Support classes, the student will be reassigned to the appropriate faculty advisor for that program. Exceptions to faculty advisor reassignment:

1. Healthcare Science and Healthcare Assistant students will be assigned to the Advising Center until they change their program or are accepted into a degree or diploma healthcare program;
2. Technical Specialist students will remain under the advising services of the Student Advising Center until they transfer or change programs.

Enrolled credit students may access Self Service Banner Web at any time to identify whether they are assigned to the Advising Center or have been transferred to their program faculty advisor. Status or program changes may involve advisor reassignment, so students making such changes should contact the Office of Admissions.

The role of all academic advisors 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 additional opportunities.

An academic advisor's responsibilities include helping students design a program of study, interpret catalog program information and degree completion requirements, and help students understand 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. Students should review academic program information available on the school website prior to visiting advisors and are encouraged to contact advisors early in the semester prior to the registration period for academic counseling.

Course Availability

A listing of semester course offerings at West Georgia Technical College is available by accessing Self-Service Banner Web 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 Sciences programs, a minimum grade of *C* is required for progress from specified courses to more advanced courses. In addition, a minimum grade of 75 is required for academic course progression in both the Registered Nursing and Licensed Practical Nursing programs. Students unable to meet the academic requirements for continuation in any Health Sciences 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. Students with a second failure of the same occupational course or of any subsequent course in the same program will not be eligible to progress in the program. Students with two academic failures in occupational courses will not be allowed a third attempt. This applies to all occupational courses in the School of Health Sciences except for those occupational courses in the Health Information Technology, Fire Science, Health Care Science, Health Care Assistant, and Nurse Aide programs.

Course Numbering System

Courses numbered 0-0999 are preparatory courses and do not carry credit toward graduation. Courses numbered 1000 and above carry credit toward graduation with the exception of COLL 1000 which applies as institutional credit only. General education courses carrying a course number of 1100 and above (e.g., ENGL 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 are selected from the general core course 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 basic skills 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, depending on compatibility of the course competencies and with registrar approval. For example, if a student's diploma level program requires ENGL 1010 but the student's placement score in English is at the degree level (or higher), the student may take the higher degree level ENGL 1101 Composition and Rhetoric course. Diploma level courses cannot be used as electives in degree programs with the exception of open electives specifically listed as "XXXX xxxx" electives.

3. General electives may be satisfied by either a technically-related occupational course or a general education course. When a general education course 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 basic skills electives must come from diploma level basic skills 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, depending on compatibility of the course competencies and with registrar approval (see example in paragraph above).

Learning support courses 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 and COLL 1000 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 eligible course by the grade points associated with the grade earned, (2) totaling the points earned for all eligible courses, and (3) dividing the total points by the total number of credits attempted in eligible courses. Eligible courses include all courses numbered 1000 and above with the exception of COLL 1000. Grades for courses numbered 0-0099 and COLL 1000 are not included in the calculation of Grade Point Average.

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 semester. 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 semester, 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 drop/add period or from credit to audit after the drop/add period at the beginning of each semester. 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 withdrawal date of the semester.

WF (Withdraw Failing) This grade indicates that a student officially withdrew after the withdrawal date of the semester. 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 withdrawal date of the semester.

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 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 availability and completion of making up work missed. All make-up work will be at the discretion of the instructor, under the guidelines of the work ethics policy and procedures and consistent with classroom procedures established in the course syllabus.

Students receiving financial aid (especially Pell, WIA, or VA) should be aware that absences could jeopardize their financial aid funding and satisfactory academic progress. Students may not receive financial aid funds if they do not meet the attendance requirements of the financial aid agency.

A student will 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 semester unless prior approval is given for extenuating circumstances, according to the following guidelines:

Fall and Spring Semester	
Number of course meetings per week	Will be dropped if absences exceed
1	3
2	6
3	9
4	12

Summer Semester	
Number of course meetings per week	Will 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 withdrawal date of the semester. The grade of *WP* is given only to students with extenuating circumstances.

Health Sciences programs and all courses with a significant virtual learning component have attendance guidelines specific to those methods of instructional delivery. These guidelines will be detailed in individual course syllabi and in program handbooks in these program areas.

Online Courses: Online students must complete an academically related activity each week to be considered active. Simply logging into class is not considered active. Academically related activities include, but are not limited to, submitting an academic assignment; taking an exam, an interactive tutorial, or computer-assisted instruction; participating in an online discussion about academic matters. A student will be dropped from an online courses if his/her absences exceed 20 percent of the number of weeks allocated for the course (absences do not have to be consecutive).

Hybrid Courses: Absences in hybrid courses may not exceed 20 percent of scheduled on-campus classes or 20 percent of the total contact hours for the course.

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.

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

Throughout the semester consistent emphasis is given to each of these characteristics or traits. Periodic presentation by each instructor is provided through a brief lesson, exercise, or activity featuring the trait which may be introduced in classes or labs.

Grading

Work Ethics grading is performed "by exception" indicating that the majority of students receive a work ethics grade of 2 (meeting expectations). Instructors record a grade for students who display either poor work ethics or exceptional work ethics behaviors by adding to or subtracting points from the grading of the respective work ethics trait. Instructors must document work ethics performance of all students and provide a plan of improvement and a review date for those students who display poor work ethics. The follow-up review date provides an opportunity to re-evaluate performance before a final work ethics grade is assigned.

There are two formal reports—the Mid-Semester Report, a progress report given to those students who need an opportunity to improve, and the Final Report, a semester 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 but may affect employment opportunities.

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 semester 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 only considered when assessing your attendance grade for work ethics. The absences are still counted as part of the total allowable 20% of course absences. Absences above 20% of the total number of course meetings will result in the student's withdrawal from the course unless prior approval is given for extenuating circumstances. (See individual course syllabi for attendance guidelines for Health Sciences 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 semester.

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

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 semester GPA of 2.0 or higher. A cumulative GPA of 2.0 or higher is required for graduation. This designation appears on the semester grade report and the official transcript. Students who earn a GPA of less than 2.0 for a semester are placed on academic probation. Additional information about SAP is included in the Financial Aid section of the catalog and in the student handbook, both available on the college website and also linked from each course syllabus. Additional information about Academic Probation and Suspension 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 Sciences students who fail to earn a program defined satisfactory grade in any course required for their selected program of study may repeat a course one time only. Students with a second failure of the same occupational course or of any subsequent course in the same program will not be eligible to progress in the program. Students with two academic failures in occupational courses will not be allowed a third attempt. This applies to all occupational courses in the School of Health Sciences except for those occupational courses in the Health Information Technology, Fire Science, Health Care Science, Health Care Assistant, and Nurse Aide programs. (See Course Progression)

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. 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 personal electronic file 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

In addition, copyrighted material may not be knowingly copied or included in student submitted material or for personal benefit in violation of copyright laws or regulations without the written consent of the copyright owner(s) or a duly authorized agent(s). Academic Integrity policies including violations and permitted usage of copyrighted materials are outlined in the Student Code of Conduct available to students in the Student Handbook.

The Student Code of Conduct (see the Student Handbook) is enforced for traditional, hybrid, web-enhanced, and online classes.

Academic Overload

An acceptable course load will vary depending upon the academic program and courses 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 18 credit hours in any semester must obtain prior approval from the Dean of the School in which the student's program is included. In general, a student must have been at West Georgia Technical College for at least two semesters 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 Technical College:

> ***Online***—A course in which all instruction occurs online, and testing may occur online or in a proctored environment.
>
> ***Hybrid***— A course in which 25-50 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 semester 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 of the same content, instructional quality and rigor as those of hybrid or web-enhanced courses. The primary difference is that online courses offer students an alternative form of course delivery that is more flexible and convenient than hybrid or web-enhanced courses. As a trade-off, however, online courses require a greater time commitment than hybrid or web-enhanced 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.)

It is not recommended for students in provisional status to 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 or withdrew from a specific course or provisional students who fail to meet minimum assessed proficiency requirements for a course will not be allowed to take that course online.

Library Services

The Library serves as a central location for many needed college-wide academic resources. A library is located on each campus (Carroll, Coweta, Douglas, LaGrange and Murphy) 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 center.

The collection at each site will consist of books, periodicals, newspapers, videos, audio cassettes, software, and other multimedia and electronic reference resources (respective of curricula and service needs). A daily courier service exists allowing for timely exchange of materials between sites. Each site houses a computer lab, offering software applications which are closely aligned to college programs. Collectively WGTC libraries share a vision of providing a leading model of the "virtual" library. The commitment to open access for resources, services and information needs is met by combining on-site collections of current materials in print and electronic form (Galileo) along with remote access to content and services of the worldwide library and information resources.

West Georgia Technical College acquires current, authoritative, and relevant materials and journals that support student learning outcomes for all instructional areas and academic departments at the degree, diploma, and certificate level. Emphasis is also placed on acquiring materials and providing services to ensure availability of adequate resources that directly support the general education programs. In acquiring new materials, the Library includes the continuing education and personal enrichment needs and interests of student, faculty, staff, and public users.

Academic Support Services

West Georgia Technical College is committed to enhancing academic performance for all students. Resources are available at all campuses to stimulate academic achievement 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/SSS/Student_Success.htm provides current information and a listing of available resources. For more information, please contact Academic Support at 706.756.4678 or wgtcsuccess@westgatech.edu. The following resources for academic support are offered to all students studying in credit program areas:

College Success (COLL 1000) is a two-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. COLL 1000 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. COLL 1000 carries institutional credit only and does not enter into the calculation of GPA.

Learning Resource Labs available on each campus include a computer lab equipped with instructional software and a tutoring area for all levels of English and math classes. Resource labs provide standard software including internet access for virtual learning and coursework completion.

Tutorial Services and Supplemental Instruction Courses are provided free of charge to students enrolled in credit courses on all campuses at convenient times throughout the semester. A basic computer literacy tutor is also available for students enrolled in COMP 1000 classes. In addition, students may access externally contracted online tutoring services that may be linked from the student's

online course learning platform or directly from the school website. Supplemental instruction currently is provided in the areas of Math, Writing and Accounting. Information on tutoring services and supplemental instruction can be found on the College website or by contacting academic support at wgtcsuccess@westgatech.edu.

The Mentor Connection program is built on the philosophy that the personal connection between a mentor and student will support student self-advocacy leading a determined student to graduate from West Georgia Technical College. The positive connections that students make at the College foster the creation of a safe and comfortable learning environment. Students can apply to participate in the mentor program through the college website or by contacting academic support at wgtcsuccess@westgatech.edu

COMPASS Prep Sessions are provided at the end of each term. An online option is provided during the course of each term. These sessions allow prospective students to brush up on their English, Reading, Math, and Algebra skills and practice in their areas of weakness prior to taking or retaking their Compass Entrance exam. Traditional sessions last up to three hours, are generally facilitated by faculty, and prospective students may attend at designated locations. Flexible online sessions are available for access via internet platform at times convenient for student need. Contact Student Success for more information at WGTCsuccess@westgatech.edu

Academic Resource Center (ARC) is a new resource center to be housed in the Mary McClung Library on the Murphy Campus beginning in February 2016. The ARC will provide advisement and tutoring services as well as available space for small meetings for student organizations or for group study collaboration. The ARC is designed to provide easy access to students in a centralized, service oriented, and learning conducive atmosphere. Future ARC location expansion is being considered for other campus libraries.

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 number 0090, 0998 or 0999, 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 semester until they have fulfilled the requirements. Students taking MATH 0090 are required to take a diagnostic exam at the beginning of each semester enrolled in the course to determine the competencies and objectives requiring mastery for satisfactory completion of the course.

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.

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 instructor and advisor and with approval of the appropriate academic dean, a course may be taken as an independent study. Independent study will be allowed only under extenuating circumstances in which a course is not available through a normal schedule or will not be offered in the subsequent semester. 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 semester before the course is needed in order to begin the process.

Study Abroad Program

The Study Abroad program provides WGTC faculty and students the opportunity to visit other countries to explore technical/vocational curriculum and develop joint student projects. The participants will gain first-hand experience of the cultural environment and an understanding of how other people live and work while completing academic assignments to earn college credit. For more information, email studyabroad@westgatech.edu.

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. Courses currently available for exemption course testing includes: ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000, MATH 1012, MATH 1013, ECCE 1101, MKTG 1100, FRSC 1121, FRSC 1132, FRSC 1141, FRSC 2130, and FRSC 2141. Students should contact the divisional Academic Dean of the program area for specific information concerning course exemption availability.

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

1. Student must be accepted or currently enrolled as a credit student at West Georgia Technical College and must take the exemption exam prior to enrolling in the course unless the course was previously passed and has expired for program eligibility. (Exemption exams may be taken only once.) The student must have also met the prerequisites for the course. Students enrolled in Learning Support courses may not request exemption from a subsequent course in that area.
2. No later than the withdrawal date of the semester in which the exemption exam is requested, student meets with program chair to request an exemption exam. Program Chair explains the exemption process, gathers information from the student to determine eligibility, and upon verification of eligibility, provides the request form to the student to begin the process.
3. Upon form completion, the Program Chair recommends the student for exemption testing, signs form, and forwards the form to the appropriate Academic Dean for final approval/denial.
4. Academic Dean contacts the student and assesses evidence to determine if prior education, training, or work experience is similar to that of the course being considered. Dean checks for completion, collaborates with the Program Chair, and signs and returns form to student if recommended for testing.
5. Student presents signed Exemption Exam Request form to the campus cashier for fee payment. Cashier checks to be sure form has been signed by both the Academic Dean and Program Chair. The exemption exam fee is $18 per credit hour (fee is nonrefundable and is not covered by financial aid).

6. Student presents Exemption Exam Request form and photo ID to exam proctor at scheduled time of exam, on predetermined campus. Failure to arrive at designated time generally results in fee forfeiture and loss of test appointment.
7. Student completes exemption exam. Student must receive minimum score of 80% to be awarded exemption credit.
8. The Dean of the appropriate school submits official exam score to the Registrar for academic recording.
9. Registrar notifies the student of exemption exam results by mail and student email.
10. 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.)
11. No more than 6 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 program advisor approval. The student, employer representative, and internship coordinator (course instructor) are required to sign a three way agreement attesting to agreement of their responsibilities involving the internship\practicum. Students must understand that a large portion of their grade is determined by an external business entity and should see their faculty program 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. The appeal must be filed within two weeks from the date that the student learned or reasonably should have learned of the grade.

If consultation with the instructor does not resolve the appeal, the student may appeal to the Academic Dean of the school in which the course was taught by filing a written request for review. (Forms for the appeal may be requested from the Office of Academic Affairs, the Academic Dean, or downloaded from the college website.) The written appeal must state the class in which the grade was received, corresponding semester, grade received, the instructor of the class, response from corresponding with the instructor, the reason for the appeal, the action requested based on the appeal, and student contact information. This request must be filed within four weeks from the date that the student learned or reasonably should have learned of the grade.

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 grade appeal.

The above appeal procedures do not apply to Student Code of Conduct alleged offenses or 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 or the Student Handbook for Code of Conduct procedures.

Associate Degree Testing Requirement

Students finishing associate degree programs must complete a general education competency assessment (ETS Proficiency Profile) during either the last semester or the next-to-last semester prior to graduation. The assessment includes items that measure four core skills areas: critical thinking, writing, reading, and mathematics. Unless otherwise provided for in an individual program, no minimum score or level of achievement is required for graduation. The general education assessment is administered during the fall and spring semesters on all campuses and for online programs 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 and surveys 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.
- The College chooses to award a diploma/TCC with acknowledgement or notification to 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.

Economic Development Division

The Economic Development Division provides high-quality solutions for economic and workforce development. This is accomplished by offering a wide variety of programs, courses, and services through the Community Education Department, Corporate Training Department, Conference Centers, and Business & Industry Services.

Community Education Department

The Community Education Department provides individuals with high-quality non-credit training solutions for personal and professional development and enrichment. This is accomplished by offering thousands of courses through the Computer, Healthcare, Industrial, Personal, Professional, and Online Education Centers as well as our Assessment & Testing Center.

Corporate Training Department

The Corporate Training Department provides employers with high-quality solutions for workforce development. This is accomplished by offering a wide variety of customized training for software, soft skills, professional development, safety, industrial maintenance, manufacturing, and much more. Training is specifically tailored to the request of an employer with regard for schedule, location and curriculum that is developed and delivered by professionals with relevant business and industry experience. Highlighted are the Workforce Development Center, Safety Academy, Leadership Academy, and Industrial Maintenance Education Center.

Workforce Development Center provides employers a practical option to customized corporate training by offering pre-scheduled courses for open enrollment of smaller groups of employees. Dozens of courses in Professional Development, Project Management, Human Resources, Six Sigma, Safety / OSHA, Succession Planning / Supervision / Management / Leadership, Computer, Industrial Maintenance, Customer Service and Manufacturing. Most of these courses are conveniently delivered and rotated among our locations in Carrollton, Douglasville, LaGrange, and Newnan.

Leadership Academy provides the Managerial & Supervisory Leadership Certificate that serves employers with a practical solution for succession management through a series of customized courses including but not limited to Supervision, Coaching & Mentoring, Management, Change, Leadership, Communication, Customer Service, Risk, Inventory, Quality, Process, Performance, Conflict, Organizational Behavior & Communication, Project Management, Teams & Participation, and Ethics & Etiquette among dozens of other courses.

Industrial Maintenance Education Center offers a wide variety of Industrial Maintenance Technician Certificates that have been endorsed by the U.S. Department of Education as 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 short courses that each includes a pre-assessment, self-study interactive online training, a post-assessment, and a hands-on lab that is completed at the WGTC Southwire Center for Manufacturing Excellence located on the WGTC Carroll Campus.

Conference Centers

Conference Centers provide organizations and individuals with high quality solutions hosting business meetings, office retreats, conferences, weddings, family reunions, and other events. This is accomplished through our unique venues at the Murphy Conference Center in Waco, GA and the Callaway Conference Center in LaGrange, GA that offer convenient and practical accommodations with up to 11,000 square feet and capacities for up to 650 people in banquet and 1,200 in auditorium seating. The 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 businesses and entrepreneurs.

Business and Industry Services

Business and Industry Services provide employers with high-quality solutions for economic and workforce development. This is accomplished by facilitating a wide variety of services including but not limited to Georgia Quick Start and Georgia Retraining Tax Credits among many 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 Tax 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.

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 basic academic skills or who are in need of a GED credential. Our programs offer flexible schedules that can meet the needs of any adult over 16 years of age who is eligible to participate. 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, completing Learning Support college entrance requirements, or developing English skills. To begin classes, call the Adult Education Department at (toll-free) 1.855.500.GEDS to learn more about new student orientation classes and assessment or access our website. Adult Education classes are free of charge to all qualifying students.

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

Basic skills instruction
Classes to improve reading, writing, and math skills

GED Preparation
Classes providing instruction leading to GED test readiness.

English as a Second Language (ESL) instruction
Classes providing instruction in speaking, reading and writing the English language.

Learning Support
Instruction in math, reading, and writing for students who must improve these skills before beginning college coursework.

Students enrolled in Adult Education classes have the opportunity to engage in career exploration, gain assistance in applying to college, improve workplace skills, and improve computer skills. The mission of the department is to position students to take the next step in achieving goals and improving their lives.

GED® Testing

West Georgia Technical College offers GED testing in Carroll, Coweta, Douglas, and Troup counties. Test-takers who earn satisfactory scores on the GED tests will receive a GED credential from the Technical College System of Georgia. This credential is widely accepted by government, business, industry, and other educational institutions. The cost of the test is $160. Students enrolled in Adult Education classes may be eligible for testing scholarships. To register for GED testing visit www.gedcomputer.com. For more information on GED testing call toll-free 1.855.500.GEDS or visit the GED testing page on the WGTC website: http://www.westgatech.edu/adulted/gedinfo.htm

This page intentionally blank.

Associate Degrees

West Georgia Technical College offers two-year associate degree programs: Associate of Science (AS), Associate Degree in Nursing (ADN), and Associate of Applied Science (AAS). These programs have been authorized by the Technical College System of Georgia.

Associate Degree Testing Requirement
Students finishing associate degree programs must complete a general education competency assessment (ETS Proficiency Profile) during either the last semester or the next-to-last semester prior to graduation. The assessment includes items that measure four core skills areas: critical thinking, writing, reading, and mathematics. Unless otherwise provided for in an individual program, no minimum score or level of achievement is required for graduation. The general education assessment is administered during the fall and spring semesters on all campuses and for online programs to accommodate all graduating students.

Associate Degree General Education Requirement

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

Associate of Science (AS) degree programs require a **minimum of 40 credit hours of general education courses**; each AS degree notes these specific requirements. The Associate Degree Nursing (ADN) and all Associate of Applied Science (AAS) degree programs require a **minimum of 15 credit hours** of general education courses** using the curriculum structure below (**all course prerequisites must be met**):

Area I: Language Arts/Communications (minimum of 3 credit hours)
Courses that address Language Arts/Communications learning outcomes:

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

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

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

Courses that address Social Sciences/Behavioral Sciences learning outcomes:

	Program Course		**Credits**
	General Core Courses		
_____	ECON 1101	Principles of Economics	3
_____	ECON 2105	Macroeconomics	3
_____	ECON 2106	Microeconomics	3
_____	HIST 1111	World History I	3
_____	HIST 1112	World History II	3
_____	HIST 2111	U.S. History I	3
_____	HIST 2112	U.S. History II	3
_____	POLS 1101	American Government	3
_____	POLS 2401	Global Issues	3
_____	PSYC 1101	Introductory Psychology	3
_____	SOCI 1101	Introduction to Sociology	3

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

Courses that address Natural Sciences/Mathematics learning outcomes:

	Program Course		**Credits**
	General Core Courses		
_____	BIOL 1111	Biology I	3
_____	BIOL 1111L	Biology I Lab	1
_____	BIOL 1112	Biology II	3
_____	BIOL 1112L	Biology II Lab	1
_____	CHEM 1211	Chemistry I	3
_____	CHEM 1211L	Chemistry I Lab	1
_____	CHEM 1212	Chemistry II	3
_____	CHEM 1212L	Chemistry II Lab	1
_____	CHEM 1151	Survey of Inorganic Chemistry	3
_____	CHEM 1151L	Survey of Inorganic Chemistry Lab	1
_____	CHEM 1152	Survey of Organic Chemistry	3
_____	CHEM 1152L	Survey of Organic Chemistry Lab	1
_____	MATH 1101	Mathematical Modeling	3
_____	MATH 1103	Quantitative Skills and Reasoning	3

(continued)

_____	MATH 1111	College Algebra	3
_____	MATH 1112	College Trigonometry	3
_____	MATH 1113	Precalculus	3
_____	MATH 1127	Introduction to Statistics	3
_____	MATH 1131	Calculus	4
_____	MATH 1132	Calculus II	4
_____	PHYS 1111	Introductory Physics I	3
_____	PHYS 1111L	Introductory Physics I Lab	1
_____	PHYS 1112	Introductory Physics II	3
_____	PHYS 1112L	Introductory Physics II Lab	1

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

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

Courses that address Humanities/Fine Arts learning outcomes:

	Program Course		**Credits**
	General Core Courses		
_____	ARTS 1101	Art Appreciation	3
_____	ENGL 2130	American Literature	3
_____	ENGL 2110	World Literature	3
_____	ENGL 2310	English Literature from the Beginnings to 1700	3
_____	HUMN 1101	Introduction to Humanities	3
_____	MUSC 1101	Music Appreciation	3
_____	THEA 1101	Theater Appreciation	3

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

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

Associate of Science (AS) Degree Programs

Associate of Science Degree in Criminal Justice
Associate of Science Degree in General Business

Associate Degree in Nursing (ADN) Program

Registered Nursing

Associate of Applied Science (AAS) Degree Programs

Accounting

Business Management

Business Technology

Clinical Laboratory Technology

Computer Information Systems
Computer Programming
Computer Support Specialist
Networking Specialist

Criminal Justice Technology

Culinary Arts

Dental Hygiene

Early Childhood Care and Education

Electronics Technology

Engineering Technology

Fire Science Technology

Health Information Management Technology

Logistics and Supply Chain Management

Marketing Management

Precision Manufacturing and Maintenance

Radiologic Technology

Associate of Science Degree Programs

AJ13: Associate of Science Degree in Criminal Justice

The Associate of Science Degree in Criminal Justice provides a solid foundation in general education and criminal justice that prepares students for entry-level employment in a variety of law enforcement fields or for continued education toward a baccalaureate degree. The sequence of courses in the areas of criminal investigation and procedure, criminology, juvenile delinquency, and law enforcement allows students to gain a deeper understanding of criminal behavior and the law enforcement system. Graduates may pursue additional educational opportunities at senior institutions or pursue entry level positions in fields related to law enforcement, security (private or public), loss prevention, court administration, social services, or in a variety of fields that require a dedication to duty and a commitment to public safety.

NOTE: This degree will transfer to specific institutions within the University System of Georgia with which WGTC has articulation agreements. For further information about the terms of these agreements, as well as transferability of general education courses and occupational programs to other Georgia colleges and universities, please refer to the WGTC web page, *Articulation Agreements*, http://www.westgatech.edu/registration/articulation.htm. Please consult an academic advisor for requirements specific to each institution.

Career Opportunities
Graduates may pursue additional education opportunities at senior institutions or pursue entry level positions in fields related to law enforcement, security (private or public), loss prevention, court administration, social services, or in a variety of fields that require a dedication to duty and a commitment to public safety.

Credit Required for Graduation: Minimum of 62 credit hours

Curriculum
The Associate of Science in Criminal Justice degree requires a minimum of 47 credit hours of general education courses as specified below **(all course prerequisites must be met).**

	General Core Courses		**Credits**
	Area I Language Arts/Communication Requirement (minimum 12 hours)		
_____	ENGL 1101	Composition and Rhetoric	3
_____	ENGL 1102	Literature and Composition	3
_____	SPCH 1101	Public Speaking	3
_____	SPAN 1101	Introduction to Spanish Language and Culture I	3
	-or-		
_____	SPAN 1102	Introduction to Spanish Language and Culture II	(3)
	Area II Social/Behavioral Sciences Requirement (minimum 15 hours)		
_____	HIST 1111	World History I	3
	-or-		
_____	HIST 1112	World History II	(3)

Area II - continued

_____	HIST 2111	US History I	3
	-or-		
_____	HIST 2112	US History II	(3)
_____	POLS 1101	American Government	3
_____	PSYC 1101	Introductory Psychology	3
_____	SOCI 1101	Introduction to Sociology	3

Area III Natural Sciences/Mathematics Requirement (minimum 14 hours)

_____	MATH 1111	College Algebra	3
_____	MATH 1127	Introduction to Statistics	3

-and-

one of the three lab science sequences below (4 courses, 8 credits, total):

_____	BIOL 1111	Biology I	3
_____	BIOL 1111L	Biology I Lab	1
_____	BIOL 1112	Biology II	3
_____	BIOL 1112L	Biology II Lab	1
	-or-		
_____	CHEM 1151	Survey of Inorganic Chemistry	(3)
_____	CHEM 1151L	Survey of Inorganic Chemistry Lab	(1)
_____	CHEM 1152	Survey of Organic Chemistry and Biochemistry	(3)
_____	CHEM 1152L	Survey of Organic Chemistry and Biochemistry Lab	(1)
	-or-		
_____	PHYS 1111	Introductory Physics I	(3)
_____	PHYS 1111L	Introductory Physics I Lab	(1)
_____	PHYS 1112	Introductory Physics II	(3)
_____	PHYS 1112L	Introductory Physics II Lab	(1)

Area IV Humanities/Fine Arts Requirement (minimum 6 hours)

_____	ENGL 2130	American Literature	3
	-or-		
_____	HUMN 1101	Introduction to Humanities	(3)

-and-

_____	ARTS 1101	Art Appreciation	3
	-or-		
_____	MUSC 1101	Music Appreciation	(3)
	-or-		
_____	THEA 1101	Theater Appreciation	(3)

Program courses appear on next page.

	Program Courses		Credits
	Occupational Courses (minimum 15-21 credits, dependent upon accepting institution)		
_____	CRJU 1010	Introduction to Criminal Justice	3
_____	CRJU 1040	Principles of Law Enforcement	3
_____	CRJU 2050	Introduction to Criminal Procedure	3
_____	CRJU 2060	Criminology	3
_____	CRJU 2070	Juvenile Justice	3
	(required for UWG transfer only)		
	-or-		
_____	CRJU 1030	Corrections	(3)
	(required for CSU transfer only)		
_____	CRJU 1068	Criminal Law	(3)
	(required for CSU transfer only)		
_____	HPWS 1101	Fitness and Wellness	(3)

AF23: Associate of Science Degree in General Business

The Associate of Science in General Business degree program provides an introductory foundation to core aspects of the business environment while also preparing students for continued study in the field of business. The program develops skills through course work in communication, social/behavioral sciences, natural sciences and mathematics, and the humanities, as well as through course work in the business disciplines. Graduates may pursue additional education opportunities at senior institutions or pursue a variety of entry-level positions in the broad career field of business.

NOTE: This degree will transfer to specific institutions within the University System of Georgia with which WGTC has articulation agreements. For further information about the terms of this agreement, as well as transferability of general education courses and occupational programs to other Georgia colleges and universities, please refer to the WGTC web page, *Articulation Agreements*, http://www.westgatech.edu/registration/articulation.htm. Please consult an academic advisor for requirements specific to each institution.

Credits for ACCT courses other than ACCT 2140 and 2145 are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current accounting certification.

Career Opportunities
Graduates will have the necessary skills to find entry-level employment in business, local and state government, health care facilities, hotels, real estate, banking, restaurants, not-for-profit organizations, insurance, and sales.

Credit Required for Graduation: Minimum of 67 credit hours

Curriculum
The Associate of Science in General Business degree requires a minimum of 40 credit hours of general education courses as specified below **(all course prerequisites must be met).**

	General Core Courses		**Credits**
	Area I Language Arts/Communication Requirement (minimum 9 hours)		
_____	ENGL 1101	Composition and Rhetoric	3
_____	ENGL 1102	Literature and Composition	3
_____	SPCH 1101	Public Speaking	3
	Area II Social/Behavioral Sciences Requirement (minimum 12 hours)		
_____	HIST 1111	World History I	3
	-or-		
_____	HIST 1112	World History II	(3)
_____	HIST 2111	US History I	3
	-or-		
_____	HIST 2112	US History II	(3)
_____	POLS 1101	American Government	3

(continued on next page)

(continued)

_____	PSYC 1101	Introductory Psychology	3
	-or-		
_____	SOCI 1101	Introduction to Sociology	(3)

Area III Natural Sciences/Mathematics Requirement (minimum 14 hours)

_____	MATH 1111	College Algebra	3
_____	MATH 1127	Introduction to Statistics	3

-and-

one of the three lab science sequences below (4 courses, 8 credits, total):

_____	BIOL 1111	Biology I	3
_____	BIOL 1111L	Biology I Lab	1
_____	BIOL 1112	Biology II	3
_____	BIOL 1112L	Biology II Lab	1
	-or-		
_____	CHEM 1151	Survey of Inorganic Chemistry	(3)
_____	CHEM 1151L	Survey of Inorganic Chemistry Lab	(1)
_____	CHEM 1152	Survey of Organic Chemistry and Biochemistry	(3)
_____	CHEM 1152L	Survey of Organic Chemistry and Biochemistry Lab	(1)
	-or-		
_____	PHYS 1111	Introductory Physics I	(3)
_____	PHYS 1111L	Introductory Physics I Lab	(1)
_____	PHYS 1112	Introductory Physics II	(3)
_____	PHYS 1112L	Introductory Physics II Lab	(1)

Area IV Humanities/Fine Arts Requirement (minimum 6 hours)

_____	ENGL 2110	World Literature	3
	-or-		
_____	ENGL 2130	American Literature	(3)
	-or-		
_____	ENGL 2310	English Literature from the Beginnings to 1700	(3)
	-or-		
_____	HUMN 1101	Introduction to Humanities	(3)
	-and-		
_____	ARTS 1101	Art Appreciation	3
	-or-		
_____	MUSC 1101	Music Appreciation	(3)
	-or-		
_____	THEA 1101	Theater Appreciation	(3)

Program courses appear on next page.

	Program Courses		Credits
	Occupational Courses (23 credits)		
_____	ACCT 1100	Financial Accounting I	4
_____	ACCT 1105	Financial Accounting II	4
_____	ACCT 2000	Managerial Accounting	3
_____	ACCT 2140	Legal Environment of Business	3
	-or-		
_____	MGMT 2160	Legal and Ethical Environment of Business	(3)
_____	CIST 2128	Comprehensive Spreadsheet Techniques	3
	-or-		
_____	COMP 1000	Introduction to Computers	(3)
_____	ECON 2105	Macroeconomics	3
_____	ECON 2106	Microeconomics	3
	Occupational Electives (3 credits)		
_____	BUSN 1420	Database Applications	4
_____	MGMT 1120	Introduction to Business	3
_____	MGMT 2135	Management Communication Techniques	3
_____	MKTG 1100	Principles of Marketing	3

Associate Degree Nursing Program
NU43: Nursing Degree

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

NOTE: In 2010, the Institute of Medicine prepared a report on the future of nursing. One of the recommendations from the report is to increase the proportion of baccalaureate nurses to 80% by 2020. Graduates of associate degree programs are encouraged to enter a baccalaureate program within five years of graduation.

It is the position of the Organization for Associate Degree Nursing (OADN) (2013), in collaboration with other national nursing organizations, to support opportunities for academic progression. The ADN faculty at West Georgia Technical College are dedicated to providing our students and graduates every opportunity for academic progression through our Baccalaureate Bound initiative. We are committed to working with nursing and education leaders within our state to prepare a well-educated and diverse nursing workforce.

Career Opportunities

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

Competitive Selection Process

Registered Nursing Preparatory/Core Course

The Murphy Campus will admit once a year in the fall semester. The Murphy Campus competitive selection deadline will be May 21, 2016. The Lagrange Campus will admit once a year in the spring semester. The Lagrange Campus competitive selection deadline will be August 15, 2015. The Coweta Campus will admit once a year in the summer semester. The Coweta Campus competitive selection deadline will be January 15, 2016. To be eligible for the Registered Nursing program selection, the student must complete the following requirements by the applicable deadline. The student:

- Must complete the following courses with a minimum grade of C: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, ENGL 1101, MATH 1111, and PSYC 1101.
- Must complete BIOL 2117/BIOL 2117L with a minimum grade of C prior to entry into the program, but grades for these two courses are not calculated in the GPA for the competitive selection process.

Registered Nursing Competitive Selection

In addition to completion of the core courses listed above, the Registered Nursing program requires students in competitive selection to complete the Test of Essential Academic Skills (TEAS) Exam. **Please refer to the Admissions section of this catalog for details of the Competitive Selection Process applicant requirements and scoring method, including bonus points. Additional information is also available on the RN program web page.**

Students ranked with the highest overall scores for required course completion and TEAS exam will be selected for program admission.

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 cohort. One nursing course is taken each semester for a total of six consecutive semesters.

Credit Required for Graduation: Minimum of 70 credit hours

Curriculum
The Associate Degree in Nursing program requires a minimum of 15 credit hours** of general education courses as specified below (**all course prerequisites must be met**):

General Core Courses

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

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

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

_____ Area IV requirements (minimum 3 hours)

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

	Program Course		**Credits**
	Occupational Courses		
_____	BIOL 2113	Anatomy and Physiology I	3
_____	BIOL 2113L	Anatomy and Physiology Lab I	1
_____	BIOL 2114	Anatomy and Physiology II	3
_____	BIOL 2114L	Anatomy and Physiology Lab II	1
_____	BIOL 2117	Introductory Microbiology	3
_____	BIOL 2117L	Introductory Microbiology Lab	1
_____	PSYC 2103	Human Development	3
_____	RNSG 1710	Introduction to Nursing Practice	7
_____	RNSG 1720	Adult Health I	7
_____	RNSG 1730	Adult Health II	6
_____	RNSG 2710	Parent Child Nursing	7
_____	RNSG 2720	Adult Health III	7
_____	RNSG 2730	Transitions to Professional Nursing	6

Associate of Applied Science Degree Programs

AC13: Accounting Degree

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

NOTE: Credits for ACCT courses other than ACCT 2140 and 2145 are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current accounting certification.

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

Credit Required for Graduation: Minimum of 67 credit hours

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

General Core Courses

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

_____ Area II requirements (minimum 3 hours; must include ECON 1101, ECON 2105, or ECON 2106)

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

_____ Area IV requirements (minimum 3 hours)

_____ Additional 6 hours from Area I, II, III, or IV

	Program Course		**Credits**
	Occupational Courses		
_____	ACCT 1100	Financial Accounting I	4
_____	ACCT 1105	Financial Accounting II	4
_____	ACCT 1115	Computerized Accounting	3
_____	ACCT 1125	Individual Tax Accounting	3
_____	ACCT 1130	Payroll Accounting	3

(continued)

_____	ACCT 2000	Managerial Accounting	3
_____	ACCT 2145	Personal Finance	3
_____	BUSN 1410	Spreadsheet Concepts and Applications	4
_____	BUSN 1440	Document Production	4

*Prerequisite is BUSN 1100 or the ability to key at least 30 words per minute. See Admissions Office for testing.

_____	COMP 1000	Introduction to Computers	3

Electives (Select 15 credits from the list below)

_____	ACCT 2110	Accounting Simulation	3
_____	ACCT 2115	Bookkeeper Certificate Review	3
_____	ACCT 2120	Business Tax	3
_____	ACCT 2140	Legal Environment of Business	3
_____	XXXX xxxx	Elective	3
_____	XXXX xxxx	Elective	3
_____	XXXX xxxx	Elective	3

MD13: Business Management Degree

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

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

Credit Required for Graduation: Minimum of 64 credit hours

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

General Core Courses

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

_____ Area II requirements (minimum 3 hours)

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

_____ Area IV requirements (minimum 3 hours)

_____ Additional 6 hours from Area I, II, III, or IV

	Program Course		**Credits**
	Occupational Courses		
_____	ACCT 1100	Financial Accounting I	4
_____	COMP 1000	Introduction to Computers	3
_____	MGMT 1100	Principles of Management	3
_____	MGMT 1105	Organizational Behavior	3
_____	MGMT 1110	Employment Rules and Regulations	3
_____	MGMT 1115	Leadership	3
_____	MGMT 1120	Introduction to Business	3
_____	MGMT 1125	Business Ethics	3

(listing continued on next page)

(continued)

_____ MGMT 2115 Human Resource Management 3

_____ MGMT 2125 Performance Management 3

_____ MGMT 2215 Team Project 3

-and-

Choose one of the following specializations

*Specific Occupational Courses (**General Management Specialization – 12 credits**)*
Occupational Electives (12 credits from the list below)

_____ MGMT 2120 Labor Management Relations 3

_____ MGMT 2130 Employee Training and Development 3

_____ MGMT 2140 Retail Management 3

_____ MGMT 2145 Business Plan Development 3

_____ MGMT 2205 Service Sector Management 3

_____ MGMT 2210 Project Management 3

*Specific Occupational Courses (**Human Resources Management Specialization – 12 credits**)*

_____ MGMT 2120 Labor Management Relations 3

_____ MGMT 2130 Employee Training and Development 3

_____ MGMT 2205 Service Sector Management 3

-or-

_____ MGMT 2210 Project Management (3)

Occupational Electives (3 credits from the list below)

_____ MGMT 2140 Retail Management 3

_____ MGMT 2200 Production/Operations Management 3

*Specific Occupational Courses (**Service Sector Management Specialization – 12 credits**)*

_____ MGMT 2130 Employee Training and Development 3

_____ MGMT 2140 Retail Management 3

_____ MGMT 2205 Service Sector Management 3

Occupational Electives (3 credits from the list below)

_____ MGMT 2120 Labor Management Relations 3

_____ MGMT 2210 Project Management 3

BA23: Business Technology Degree

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

NOTE: Many Business Technology 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.

Credits for BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2370 or courses requiring those courses as pre-requisites are awarded only in the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Graduation: Minimum of 67 credit hours

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

General Core Courses

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

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

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

_____ Area IV requirements (minimum 3 hours)

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

	Program Course		Credits
	Occupational Courses		
_____	ACCT 1100	Financial Accounting I	4
_____	BUSN 1190	Digital Technologies in Business	2
_____	BUSN 1240	Office Procedures	3
_____	BUSN 1300	Introduction to Business	3
_____	BUSN 1400	Word Processing Applications	4
_____	BUSN 1410	Spreadsheet Concepts and Applications	4
_____	BUSN 1420	Database Applications	4
_____	BUSN 1430	Desktop Publishing and Presentation Applications	4
_____	BUSN 1440	Document Production	4
	*Prerequisite is BUSN 1100 or the ability to key at least 30 words per minute. See Admissions Office for testing.		
_____	BUSN 2160	Electronic Mail Applications	2
_____	BUSN 2190	Business Document Proofreading and Editing	3
_____	BUSN 2210	Applied Office Procedures	3
_____	MGMT 1100	Principles of Management	3
_____	COMP 1000	Introduction to Computers	3
	Occupational Electives (3 credits)		
_____	BUSN xxxx	Any BUSN credit course may be used to satisfy this elective requirement.	

CLT3: Clinical Laboratory Technology Degree

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

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

Competitive Selection Process
Clinical Laboratory Technology Preparatory/Core Courses
The annual competitive selection deadline is January 15, 2016. To be eligible for the Clinical Laboratory Technology program selection, the student must complete the following requirements by the applicable Level I deadline.

The student must complete the following courses with a minimum grade of C: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, CHEM 1211/CHEM 1211L or CHEM 1151/CHEM1151L, ENGL 1101, and MATH 1101 or MATH 1111.

Clinical Laboratory Technology Competitive Selection
Please refer to the Admissions section of this catalog for details of the Competitive Selection Process applicant requirements and scoring method. Additional information is also available on the CLT program web page.

Students ranked with the highest overall scores for required course completion will be selected for program admission.

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 cohort. A class is admitted each fall semester.

Credit Required for Graduation: Minimum of 73 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. **The Clinical Laboratory Technology associate degree program requires an additional 4 credit hours in Area III, for a total of 19 credit hours.** All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

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

_____ Area III requirements (minimum 7 hours; must include MATH 1101 **or** MATH 1111, CHEM 1211/CHEM 1211L **or** CHEM 1151/CHEM 1151L)

_____ Area IV requirements (minimum 3 hours)

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

	Program Course		**Credits**
	Occupational Courses		
_____	BIOL 2113	Anatomy and Physiology I	3
_____	BIOL 2113L	Anatomy and Physiology Lab I	1
_____	BIOL 2114	Anatomy and Physiology II	3
_____	BIOL 2114L	Anatomy and Physiology Lab II	1
_____	CLBT 1010	Introduction to Clinical Laboratory Technology	2
_____	CLBT 1030	Urinalysis/Body Fluids	2
_____	CLBT 1040	Hematology/Coagulation	5
_____	CLBT 1050	Serology/Immunology	3
_____	CLBT 1060	Immunohematology	4
_____	CLBT 1070	Clinical Chemistry	4
_____	CLBT 1080	Microbiology	5
_____	CLBT 2090	Clinical Urinalysis, Serology and Preanalytic Specimen Process Practicum	3
_____	CLBT 2100	Clinical Immunohematology Practicum	4
_____	CLBT 2110	Clinical Hematology/Coagulation Practicum	4
_____	CLBT 2120	Clinical Microbiology Practicum	4
_____	CLBT 2130	Clinical Chemistry Practicum	4
_____	CLBT 2200	CLT Certification Review	2

CIST – CP23: Computer Programming Degree

The Computer Programming associate degree program consists of courses designed to provide students with an understanding of the concepts, principles, and techniques required in writing computer software. Those interested in a Computer Programming Associate of Applied Technology degree should be highly motivated individuals who are interested in becoming an Information Technology professional. Program graduates are to be competent in the general areas of English/humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, as well as in the technical areas of SQL, XHTML, systems analysis and design, database management, networking concepts, and the programming languages PHP, Visual BASIC, Java, C++, and JavaScript.

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

Credits for CIST courses are awarded only for courses that have been completed within the last seven years. Any courses completed over seven years ago may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

Career Opportunities
Graduates may find employment as entry-level computer programmers.

Credit Required for Completion: Minimum of 65 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

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

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

_____ Area IV requirements (minimum 3 hours; must include ARTS 1101)

	Program Courses		**Credits**
	Occupational Courses		
_____	CIST 1001	Computer Concepts	4
_____	CIST 1130	Operating Systems and Concepts	4
_____	CIST 1220	Structured Query Language	4
_____	CIST 1305	Program Design and Development	3
_____	CIST 1510	Web Development	3
_____	CIST 2120	Supporting Application Software	4

(continued)

_____	CIST 2921	IT Analysis, Design, and Project Management	4
_____	COMP 1000	Introduction to Computers	3
_____	MGMT 1120	Introduction to Business	3

-and-

Programming Language Courses (20 credits)

_____	CIST 2311	Visual Basic I	4
_____	CIST 2371	Java Programming I	4
_____	CIST 2381	Mobile Application Development	4
_____	CIST 2312	Visual Basic II	4
_____	CIST 2372	Java Programming II	4

CIST - CS23: Computer Support Specialist Degree

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

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

Credits for CIST courses are awarded only for courses that have been completed within the last seven years. Any courses completed over seven years ago may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Graduation: Minimum of 62 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

_____ Area II requirements (minimum 3 hours)

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

_____ Area IV requirements (minimum 3 hours)

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

	Program Courses		**Credits**
	Occupational Courses		
_____	CIST 1001	Computer Concepts	4
_____	CIST 1122	Hardware Installation and Maintenance	4
_____	CIST 1130	Operating Systems Concepts	3
_____	CIST 1220	Structured Query Language (SQL)	4
_____	CIST 1305	Program Design and Development	3

(continued)

_____	CIST 1401	Computer Networking Fundamentals	4
_____	CIST 1601	Information Security Fundamentals	3
_____	CIST 2120	Supporting Application Software	4
_____	CIST 2311	Visual Basic I	4
	-or-		
_____	CIST 2371	Java Programming I	(4)
_____	CIST 2921	IT Analysis, Design, and Project Management	4
_____	COMP 1000	Introduction to Computers	3

Occupational Electives (7 credits)

_____ CIST xxxx Any CIST credit course may be used to satisfy this elective requirement.

CIST - NS13: Networking Specialist Degree

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

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

Credits for CIST courses are awarded only for courses that have been completed within the last seven years. Any courses completed over seven years ago may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Graduation: Minimum of 66 credit hours
Networking
Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

_____ Area II requirements (minimum 3 hours)

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

_____ Area IV requirements (minimum 3 hours)

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

	Program Courses		**Credits**
	Occupational Courses		
_____	CIST 1001	Computer Concepts	4
_____	CIST 1122	Hardware Installation and Maintenance	4
_____	CIST 1130	Operating Systems Concepts	3
_____	CIST 1305	Program Design and Development	3
_____	CIST 1401	Computer Networking Fundamentals	4

(continued)

_____	CIST 1601	Information Security Fundamentals	3
_____	CIST 2311	Visual Basic I	4
	-or-		
_____	CIST 2371	Java Programming I	(4)
_____	COMP 1000	Introduction to Computers	3

Occupational Electives (7 credits)

_____ CIST xxxx Any CIST credit course may be used to satisfy this elective requirement.

-and-

The following specialization

Specific Occupational Courses (Microsoft Specialization – 16 credits)

_____	CIST 2411	Microsoft Client	4
_____	CIST 2412	Microsoft Server Directory Services	4
_____	CIST 2413	Microsoft Server Infrastructure	4
_____	CIST 2414	Microsoft Server Administrator	4

CA43: Culinary Arts Degree

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

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

Credit Required for Graduation: Minimum of 65 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

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

_____ Area II requirements (minimum 3 hours)

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

_____ Area IV requirements (minimum 3 hours)

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

	Program Course		**Credits**
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	CUUL 1000	Fundamentals of Culinary Arts	4
_____	CUUL 1110	Culinary Safety and Sanitation	2
_____	CUUL 1120	Principles of Cooking	6
_____	CUUL 1129	Fundamentals of Restaurant Operations	4
_____	CUUL 1220	Baking Principles	5
_____	CUUL 1320	Garde Manger	4
_____	CUUL 1370	Culinary Nutrition and Menu Development	3

(continued on next page)

(continued)

_____	CUUL 2130	Culinary Practicum	6
	-or-		
_____	CUUL 2140	Advanced Baking and International Cuisine	(6)
_____	CUUL 2160	Contemporary Cuisine	4
_____	CUUL 2190	Principles of Culinary Leadership	3
	-or-		
_____	MGMT 1115	Leadership	(3)

Occupational Electives (6 credits from the list below)

_____	CUUL 1400	Basic Nutrition	3
_____	CUUL 1420	Marketing & Customer Services	3
_____	CUUL 1450	Food Service Manager and Training I	3
_____	CUUL 1460	Food Service Manager and Training II	3

CJT3: Criminal Justice Technology Degree

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

NOTE: Prospective students need to know that they will be required to meet all applicable employment requirements, including satisfactory background and criminal checks, in order to 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 60 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

_____ Area II requirements (minimum 3 hours)

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

_____ Area IV requirements (minimum 3 hours)

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

Program courses appear on next page.

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

DH13: Dental Hygiene Degree

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

Career Opportunities

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

Transfer of Credit for Dental Hygiene

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

Competitive Selection Process

Dental Hygiene Preparatory/Core Courses

The annual deadline is May 21, 2016.

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

- Must complete the following courses with a minimum grade of C: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, ENGL 1101, and MATH 1101 or MATH 1111.
- Must complete CHEM 1211/CHEM with a minimum grade of C prior to entering the program, but the grade for this course is not calculated in the GPA for the competitive selection process. The student must complete BIOL 2117/BIOL2117L with a minimum grade of C prior to entering the program or during the first semester of the Dental Hygiene program.

Dental Hygiene Competitive Selection
In addition to completion of the core courses listed above, the Dental Hygiene program requires students in competitive selection to complete the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination, Edition 3. **Please refer to the Admissions section of this catalog for details of the Competitive Selection Process applicant requirements and scoring method, including bonus points. Additional information is also available on the DH program web page.**

Students ranked with the highest overall scores for required course completion and PSM exam will be selected for program admission.

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 cohort. A class is admitted each fall semester.

Credit Required for Graduation: Minimum of 83 credit hours

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

General Core Courses

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

_____ Area II requirements (minimum 6 hours; must include PSYC 1101 and SOCI 1101)

_____ Area III requirements (minimum 7 hours; must include MATH 1101 or MATH 1111 and CHEM 1211/ CHEM 1211L)

_____ Area IV requirements (minimum 3 hours)

	Program Course		**Credits**
	Occupational Courses		
_____	BIOL 2113	Anatomy and Physiology I	3
_____	BIOL 2113L	Anatomy and Physiology Lab I	1
_____	BIOL 2114	Anatomy and Physiology II	3
_____	BIOL 2114L	Anatomy and Physiology Lab II	1
_____	BIOL 2117	Introductory Microbiology	3
_____	BIOL 2117L	Introductory Microbiology Lab	1
_____	DHYG 1000	Tooth Anatomy and Root Morphology	2
_____	DHYG 1010	Oral Embryology and Histology	1

(continued)

_____	DHYG 1020	Head and Neck Anatomy	2
_____	DHYG 1030	Dental Materials	2
_____	DHYG 1040	Preclinical Dental Hygiene Lecture	2
_____	DHYG 1050	Preclinical Dental Hygiene Lab	2
_____	DHYG 1070	Radiology Lecture	2
_____	DHYG 1090	Radiology Lab	1
_____	DHYG 1110	Clinical Dental Hygiene I Lecture	2
_____	DHYG 1111	Clinical Dental Hygiene I Lab	3
_____	DHYG 1206	Pharmacology and Pain Control	3
_____	DHYG 2010	Clinical Dental Hygiene II Lecture	2
_____	DHYG 2020	Clinical Dental Hygiene II Lab	2
_____	DHYG 2050	General and Oral Pathology/Pathophysiology	3
_____	DHYG 2070	Community Dental Health	3
_____	DHYG 2080	Clinical Dental Hygiene III Lecture	2
_____	DHYG 2090	Clinical Dental Hygiene III Lab	4
_____	DHYG 2110	Biochemistry and Nutrition Fundamentals for the Dental Hygienist	2
_____	DHYG 2130	Clinical Dental Hygiene IV Lecture	2
_____	DHYG 2140	Clinical Dental Hygiene IV Lab	4
_____	DHYG 2200	Periodontology	3

EC13: Early Childhood Care/Education Degree

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

NOTE: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal background check. Persons who have been convicted of a felony offense are not employable in this field. Evidence of a current, satisfactory fingerprint-based criminal records check, as well as a review and evaluation of his or her criminal history records, is required at the student's expense prior to participation in practicum and internship.

Career Opportunities
Graduates have qualifications to be employed in early care and education settings. Graduates may find employment as paraprofessionals in public schools; preschool teachers in Head Start, Early Head Start, or private schools; private household childcare workers; or self-employed childcare providers. (Bright from the Start recognizes this degree as equivalent to or greater than a CDA for employment.)

Credit Required for Graduation: Minimum of 72 credit hours

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

General Core Courses

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

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

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

_____ Area IV requirements (minimum 3 hours)

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

	Program Course		**Credits**
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	ECCE 1101	Introduction to Early Childhood Care and Education	3
_____	ECCE 1103	Child Growth and Development	3
_____	ECCE 1105	Health, Safety and Nutrition	3
_____	ECCE 1112	Curriculum and Assessment	3

(continued)

_____	ECCE 1113	Creative Activities for Children	3
_____	ECCE 1121	Early Childhood Care and Education Practicum	3
_____	ECCE 2115	Language and Literacy	3
_____	ECCE 2116	Math and Science	3
_____	ECCE 2201	Exceptionalities	3
_____	ECCE 2202	Social Issues and Family Involvement	3
_____	ECCE 2203	Guidance and Classroom Management	3
_____	ECCE 2240	Early Childhood Care and Education Internship	12

-and-

Choose one of the following specializations

*Specific Occupational Courses (**Paraprofessional Specialization – 6 credits**)*

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

*Specific Occupational Courses (**Program Administration – 6 credits**)*

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

*Specific Occupational Courses (**Infant/Toddler Development – 6 credits**)*

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

ET13: Electronics Technology Degree

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

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

Credit Required for Graduation: Minimum of 61 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

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

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

_____ Area IV requirements (minimum 3 hours)

	Program Course		***Credits***
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	ELCR 1005	Soldering Technology	1
_____	ELCR 1010	Direct Current Circuits	6
_____	ELCR 1020	Alternating Current Circuits	7
_____	ELCR 1030	Solid State Devices	5
_____	ELCR 1040	Digital and Microprocessor Fundamentals	5
_____	ELCR 1060	Linear Integrated Circuits	3

-and-

Choose one of the specializations on next page.

*Specific Occupational Courses (**Industrial Electronics Technology Specialization – 16 credits**)*

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

*Specific Occupational Courses (**Field Occupation Specialization – 16 credits**)*
Occupational Electives (16 credits from the list below)

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

Specific Occupational Courses (**Biomedical Instrumentation Technology Specialization – 18 credits**)

_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	BMET 1231	Medical Equipment Function and Operation I	4
_____	BMET 2242	Medical Equipment Function and Operation II	4
_____	BMET 2243	Internship Medical System	3

ET33: Engineering Technology Degree

The Engineering Technology associate degree program is intended to provide the opportunity for students to explore a career in engineering at the professional level. Program graduates will be qualified as engineering technicians with a specialization in mechanical engineering technology, electrical engineering technology, or industrial engineering technology.

Career Opportunities
Graduates may seek employment as entry-level engineering technicians in a variety of industrial or manufacturing fields.

Credit Required for Completion: Minimum of 67 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. The Engineering Technology associate degree program requires 37 credit hours in Areas I, II, III, and IV. All course prerequisites must be met.

	Program Course		**Credits**
	General Core Courses		
	Area I requirements (all required – 9 credits):		
_____	ENGL 1101	Composition and Rhetoric	3
_____	ENGL 1102	Literature and Composition	3
_____	SPCH 1101	Public Speaking	3
	Area II requirements (all required – 3 credits):		
_____	HIST 1111	World History I	3
	-or-		
_____	HIST 1112	World History II	(3)
	Area III requirements (all required – 22 credits):		
_____	CHEM 1211	Chemistry I	3
_____	CHEM 1211L	Chemistry I Lab	1
_____	MATH 1111	College Algebra	3
_____	MATH 1113	Precalculus	3
_____	MATH 1131	Calculus I	4
_____	PHYS 1111	Introductory Physics I	3
_____	PHYS 1111L	Introductory Physics I Lab	1
_____	PHYS 1112	Introductory Physics II	3
_____	PHYS 1112L	Introductory Physics II Lab	1

(continued)

Area IV requirements (all required – 3 credits)

_____	ARTS 1101	Art Appreciation	3
	-or-		
_____	MUSC 1101	Music Appreciation	(3)

Occupational Courses (10 credits)

_____	DFTG 2010	Engineering Graphics	4
_____	ENGL 1105	Technical Communications	3
_____	ENGT 1000	Introduction to Engineering Technology	3

-and-

Choose one of the following specializations

*Specific Occupational Courses (**Electrical Engineering Technology Specialization – 20 credits**)*

_____	ECET 1101	Circuit Analysis I	4
_____	ECET 1110	Digital Systems I	4
_____	ECET 2101	Circuit Analysis II	4
_____	ECET 2120	Electronic Circuits I	4
_____	MATH 1132	Calculus II	4

*Specific Occupational Courses (**Industrial Engineering Technology Specialization – 22 credits**)*

_____	ACCT 1100	Financial Accounting I	4
_____	CIST 1305	Program Design and Development	3
_____	CIST 2361	C++ programming I	4
_____	MATH 1127	Introduction to Statistics	3
_____	MEGT 1010	Manufacturing Processes	3
_____	MEGT 1321	Machining and Welding	2
_____	XXXX xxxx	Occupational Elective	3

*Specific Occupational Courses (**Mechanical Engineering Technology Specialization – 22 credits**)*

_____	CIST 1305	Program Design and Development	3
_____	CIST 2361	C++ programming I	4
_____	DFTG 2020	Visualization and Graphics	3
_____	ENGL 2130	American Literature	3

(continued)

_____	MATH 1132	Calculus II	4
_____	MEGT 1010	Manufacturing Processes	3
_____	MEGT 1321	Machining and Welding	2

This page intentionally blank.

FS13: Fire Science Technology Degree

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

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

Credit Required for Graduation: Minimum of 62 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

_____ Area II requirements (minimum 3 hours)

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

_____ Area IV requirements (minimum 3 hours)

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

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

(continued)

_____	FRSC 2110	Fire Service Hydraulics	3
_____	FRSC 2120	Fire Protection Systems	3
_____	FRSC 2130	Fire Service Building Construction	3
_____	FRSC 2141	Incident Command	4
_____	FRSC 2170	Fire and Arson Investigation	4

HI13: Health Information Management Technology Degree

The Health Information Management Technology associate degree program is a sequence of courses designed to provide students with the technical knowledge and skills necessary to process, maintain, analyze, and report health information data according to legal, accreditation, licensure, and certification standards for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment, and research. Program graduates will develop leadership skills necessary to serve in a functional supervisory role in various components of the health information system. The Health Information Management Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800; Phone 312.233.1100; www.cahiim.org.

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

Credit Required for Graduation: Minimum of 66 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

_____ Area II requirements (minimum 3 hours)

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

_____ Area IV requirements (minimum 3 hours)

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

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

(continued)

_____	HIMT 1200	Legal Aspects of Healthcare	3
_____	HIMT 1250	Health Record Content and Structure	2
_____	HIMT 1350	Pharmacotherapy	2
_____	HIMT 1400	Coding and Classification – ICD	4
_____	HIMT 1410	Coding and Classification – ICD Advanced	3
_____	HIMT 2150	Healthcare Statistics	3
_____	HIMT 2200	Performance Improvement	3
_____	HIMT 2300	Healthcare Management	3
_____	HIMT 2400	Coding and Classification System – CPT/HCPCS	3
_____	HIMT 2410	Revenue Cycle Management	3
_____	HIMT 2460	Health Information Technology Practicum	3
_____	MAST 1120	Human Diseases	3

LAS3: Logistics and Supply Chain Management Degree

The Logistics and Supply Chain Management associate degree program includes fundamentals of supply chain management, including procurement; issues in executing local, national, and global supply chains; logistics; and transportation. The program also includes business management, accounting principles, economics of supply and demand, and database management skills.

Career Opportunities
Graduates may seek employment as entry-level supervisors/coordinators for a variety of logistics and supply chain industries.

Credit Required for Completion: Minimum of 65 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. **The Logistics and Supply Chain Management associate degree program requires an additional 3 credit hours in any area for a total of 18 credit hours.** All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

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

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

_____ Area IV requirements (minimum 3 hours)

_____ Additional 6 hours from Area I, II, III, or IV

	Program Course		**Credits**
	Occupational Courses		
_____	ACCT 1100	Financial Accounting I	4
_____	BUSN 1410	Spreadsheet Concepts and Applications	4
_____	COMP 1000	Introduction to Computers	3
_____	LOGI 1000	Business Logistics	3
_____	LOGI 1010	Purchasing	3
_____	LOGI 1020	Materials Management	3
_____	MGMT 1100	Principles of Management	3
_____	MGMT 2120	Labor Management Relations	3
_____	MKTG 1130	Business Regulations and Compliance	3
_____	SCMA 1000	Introduction to Supply Chain Management	3

(continued)

_____	SCMA 1003	Introduction to Transportation and Logistics Mgmt	3
_____	SCMA 1015	E-Commerce in Supply Chain Management	3
_____	SCMA 2103	Supply Chain Management Concepts	3
_____	SCMA 2106	Key Issues in the Global Integrated Supply Chain	3
_____	SCMA 2200	Capstone/Case Studies in Logistics Management	3

MM13: Marketing Management Degree

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

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

Credit Required for Graduation: Minimum of 66 credit hours

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

General Core Courses

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

_____ Area II requirements (minimum 3 hours)

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

_____ Area IV requirements (minimum 3 hours)

_____ Additional 6 hours from Area I, II, III, or IV

	Program Course		**Credits**
	Occupational Courses		
_____	ACCT 1100	Financial Accounting I	4
_____	BUSN 1190	Digital Technologies in Business	2
	-or-		
_____	BUSN 1430	Desktop Publishing and Presentation Applications	(4)
_____	COMP 1000	Introduction to Computers	3
_____	MGMT 1100	Principles of Management	3
_____	MKTG 1100	Principles of Marketing	3
_____	MKTG 1130	Business Regulations and Compliance	3
_____	MKTG 1160	Professional Selling	3

(continued)

_____	MKTG 1190	Integrated Marketing Communications	3
_____	MKTG 2090	Marketing Research	3

Marketing Electives (6 credits from the list below)

_____	MKTG 2000	Global Marketing	3
_____	MKTG 2290	Marketing Internship/Practicum	3
_____	MKTG 2300	Marketing Management	3

Occupational Electives (3 credits from the list below)

_____	BUSN 1300	Introduction to Business	3
_____	BUSN 2170	Web Page Design	2
_____	MKTG 1270	Visual Merchandising	3
_____	MKTG 2010	Small Business Management	3

-and-

Choose one of the following specializations

*Specific Occupational Courses (**Entrepreneurship Specialization – 12 credits**)*

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

*Specific Occupational Courses (**E-Business Specialization – 11 credits**)*

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

*Specific Occupational Courses (**Sports Marketing – 12 credits**)*

_____	MKTG 1280	Introduction to Sports and Recreation Management	3
_____	MKTG 2080	Regulations and Compliance in Sports	3
_____	MKTG 2180	Principles of Sports Marketing	3
_____	MKTG 2280	Sports Management	3

(Listing continued on next page.)

*Specific Occupational Courses (**Social Media Marketing – 12 credits**)*

_____	MKTG 1370	Consumer Behavior	3
_____	MKTG 2500	Exploring Social Media	3
_____	MKTG 2550	Analyzing Social Media	3
_____	MKTG xxxx	Marketing Elective	3

PMA3: Precision Manufacturing and Maintenance Degree

The Precision Manufacturing and Maintenance associate degree program is designed to develop versatile skills required for a variety of manufacturing positions, with emphasis on diagnosing and maintaining complex integrated systems. The planned sequence of courses prepares students to install, program, operate, maintain, service, and diagnose electromechanical equipment and produce precision parts used in manufacturing applications.

Career Opportunities
Graduates may find employment as industrial/mechanical maintenance technicians, automation technicians, flexible manufacturing technicians, robotics technicians, or as supervisors in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 60 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

_____ Area II requirements (minimum 3 hours)

_____ Area III requirements (minimum 3 hours; must include MATH 1100, MATH 1101, or MATH 1111)

_____ Area IV requirements (minimum 3 hours)

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

	Program Course		**Credits**
	Occupational Courses		
_____	AUMF 1110	Flexible Manufacturing Systems I	5
_____	AUMF 1560	Manufacturing Production Requirements	1
_____	IDSY 1101	DC Circuit Analysis	3
_____	IDSY 1105	AC Circuit Analysis	3
_____	IDSY 1170	Industrial Mechanics	4
_____	IDSY 1240	Maintenance for Reliability	4
	*Occupational Electives (**select 6 credits from the list below**)*		
_____	AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
	-or-		
_____	ELCR 2150	Fluid Power	(2)
	-or		
_____	IDSY 1190	Fluid Power Systems	(4)
_____	AUMF 1210	Flexible Manufacturing Systems II	5

(continued)

_____	AUMF 1580	Automated Manufacturing Skills	3
_____	ELCR 1280	Introduction to Embedded Systems	3
_____	ELCR 2110	Process Control	3
_____	IDSY 1110	Industrial Motor Controls I	4
_____	IDSY 1120	Basic Industrial PLCs	4
_____	IDSY 1130	Industrial Wiring	4
_____	IDSY 1220	Intermediate Industrial PLCs	4
_____	IDSY 1230	Industrial Instrumentation	4
_____	IDSY 1260	Machine Tool for Industrial Repairs	4
_____	MCHT 1011	Introduction to Machine Tool	4
_____	MEGT 1010	Manufacturing Processes	3

-and-

Choose one of the following specializations

*Specific Occupational Courses (**Industrial/Mechanical Apprenticeship–21 credits**)*

_____	AMCA 2110	CNC Fundamentals	3
_____	AUMF 1210	Flexible Manufacturing Systems II	5
_____	IDSY 1160	Mechanical Laws and Principles	4
_____	MCHT 1020	Heat Treatment and Surface Grinding	3
_____	MEGT 2100	Manufacturing Quality Control	3
_____	Occupational Elective(s) AMCA, AUMF, ELCR, IDSY, MCHT, MEGT		3

*Specific Occupational Courses (**Customized Training Specialization – 20 credits**)*

_____	AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
_____	IDSY 1110	Industrial Motor Controls I	4
_____	IDSY 1120	Basic Industrial PLCs	4
_____	IDSY 1160	Mechanical Laws and Principles	4
_____	IDSY 1220	Intermediate Industrial PLCs	4
_____	WELD 1330	Metal Welding and Cutting Techniques	2

(additional specialization on next page)

*Specific Occupational Courses (**Mechatronics Specialization – 19 credits**)*

_____	AUMF 1120	Programmable Controllers	5
	-or-		
_____	IDSY 1120	Basic Industrial PLCs	4
_____	AUMF 1150	Introduction to Robotics	3
_____	IDSY 1005	Introduction to Mechatronics	4
_____	IDSY 1230	Industrial Instrumentation	4
_____	IDSY 2830	Networking Industrial Equipment	4

RT23: Radiologic Technology Degree

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

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

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

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

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

Competitive Selection Process
Radiologic Technology Preparatory/Core Courses
The annual deadline is May 21, 2016. To be eligible for the Radiologic Technology program selection, the student must complete the following requirements by the applicable deadline. The student:

- Must complete the following courses with a minimum grade of *C*: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, ENGL 1101, MATH 1101 or MATH 1111, and PSYC 1101.
- Must complete ALHS 1090 with a minimum grade of *C* no later than the first semester of the program.

Radiologic Technology Competitive Selection
In addition to completion of the core courses listed above, the Radiologic Technology program requires students in competitive selection to complete the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination, Edition 3. **Please refer to the Admissions section of this catalog for details of the Competitive Selection Process applicant requirements and scoring method. Additional information is also available on the RT program web page.**

Students ranked with the highest overall scores for required course completion and PSB exam will be selected for program admission.

Radiologic Technology Occupational and Clinical Courses
Students selected for admission to each Radiologic Technology program will complete the occupational and clinical program courses as a cohort. A class is admitted each fall semester.

Credit Required for Graduation: Minimum of 77 credit hours

Curriculum
All Associate of Applied Science Degrees require a minimum 15 credit hours of general education courses using the curriculum structure outlined in the beginning of this degree program section. All course prerequisites must be met. Please see Associate Degree General Education Requirement Section for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

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

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

_____ Area IV requirements (minimum 3 hours)

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

	Program Course		***Credits***
	Occupational Courses		
_____	ALHS 1090	Medical Terminology for Allied Health Services	2
_____	BIOL 2113	Anatomy and Physiology I	3
_____	BIOL 2113L	Anatomy and Physiology Lab I	1
_____	BIOL 2114	Anatomy and Physiology II	3
_____	BIOL 2114L	Anatomy and Physiology Lab II	1
_____	RADT 1010	Introduction to Radiology	4
_____	RADT 1030	Radiographic Procedures I	3
_____	RADT 1060	Radiographic Procedures II	3
_____	RADT 1065	Radiologic Science	2
_____	RADT 1075	Radiologic Imaging	4
_____	RADT 1085	Radiologic Equipment	3
_____	RADT 1200	Principles of Radiation Biology and Protection	2
_____	RADT 1320	Clinical Radiography I	4
_____	RADT 1330	Clinical Radiography II	7
_____	RADT 2090	Radiographic Procedures III	2

(continued)

_____	RADT 2260	Radiologic Technology Review	3
_____	RADT 2340	Clinical Radiography III	6
_____	RADT 2360	Clinical Radiography IV	9

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

Automotive Technology

Barbering

Business Management

Business Technology

Computer Information Systems
Computer Support Specialist
Networking Specialist

Cosmetology

Criminal Justice Technology

Culinary Arts

Diesel Equipment Technology

Drafting Technology

Early Childhood Care and Education

Electrical Control Systems

Electrical Systems Technology

Electronics Technology

Fire Science Technology

Industrial Mechanical Systems

Industrial Systems Technology

Machine Tool Technology
CNC Technology
Machine Tool Technology

Marketing Management

Medical Assisting

Practical Nursing

Precision Manufacturing and Maintenance

Surgical Technology

Welding and Joining Technology

AC12: Accounting Diploma

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

NOTE: Credits for ACCT courses other than ACCT 2140 and 2145 are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current accounting certification.

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

Credit Required for Graduation: Minimum of 42 credit hours

Curriculum

	Program Course		Credits
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1011	Business Mathematics	3
	-or-		
_____	MATH 1012	Foundations of Mathematics	(3)
	Occupational Courses		
_____	ACCT 1100	Financial Accounting I	4
_____	ACCT 1105	Financial Accounting II	4
_____	ACCT 1115	Computerized Accounting	3
_____	ACCT 1125	Individual Tax Accounting	3
_____	ACCT 1130	Payroll Accounting	3
_____	BUSN 1410	Spreadsheet Applications	4
_____	BUSN 1440	Document Production	4
	*Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.		
_____	COMP 1000	Introduction to Computers	3
	Occupational Electives (6 credits from the list below)		
_____	ACCT 2000	Managerial Accounting	3
_____	ACCT 2110	Accounting Simulation	3
_____	ACCT 2115	Bookkeeper Certification Review	3
_____	ACCT 2120	Business Tax Accounting	3
_____	ACCT 2140	Legal Environment of Business	3
_____	ACCT 2145	Personal Finance	3

ACT2: Air Conditioning Technology Diploma

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

Career Opportunities
Graduates may find employment as air conditioning technicians.

Credit Required for Graduation: Minimum of 51 credit hours

Curriculum

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

AT14: Automotive Technology Diploma

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

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

Career Opportunities

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

Credit Required for Graduation: Minimum of 55 credit hours

Curriculum

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

BA12: Barbering Diploma

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

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

Credit Required for Graduation: Minimum of 52 credit hours

Curriculum

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

MD12: Business Management Diploma

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

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

Credit Required for Graduation: Minimum of 48 credit hours

Curriculum

	Program Course		**Credits**
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
	-or-		
_____	PSYC 1010	Basic Psychology	(3)
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1011	Business Math	3
	-or-		
_____	MATH 1012	Foundations of Mathematics	(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		
_____	ACCT 1100	Financial Accounting I	4
_____	COMP 1000	Introduction to Computers	3
_____	MGMT 1100	Principles of Management	3
_____	MGMT 1105	Organizational Behavior	3
_____	MGMT 1110	Employment Rules and Regulations	3
_____	MGMT 1115	Leadership	3
_____	MGMT 1120	Introduction to Business	3
_____	MGMT 1125	Business Ethics	3
_____	MGMT 2115	Human Resource Management	3
_____	MGMT 2125	Performance Management	3
_____	MGMT 2215	Team Project	3

Occupational Electives appear on next page.

Occupational Electives (6 credits from the list below)

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

BA22: Business Technology Diploma

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

NOTE: The Business 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 Business Technology 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.

Credits for BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2370 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

Career Opportunities

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

Credit Required for Graduation: Minimum of 50 credit hours

Curriculum

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

Specializations appear on next page.

-and-

Choose one of the following specializations

*Specific Occupational Courses (**Business Administrative Assistant Specialization – 24 credits**)*

_____	BUSN 1190	Digital Technologies in Business	2
_____	BUSN 1240	Office Procedures	3
_____	BUSN 1410	Spreadsheet Concepts and Applications	4
_____	BUSN 1430	Desktop Publishing and Presentation Applications	4
_____	BUSN 2160	Electronic Mail Applications	2
_____	BUSN 2210	Applied Office Procedures	3

Occupational Electives (6 credits)

_____ BUSN xxxx Any BUSN credit course may be used to satisfy this elective requirement.

*Specific Occupational Courses (**Medical Administrative Assistant Specialization – 26 credits**)*

_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	BUSN 2340	Medical Administrative Procedures	4
_____	BUSN 2370	Medical Office Billing/Coding/Insurance	3
_____	MAST 1120	Human Diseases	3

Occupational Electives (9 credits)

_____ BUSN xxxx Any BUSN credit course may be used to satisfy this elective requirement.

CIST - CS14: Computer Support Specialist Diploma

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

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

Credits for CIST courses are awarded only for courses that have been completed within the last seven years. Any courses completed over seven years ago may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Graduation: Minimum of 55 credit hours
Curriculum

	Program Course		Credits
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	CIST 1001	Computer Concepts	4
_____	CIST 1122	Hardware Installation and Maintenance	4
_____	CIST 1130	Operating Systems Concepts	3
_____	CIST 1220	Structured Query Language (SQL)	4
_____	CIST 1305	Program Design and Development	3
_____	CIST 1401	Computer Networking Fundamentals	4
_____	CIST 1601	Information Security Fundamentals	3
_____	CIST 2120	Supporting Application Software	4
_____	CIST 2311	Visual Basic I	4
	-or-		
_____	CIST 2371	Java Programming I	(4)
_____	CIST 2921	IT Analysis, Design, and Project Management	4
_____	COMP 1000	Introduction to Computers	3
	Occupational Electives (7 credits)		
_____	CIST xxxx	Any CIST credit course may be used to satisfy this elective requirement.	

CIST - NS14: Networking Specialist Diploma

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

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

Credits for CIST courses are awarded only for courses that have been completed within the last seven years. Any courses completed over seven years ago may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Graduation: Minimum of 54 credit hours

Curriculum

	Program Course		Credits
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	CIST 1001	Computer Concepts	4
_____	CIST 1122	Hardware Installation and Maintenance	4
_____	CIST 1130	Operating Systems Concepts	3
_____	CIST 1305	Program Design and Development	3
_____	CIST 1401	Computer Networking Fundamentals	4
_____	CIST 1601	Information Security Fundamentals	3
_____	CIST 2311	Visual Basic I	4
	-or-		
_____	CIST 2371	Java Programming I	(4)
_____	COMP 1000	Introduction to Computers	3
	Occupational Electives (2 credits)		
_____	CIST xxxx	Any CIST credit course may be used to satisfy this elective requirement.	

-and-

The following specialization

*Specific Occupational Courses (**Microsoft Specialization – 16 credits**)*

_____	CIST 2411	Microsoft Client	4
_____	CIST 2412	Windows Server Directory Services	4
_____	CIST 2413	Microsoft Server Infrastructure	4
_____	CIST 2414	Microsoft Server Administrator	4

CO12: Cosmetology Diploma

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

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

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

Credit Required for Graduation: Minimum of 55 credit hours

Curriculum

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

(continued)

_____	COSM 1090	Hair Services Practicum II	3
_____	COSM 1100	Hair Services Practicum III	3
_____	COSM 1110	Hair Services Practicum IV	3
_____	COSM 1115	Hair Services Practicum V	2
_____	COSM 1120	Salon Management	3
_____	COSM 1125	Skin and Nail Care Practicum	2

CJT2: Criminal Justice Technology Diploma

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

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

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

Credit Required for Graduation: Minimum of 48 credit hours

Curriculum

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

(continued)

_____	CRJU 2090	Criminal Justice Practicum	3
	-or-		
_____	CRJU 2100	Criminal Justice Externship	(3)

Occupational Electives (9 credits from the list below)

_____	CRJU 1021	Private Security	3
_____	CRJU 1043	Probation and Parole	3
_____	CRJU 1062	Methods of Criminal Investigation	3
_____	CRJU 1063	Crime Scene Processing	3
_____	CRJU 1075	Report Writing	3
_____	CRJU 2060	Criminology	3

CA44: Culinary Arts Diploma

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

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

Credit Required for Graduation: Minimum of 52 credit hours

Curriculum

	Program Course		**Credits**
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	CUUL 1000	Fundamentals of Culinary Arts	4
_____	CUUL 1110	Culinary Safety and Sanitation	2
_____	CUUL 1120	Principles of Cooking	6
_____	CUUL 1129	Fundamentals of Restaurant Operations	4
_____	CUUL 1220	Baking Principles	5
_____	CUUL 1320	Garde Manger	4
_____	CUUL 1370	Culinary Nutrition and Menu Development	3
_____	CUUL 2130	Culinary Practicum and Leadership	6
	-or-		
_____	CUUL 2140	Advanced Baking and International Cuisine	(6)
_____	CUUL 2160	Contemporary Cuisine	4
_____	CUUL 2190	Principles of Culinary Leadership	3
	-or-		
_____	MGMT 1115	Leadership	(3)

DET4: Diesel Equipment Technology Diploma

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

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

Credit Required for Completion: Minimum of 47 credit hours

Curriculum

	Program Course		**Credits**
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
_____	DIET 1010	Diesel Electrical and Electronics Systems	7
_____	DIET 1020	Preventive Maintenance	5
_____	DIET 1030	Diesel Engines	6
_____	DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3
	-and-		
	The following specialization (12 credits)		
	*Special Occupational Courses (**Heavy Equipment Specialization**)*		
_____	DIET 2001	Heavy Equipment Hydraulics	6
_____	DIET 2011	Off road Drivelines	6

DT12: Drafting Technology Diploma

The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field, such as drafter, CAD operator, or civil drafting technician based on the specialization area a student chooses to complete. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or retrain in drafting practices and software. The Drafting program curriculum is certified by the American Design Drafting Association, 105 East Main Street, Newbern, TN 38059; phone 731.627.0802; www.adda.org.

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

Credit Required for Graduation: Minimum of 46 credit hours

Curriculum

	Program Course		Credits
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	DFTG 1015	Practical Mathematics for Drafting Technology	3
_____	DFTG 1101	CAD Fundamentals	4
_____	DFTG 1103	Multiview/Basic Dimensioning	4

-and-

Choose one of the following specializations

	*Specific Occupational Courses (**Mechanical Drafting Specialization – 24 credits**)*		
_____	DFTG 1105	3D Mechanical Modeling	4
_____	DFTG 1107	Advanced Dimensioning/Sectional Views	4
_____	DFTG 1109	Auxiliary Views/Surface Development	4
_____	DFTG 1111	Fasteners	4
_____	DFTG 1113	Assembly Drawings	4

Occupational Electives appear on next page.

Occupational Electives (4 credits from the list below)

_____	DFTG 1127	Architectural 3D Modeling	4
_____	DFTG 2010	Engineering Graphics	4
_____	DFTG 2030	Advanced 3D Modeling Architectural	4
_____	DFTG 2110	Print Reading I	2
_____	DFTG 2120	Print Reading for Architecture	3
_____	DFTG 2210	Print Reading II	2
_____	DFTG 2500	Drafting Technology Exit Review	3

*Specific Occupational Courses (**Architectural Drafting Specialization – 24 credits**)*

_____	DFTG 1125	Architectural Fundamentals	4
_____	DFTG 1127	Architectural 3D Modeling	4
_____	DFTG 1129	Residential Drawing I	4
_____	DFTG 1131	Residential Drawing II	4
_____	DFTG 1133	Commercial Drawing I	4

Occupational Electives (select 4 credits from the list below)

_____	DFTG 2010	Engineering Graphics	4
_____	DFTG 2030	Advanced 3D Modeling Architectural	4
_____	DFTG 2110	Print Reading I	2
_____	DFTG 2120	Print Reading for Architecture	3
_____	DFTG 2210	Print Reading II	2
_____	DFTG 2500	Drafting Technology Exit Review	3

ECC2: Early Childhood Care/Education Diploma

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

NOTE: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal background check. Persons who have been convicted of a felony offense are not employable in this field. Evidence of a current, satisfactory fingerprint-based criminal records check, as well as a review and evaluation of his or her criminal history records, is required at the student's expense prior to participation in practicum and internship.

Career Opportunities
Graduates have qualifications to be employed in early care and education settings. Graduates may find employment as private preschool teachers, household childcare workers, self-employed childcare providers, or Head Start assistants. (Bright from the Start recognizes this degree as equivalent to or greater than a CDA for employment.)

Credit Required for Graduation: Minimum of 53 credit hours

Curriculum

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

(continued)

_____	ECCE 2203	Guidance and Classroom Management	3
_____	ECCE 2240	Early Childhood Care and Education Internship	12

EC22: Electrical Control Systems Diploma

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

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

Credit Required for Graduation: Minimum of 44 credit hours

Curriculum

	Program Course		**Credits**
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	IDSY 1101	DC Circuit Analysis	3
	-or-		
_____	IDFC 1011	Direct Current I	(3)
_____	IDSY 1105	AC Circuit Analysis	3
	-or-		
_____	ELTR 1020	Electrical Systems Basics I	(3)
	-or-		
_____	IDFC 1012	Alternating Current I	(3)
_____	IDSY 1110	Industrial Motor Controls I	4
_____	IDSY 1120	Basic Industrial PLCs	4
_____	IDSY 1130	Industrial Wiring	4
_____	IDSY 1210	Industrial Motor Controls I	4
_____	IDSY 1220	Intermediate Industrial PLCs	4
_____	IDSY 1230	Industrial Instrumentation	4

Occupational Electives listed on next page.

Occupational Electives (select 3 credits from the list below)

_____	AIRC 1005	Refrigeration Fundamentals	4
_____	IDSY 1170	Industrial Mechanics	4
_____	IDSY 1190	Fluid Power Systems	4
_____	MCHT 1119	Lathe Operations I	3
_____	MCHT 1120	Mill Operations	3
_____	WELD 1000	Introduction to Welding Technology	4

ES12: Electrical Systems Technology Diploma

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

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

Credit Required for Graduation: Minimum of 43 credit hours

Curriculum

	Program Course		**Credits**
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	ELTR 1020	Electrical Systems Basics I	3
	or		
_____	IDFC 1012	Alternating Current I	(3)
	or		
_____	IDSY 1105	AC Circuit Analysis	(3)
_____	ELTR 1060	Electrical Prints, Schematics, and Symbols	2
_____	ELTR 1080	Commercial Wiring I	5
_____	ELTR 1090	Commercial Wiring II	3
_____	ELTR 1180	Electrical Controls	4
_____	IDFC 1007	Industrial Safety Procedures	2
_____	IDFC 1011	Direct Current I	3
	-or-		
_____	IDSY 1101	DC Circuit Analysis	(3)

-and-

Choose one of the specializations on next page

Choose one of the following specifications

*Specific Occupational Courses (**Electrical Construction Maintenance Specialization – 10 credits**)*

_____	ELTR 1205	Residential Wiring I	3
_____	ELTR 1210	Residential Wiring II	3

Occupational Electives (4 credits from the list below)

_____	ELTR 1520	Grounding and Bonding	2
_____	ELTR 1525	Photovoltaic Systems	5
_____	ELTR 1530	Conduit Sizing	2
_____	ELTR 1540	Wire Pulling and Codes	3

*Specific Occupational Courses (**Industrial Electrical Technology Specialization – 10 credits**)*

_____	ELTR 1220	Industrial PLCs	4
_____	ELTR 1250	Diagnostic Troubleshooting	2
_____	ELTR 1270	NEC Industrial Wiring Applications	4

ET14: Electronics Technology Diploma

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

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

Credit Required for Graduation: Minimum of 54 credit hours

Curriculum

	Program Course		Credits
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	ELCR 1005	Soldering Technology	1
_____	ELCR 1010	Direct Current Circuits	6
_____	ELCR 1020	Alternating Current Circuits	7
_____	ELCR 1030	Solid State Devices	5
_____	ELCR 1040	Digital and Microprocessor Fundamentals	5
_____	ELCR 1060	Linear Integrated Circuits	3

-and-

Choose one of the specializations on the next page

Choose one of the following specializations

*Specific Occupational Courses (**Industrial Electronics Technology Specialization – 16 credits**)*

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

*Specific Occupational Courses (**Field Occupation Specialization**)*
Occupational Electives (16 credits from the list below)

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

*Specific Occupational Courses (**Biomedical Instrumentation Technology Specialization – 17 credits**)*

_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	BMET 1231	Medical Equipment Function and Operation I	4
_____	BMET 2242	Medical Equipment Function and Operation II	4
_____	BMET 2243	Internship Medical System	3

FST2: Fire Science Technology Diploma

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

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

Credit Required for Graduation: Minimum of 55 credit hours

Curriculum

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

IMS2: Industrial Mechanical Systems Diploma

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

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

Credit Required for Graduation: Minimum of 52 credit hours

Curriculum

	Program Course		Credits
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	IDSY 1020	Print Reading and Problem Solving	3
_____	IDSY 1101	DC Circuit Analysis	3
	-or-		
_____	IDFC 1011	Direct Current I	(3)
_____	IDSY 1105	AC Circuit Analysis	4
	-or-		
_____	ELTR 1020	Electrical Systems Basics I	(3)
	-or-		
_____	IDFC 1012	Alternating Current I	(3)
_____	IDSY 1110	Industrial Motor Controls I	4
_____	IDSY 1160	Mechanical Laws and Principles	4
_____	IDSY 1170	Industrial Mechanics	4
_____	IDSY 1190	Fluid Power Systems	4
_____	IDSY 1240	Maintenance for Reliability	4
	Occupational Electives (select 12 credits from the list below)		
_____	ELCR 1005	Soldering Technology	1
_____	ELCR 1010	Direct Current Circuits	6
_____	ELCR 1020	Intermediate Industrial PLCs	7

(continued)

_____	ELCR 2110	Process Controls	3
_____	ELCR 2130	Programmable Controls	3
_____	ELCR 2160	Advanced Microprocessors and Robotics	3
_____	IDSY 1120	Basic Industrial PLCs	4
_____	IDSY 1130	Industrial Wiring	4
_____	IDSY 1210	Industrial Motor Controls II	4
_____	IDSY 1220	Intermediate Industrial PLCs	4
_____	IDSY 1230	Industrial Instrumentation	4
_____	WELD 1000	Introduction to Welding Technology	4
_____	WELD 1010	Oxyfuel Cutting	4
_____	WELD 1040	Flat Shielded Metal Arc Welding	4
_____	WELD 1090	Gas Metal Arc Welding	4

IST4: Industrial Systems Technology Diploma

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

Career Opportunities

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

Credit Required for Graduation: Minimum of 49 credit hours

Curriculum

	Program Course		Credits
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	IDSY 1101	DC Circuit Analysis	3
	-or-		
_____	IDFC 1011	Direct Current I	(3)
_____	IDSY 1105	AC Circuit Analysis	3
	-or-		
_____	ELTR 1020	Electrical Systems Basics I	(3)
	-or-		
_____	IDFC 1012	Alternating Current I	(3)
_____	IDSY 1110	Industrial Motor Controls I	4
_____	IDSY 1120	Basic Industrial PLCs	4
_____	IDSY 1130	Industrial Wiring	4
_____	IDSY 1170	Industrial Mechanics	4
_____	IDSY 1190	Fluid Power Systems	4
	Occupational Electives (select 12 credits from the list below)		
_____	AIRC 1005	Refrigeration Fundamentals	4
_____	IDSY 1150	DC and AC Motors	3
_____	IDSY 1210	Industrial Motor Controls II	4

(continued)

_____	IDSY 1220	Intermediate Industrial PLCs	4
_____	IDSY 1230	Industrial Instrumentation	4
_____	MCHT 1119	Lathe Operations I	3
_____	MCHT 1120	Mill Operations	3
_____	WELD 1000	Introduction to Welding Technology	4

MCHT - CT12: CNC Technology Diploma

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

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

Credit Required for Graduation: Minimum of 50 credit hours

Curriculum

	Program Course		Credits
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	AMCA 2110	CNC Fundamentals	3
_____	AMCA 2130	CNC Mill Manual Programming	5
_____	AMCA 2150	CNC Lathe Manual Programming	5
_____	AMCA 2190	CAD/CAM Programming	4
_____	COMP 1000	Introduction to Computers	3
_____	MCHT 1011	Introduction to Machine Tool	4
_____	MCHT 1012	Blueprint for Machine Tool	3
_____	MCHT 1013	Machine Tool Math	3
	-or-		
_____	MATH 1013	Algebraic Concepts	(3)
	-and-		
_____	MATH 1015	Geometry and Trigonometry	(3)
_____	MCHT 1020	Heat Treatment and Surface Grinding	3
_____	MCHT 1119	Lathe Operations I	3
_____	MCHT 1120	Mill Operations I	3
	Occupational Electives (3 credits from the list below)		
_____	AMCA 2170	CNC Practical Applications	3
_____	DFTG 1101	CAD Fundamentals	4
_____	MCHT 1030	Applied Measurement	3
_____	WELD 1000	Introduction to Welding Technology	4

MCHT - MTT2: Machine Tool Technology Diploma

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

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

Credit Required for Graduation: Minimum of 42 credit hours

Curriculum

	Program Course		***Credits***
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	AMCA 2110	CNC Fundamentals	3
_____	COMP 1000	Introduction to Computers	3
_____	MCHT 1011	Introduction to Machine Tool	4
_____	MCHT 1012	Blueprint for Machine Tool	3
_____	MCHT 1013	Machine Tool Math	3
	-or-		
_____	MATH 1013	Algebraic Concepts	(3)
	-and-		
_____	MATH 1015	Geometry and Trigonometry	(3)
_____	MCHT 1020	Heat Treatment and Surface Grinding	3
_____	MCHT 1119	Lathe Operations I	3
_____	MCHT 1120	Mill Operations I	3
_____	MCHT 1219	Lathe Operations II	3
_____	MCHT 1220	Mill Operations II	3
	Occupational Electives (3 credits from the list below)		
_____	AMCA 2170	CNC Practical Applications	3
_____	DFTG 1101	CAD Fundamentals	4
_____	MCHT 1030	Applied Measurement	3
_____	WELD 1000	Introduction to Welding Technology	4

MM12: Marketing Management Diploma

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

Career Opportunities

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

Credit Required for Graduation: Minimum of 42 credit hours

	Program Course		***Credits***
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
	-or-		
_____	PSYC 1010	Basic Psychology	(3)
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1011	Business Math	3
	-or-		
_____	MATH 1012	Foundations of Mathematics	(3)
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	MKTG 1100	Principles of Marketing	3
_____	MKTG 1130	Business Regulations and Compliance	3
_____	MKTG 1160	Professional Selling	3
_____	MKTG 1190	Integrated Marketing Communications	3
_____	MKTG 2090	Marketing Research	3
_____	MKTG 2290	Marketing Internship/Practicum	3
	-or-		
_____	MKTG 2300	Marketing Management	(3)
	Occupational Electives (3 credits from the list below)		
_____	BUSN 1300	Introduction to Business	3
_____	BUSN 2170	Web Page Design	2
_____	MKTG 1270	Visual Merchandising	3
_____	MKTG 2010	Small Business Management	3

(continued on next page)

-and-

Choose one of the following specializations

*Specific Occupational Courses (**Entrepreneurship Specialization – 11 credits**)*

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

*Specific Occupational Courses (**E-Business Specialization – 11 credits**)*

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

*Specific Occupational Courses (**Sports Marketing – 12 credits**)*

_____	MKTG 1280	Introduction to Sports and Recreation	3
_____	MKTG 2080	Regulations and Compliance in Sports	3
_____	MKTG 2180	Principles of Sports Marketing	3
_____	MKTG 2280	Sports Management	3

*Specific Occupational Courses (**Social Media Marketing – 12 credits**)*

_____	MKTG 1370	Consumer Behavior	3
_____	MKTG 2500	Exploring Social Media	3
_____	MKTG 2550	Analyzing Social Media	3
_____	MKTG xxxx	Marketing Elective	3

MA22: Medical Assisting Diploma

The Medical Assisting diploma program prepares students for employment in a variety of positions in today's medical offices. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; phone 727.210.2350 (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB), 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606; phone 800.228.2262.

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
Medical Assisting Preparatory/Core courses
The annual deadline is May 21, 2016 for the Murphy Campus and August 15, 2015 for the LaGrange Campus. To be eligible for the Medical Assisting program selection, the student must complete the following requirements by the applicable deadline.

The student must complete the following courses with a minimum grade of *C* – ALHS 1011, ALHS 1090, ENGL 1010, and MATH 1012.

Medical Assisting Competitive Selection
In addition to completion of the core courses listed above, the Medical Assisting program requires students in competitive selection to complete the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination, Edition 3. **Please refer to the Admissions section of this catalog for details of the Competitive Selection Process applicant requirements and scoring method. Additional information is also available on the MA program web page.**

Students ranked with the highest overall scores for required course completion and PSB exam will be selected for program admission.

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 cohort. A class is admitted each fall semester at the Murphy Campus and each spring semester at the LaGrange Campus.

Credit Required for Graduation: Minimum of 54 credit hours

Curriculum

	Program Course		***Credits***
	Basic Skills Courses		
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
_____	PSYC 1010	Basic Psychology	3
	Occupational Courses		
_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	COMP 1000	Introduction to Computers	3
_____	MAST 1010	Legal and Ethical Concerns in the Medical Office	2
_____	MAST 1030	Pharmacology in the Medical Office	4
_____	MAST 1060	Medical Office Procedures	4
_____	MAST 1080	Medical Assisting Skills I	4
_____	MAST 1090	Medical Assisting Skills II	4
_____	MAST 1100	Medical Insurance Management	2
_____	MAST 1110	Administrative Practice Management	3
_____	MAST 1120	Human Diseases	3
_____	MAST 1170	Medical Assisting Externship	6
_____	MAST 1180	Medical Assisting Seminar	3

PN12: Practical Nursing Diploma

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

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.

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

Competitive Selection Process

Practical Nursing Preparatory/Core Courses

Beginning Spring 2016: The Coweta Campus will admit once a year in the fall semester. The Coweta Campus competitive selection deadline will be May 21, 2016. The LaGrange Campus will admit once a year in the spring semester. The LaGrange Campus competitive selection deadline will be August 15, 2016. The Murphy Campus will admit once a year in the summer semester. The Murphy Campus competitive selection deadline will be January 15, 2017. To be eligible for Practical Nursing program selection, the student must complete the following requirements by the applicable deadline.

The student must complete the following courses with a minimum grade of *C*: ALHS 1011, ALHS 1060, ENGL 1010, MATH 1012, and PSYC 1010.

Practical Nursing Competitive Selection
In addition to completion of the core courses listed above, the Practical Nursing program requires students in competitive selection to complete the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination, Edition 3. **Please refer to the Admissions section of this catalog for details of the Competitive Selection Process applicant requirements and scoring method. Additional information is also available on the PN program web page.**

Students ranked with the highest overall scores for required course completion and PSB Exam will be selected for program admission.

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 cohort.

Credit Required for Graduation: Minimum of 57 credit hours

Curriculum

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

PMA2: Precision Manufacturing and Maintenance Diploma

The Precision Manufacturing and Maintenance diploma program is designed to develop versatile skills required for a variety of manufacturing positions. The planned sequence of courses prepares students to install, program, operate, maintain, service, and diagnose electromechanical equipment used in manufacturing applications.

Career Opportunities

Graduates may find employment as industrial/mechanical maintenance technicians, automation technicians, flexible manufacturing technicians, or robotics technicians.

Credit Required for Completion: Minimum of 50 credit hours

Curriculum

	Program Course		**Credits**
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1013	Algebraic Concepts	3
	Occupational Courses		
_____	AUMF 1110	Flexible Manufacturing Systems I	5
_____	AUMF 1560	Manufacturing Production Requirements	1
_____	AUMF 1580	Automated Manufacturing Skills	3
_____	IDSY 1101	DC Circuit Analysis	3
_____	IDSY 1105	AC Circuit Analysis	3
_____	IDSY 1170	Industrial Mechanics	4
_____	IDSY 1240	Maintenance for Reliability	4

-and-

Choose one of the following specializations

	*Specific Occupational Courses (**Customized Training Specialization – 20 credits**)*		
_____	AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
_____	IDSY 1110	Industrial Motor Controls I	4
_____	IDSY 1120	Basic Industrial PLCs	4
_____	IDSY 1160	Mechanical Laws and Principles	4
_____	IDSY 1220	Intermediate Industrial PLCs	4
_____	WELD 1330	Metal Welding and Cutting Techniques	2

(additional specialization on next page)

*Specific Occupational Courses (**Mechatronics Specialization – 19 credits**)*

_____	AUMF 1120	Programmable Controllers	5
	-or-		
_____	IDSY 1120	Basic Industrial PLCs	4
_____	AUMF 1150	Introduction to Robotics	3
_____	IDSY 1005	Introduction to Mechatronics	4
_____	IDSY 1230	Industrial Instrumentation	4
_____	IDSY 2830	Networking Industrial Equipment	4

ST12: Surgical Technology Diploma

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

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

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

Competitive Selection Process
Surgical Technology Preparatory/Core courses
The annual competitive selection deadline is May 21, 2016. To be eligible for the Surgical Technology program selection, the student must complete the following requirements by the applicable deadline.

The student must complete the following courses with a minimum grade of C: ALHS 1011, ALHS 1090, ENGL 1010, MATH 1012, and PSYC 1010.

Surgical Technology Competitive Selection
In addition to completion of the core courses listed above, the Surgical Technology program requires students in competitive selection to complete the Psychological Service Bureau (PSB) Health Occupations Aptitude Examination, Edition 3. **Please refer to the Admissions section of this catalog for details of the Competitive Selection Process applicant requirements and scoring method. Additional information is also available on the ST program web page.**

Students ranked with the highest overall scores for required course completion and PSB Exam will be selected for program admission.

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 cohort. A class is admitted beginning each fall semester.

Credit Required for Graduation: Minimum of 57 credit hours

Curriculum

	Program Course		Credits
	Basic Skills Courses		
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
_____	PSYC 1010	Basic Psychology	3
	Occupational Courses		
_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	SURG 1010	Introduction to Surgical Technology	8
_____	SURG 1020	Principles of Surgical Technology	7
_____	SURG 1080	Surgical Microbiology	2
_____	SURG 1100	Surgical Pharmacology	2
_____	SURG 2030	Surgical Procedures I	4
_____	SURG 2040	Surgical Procedures II	4
_____	SURG 2110	Surgical Technology Clinical I	3
_____	SURG 2120	Surgical Technology Clinical II	3
_____	SURG 2130	Surgical Technology Clinical III	3
_____	SURG 2140	Surgical Technology Clinical IV	3
_____	SURG 2240	Seminar in Surgical Technology	2

WAJ2: Welding and Joining Technology Diploma

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

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

Credit Required for Graduation: Minimum of 54 credit hours

Curriculum

	Program Course		**Credits**
	Basic Skills Courses		
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	WELD 1000	Introduction to Welding Technology	4
_____	WELD 1010	Oxyfuel Cutting	4
_____	WELD 1030	Blueprint Reading for Welding Technology	4
_____	WELD 1040	Flat Shielded Metal Arc Welding	4
_____	WELD 1050	Horizontal Shielded Metal Arc Welding	4
_____	WELD 1060	Vertical Shielded Metal Arc Welding	4
_____	WELD 1070	Overhead Shielded Metal Arc Welding	4
_____	WELD 1090	Gas Metal Arc Welding	4
_____	WELD 1110	Gas Tungsten Arc Welding	4
_____	WELD 1120	Preparation for Industrial Qualifications	4
	Occupational Electives (3 credits from the list below)		
_____	WELD 1150	Advanced Gas Tungsten Arc Welding	3
_____	WELD 1153	Flux Cored Arc Welding	4
_____	WELD 1154	Plasma Cutting	3
_____	WELD 1330	Metal Welding and Cutting Techniques	2

Certificate Programs

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

Accounting

- Computerized Accounting Specialist
- Office Accounting Specialist
- Payroll Accounting Specialist
- Tax Preparation Specialist

Air Conditioning Technology

- Air Conditioning Electrical Technician
- Air Conditioning Repair Specialist
- Air Conditioning Technician Assistant
- Heating & Air Cond. Installation Technician

Automotive Technology

- Automotive Chassis Technician
- Automotive Climate Control Technician
- Automotive Electrical/Electronic Systems Technician
- Automotive Engine Performance Technician
- Automotive Engine Repair Technician
- Automotive Transmission/Transaxle Technician Specialist

Business Management

- Human Resource Management Specialist
- Service Sector Management Specialist

Business Technology

- Administrative Support Assistant
- Medical Billing Clerk
- Medical Front Office Assistant
- Microsoft Excel Application User
- Microsoft Office Applications Professional
- Microsoft Word Application Professional
- Technical Specialist

Commercial Truck Driving

Computer Information Systems

- Animation and Game Design Specialist
- Game Development Specialist
- Help Desk Specialist
- Internet Specialist Web Site Developer
- PC Repair and Network Technician

Cosmetology

- Esthetician
- Shampoo Technician

Criminal Justice Technology

- Crime Scene Fundamentals
- Criminal Justice Fundamentals

Culinary Arts

- Baking and Pastry Specialist
- Catering Specialist
- Food Production Worker I
- Prep Cook

Dental Assisting

- Advanced
- Basic

Diesel Technology

- Diesel Electrical/Electronic System Technician
- Diesel Engine Service Technician
- Heavy Diesel Service Technician

Drafting Technology

- Advanced CAD Technician
- CAD Operator
- Drafter's Assistant

Early Childhood Care and Education

- Child Development Specialist
- Early Childhood Care and Education Basics
- Infant and Toddler Child Care Specialist

Electrical Systems Technology

- Commercial Wiring
- Photovoltaic Systems Installation and Repair Technician
- Residential Wiring Technician

Electrocardiography Technology

Electronics

- Basic Electronics Assembler
- Electronics Technician

Emergency Services

- Advanced Emergency Medical Technician
- Emergency Medical Technician
- Emergency Medical Responder

Energy Industry Fundamentals

Geriatric Care Assistant

Healthcare Assistant

Healthcare Science

Industrial Electrician

Logistics and Supply Chain Management

- Logistics Management Technician
- Supply Chain Management

Machine Tool Technology

- Basic Machining Operator
- Basic Machinist
- CNC Specialist
- Lathe Operator
- Mill Operator

Manufacturing Technician

Medical Coding

Nurse Aide

Patient Care Assistant

Pharmacy Assistant

Phlebotomy Technician

Precision Manufacturing and Maintenance

- Industrial Machining Technician
- Industrial Maintenance Technician
- Manufacturing Maintenance Technician
- Manufacturing Production Assistant
- Manufacturing Systems Technician
- Mechanical Maintenance Specialist

Radiographic Technology

- Computed Tomography Specialist
- Mammography

Small Business Marketing Manager

Welding Technology

- Advanced Shielded Metal Arc Welder
- Basic Shielded Metal Arc Welder
- Gas Metal Arc Welder
- Gas Tungsten Arc Welder
- MOWR Basic Shielded Metal Arc Welder
- MOWR Gas Metal Arc Welder
- MOWR Gas Tungsten Arc Welder
- Pipe Welder

ACCT – CAY1: Computerized Accounting Specialist TCC

The Computerized Accounting Specialist certificate program provides students with skills needed to perform a variety of accounting applications using accounting software and practical accounting procedures. Topics include principles of accounting, computerized accounting, spreadsheet fundamentals and basic computers.

NOTE: Credits for ACCT courses other than ACCT 2140 and 2145 are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current accounting certification.

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

Credit Required for Completion: Minimum of 21 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	ACCT 1100	Financial Accounting I	4
_____	ACCT 1105	Financial Accounting II	4
_____	ACCT 1115	Computerized Accounting	3
_____	BUSN 1410	Spreadsheet Concepts and Applications	4
_____	COMP 1000	Introduction to Computers	3
_____	ACCT xxxx	Accounting Elective	3

ACCT – OA31: Office Accounting Specialist TCC

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

NOTE: Credits for ACCT courses other than ACCT 2140 and 2145 are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current accounting certification.

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

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

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

ACCT — PA61: Payroll Accounting Specialist TCC

The Payroll Accounting Specialist certificate program provides entry-level skills into payroll accounting. Topics include principles of accounting, computerized accounting, principles of payroll accounting, mathematics, and basic computer use.

NOTE: Credits for ACCT courses other than ACCT 2140 and 2145 are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current accounting certification.

Career Opportunities
Graduates may be employed as entry-level payroll and timekeeping clerks.

Credit required for Completion: Minimum 17 credit hours

Curriculum

	Program Course		Credit
	Occupational Courses		
_____	ACCT 1100	Financial Accounting I	4
_____	COMP 1000	Introduction to Computers	3
_____	ACCT 1105	Financial Accounting II	4
_____	ACCT 1115	Computerized Accounting	3
_____	ACCT 1130	Payroll Accounting	3

ACCT — TPS1: Tax Preparation Specialist TCC

The Tax Preparation Specialist certificate program is designed to provide entry-level skills for tax preparers. Topics include principles of accounting, tax accounting, business calculators, mathematics, and basic computer skills.

NOTE: Credits for ACCT courses other than ACCT 2140 and 2145 are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current accounting certification.

Career Opportunities

Graduates may be employed as entry-level tax preparers in a variety of state and local government, educational services, healthcare, and accounting services industries.

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	ACCT 1100	Financial Accounting I	4
_____	ACCT 1125	Individual Tax Accounting	3
_____	ACCT 2120	Business Tax Accounting	3
_____	ACCT xxxx	Accounting Elective	3
_____	COMP 1000	Introduction to Computers	3

AIRC – ACK1: Air Conditioning Electrical Technician TCC

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

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

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

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

AIRC – ACY1: Air Conditioning Repair Specialist TCC

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

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

Credit Required for Completion: Minimum of 20 credit hours

Curriculum

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

AIRC – AZ31: Air Conditioning Technician Assistant TCC

The Air Conditioning Technician Assistant certificate program prepares students to hold positions as technician assistants in the HVACR field.

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

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	AIRC 1005	Refrigeration Fundamentals	4
_____	AIRC 1010	Refrigeration Principles and Practices	4
_____	AIRC 1020	Refrigeration Systems Components	4

AIRC – HAA1: Heating and Air Conditioning Installation Technician

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

Career Opportunities
Graduates may find entry-level employment as HVACR technicians, in plant maintenance, or in sales.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

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

AUTT – ASG1: Automotive Chassis Technician TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 17 credit hours

Curriculum

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

AUTT – AH21: Automotive Climate Control Technician TCC

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

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

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

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

AUTT – AE41: Automotive Electrical/Electronic Systems Technician TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 9 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	AUTT 1010	Automotive Technology Introduction	2
_____	AUTT 1020	Automotive Electrical Systems	7

AUTT – AE51: Automotive Engine Performance Technician TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	AUTT 1010	Automotive Technology Introduction	2
_____	AUTT 1020	Automotive Electrical Systems	7
_____	AUTT 1040	Automotive Engine Performance	7

AUTT – AE61: Automotive Engine Repair Technician TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	AUTT 1010	Automotive Technology Introduction	2
_____	AUTT 1020	Automotive Electrical Systems	7
_____	AUTT 2010	Automotive Engine Repair	6

AUTT – AA71: Automotive Transmission/Transaxle Technician Specialist TCC

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

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

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

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

MGMT – HRM1: Human Resource Management Specialist TCC

The Human Resource Management Specialist certificate program prepares individuals to perform human resources functions in the HR Department in most companies. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management.

Career Opportunities

Graduates may be seek entry-level employment performing human resources functions, including recruitment, hiring, and training of new employees; benefits administration; and labor relations in a variety of businesses and industries.

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	MGMT 1105	Organizational Behavior	3
_____	MGMT 1110	Employment Rules and Regulations	3
	-or-		
_____	MGMT 2120	Labor Management Relations	(3)
	-or-		
_____	MKTG 1130	Business Regulations and Compliance	(3)
_____	MGMT 2115	Human Resource Management	3
_____	MGMT 2125	Performance Management	3
_____	MGMT 2130	Employee Training and Development	3
_____	XXXX xxxx	Occupational Elective	3

MGMT – SSM1: Service Sector Management Specialist TCC

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

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

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

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

BUSN – AS21: Administrative Support Assistant TCC

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

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

Credits for BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2370 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 20 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	BUSN 1240	Office Procedures	3
_____	BUSN 1400	Word Processing Applications	4
_____	BUSN 1440	Document Production	4
	*Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.		
_____	COMP 1000	Introduction to Computers	3
	Occupational Electives (6 credits)		
_____	BUSN xxxx	Any BUSN credit course may be used to satisfy this elective requirement.	

BUSN – MB21: Medical Billing Clerk TCC

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

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

Credits for BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2370 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 22 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	BUSN 1440	Document Production	4
	*Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.		
_____	BUSN 2370	Medical Office Billing/Coding/Insurance	3
_____	COMP 1000	Introduction to Computers	3
	Occupational Electives (5 credits)		
_____	BUSN xxxx	Any BUSN credit course may be used to satisfy this elective requirement.	

BUSN – MF21: Medical Front Office Assistant TCC

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

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

Credits for BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2370 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 22 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	BUSN 1440	Document Production	4
	*Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.		
_____	BUSN 2340	Medical Administrative Procedures	4
_____	COMP 1000	Introduction to Computers	3
_____	ENGL 1010	Fundamentals of English I	3
	Occupational Electives (6 credits)		
_____	BUSN xxxx	Any BUSN credit course may be used to satisfy this elective requirement.	

BUSN – ME51: Microsoft Excel Application Professional TCC

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

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

Credits for BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2370 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	BUSN 1410	Spreadsheet Concepts and Applications	4
_____	COMP 1000	Introduction to Computers	3
_____	MATH 1011	Business Math	3
	-or-		
_____	MATH 1012	Foundations of Mathematics	(3)
	Occupational Electives (3 credits)		
_____	BUSN xxxx	Any BUSN credit course may be used to satisfy this elective requirement.	

BUSN – MF41: Microsoft Office Application Professional TCC

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

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

Credits for BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2370 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: 22 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	BUSN 1400	Word Processing Applications	4
_____	BUSN 1410	Spreadsheet Concepts and Applications	4
_____	BUSN 1420	Database Applications	4
_____	BUSN 1430	Desktop Publishing and Presentation Applications	4
_____	COMP 1000	Introduction to Computers	3
	Occupational Electives (3 credits)		
_____	BUSN xxxx	Any BUSN credit course may be used to satisfy this elective requirement.	

BUSN – MWA1: Microsoft Word Application Professional TCC

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

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

Credits for BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2370 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	BUSN 1400	Word Processing Applications	4
_____	BUSN 1440	Document Production	4
	*Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.		
_____	COMP 1000	Introduction to Computers	3
	Occupational Electives (3 credits)		
_____	BUSN xxxx	Any BUSN credit course may be used to satisfy this elective requirement.	

BUSN – TC31: Technical Specialist TCC

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

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

Credits for BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2370 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 36 credit hours

Curriculum

General Core Courses (from Associate Degree Area Requirements: 24 credits)

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

_____ Area II requirements (minimum 3 hours)

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

_____ Area IV requirements (minimum 3 hours)

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

	Program Course		**Credits**
	Occupational Courses (12 credits)		
_____	BUSN 1300	Introduction to Business	3
_____	BUSN 2190	Business Document Proofreading and Editing	3
_____	COMP 1000	Introduction to Computers	3
_____	MGMT 1100	Principles of Management	3

CT61: Commercial Truck Driving TCC

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

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

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

Career Opportunities

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

Credit Required for Completion: Minimum of 9 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	CTDL 1010	Fundamentals of Commercial Driving	3
_____	CTDL 1020	Combination Vehicle Basic Operation and Range Work	2
_____	CTDL 1030	Combination Vehicle Advanced Operations	4
	-or		
_____	CTDL 1040	Commercial Driving Internship	(4)

CIST — AAG1: Animation and Game Design Specialist TCC

The Animation and Game Design Specialist certificate program is designed to prepare students to work in a variety of areas in the game development industry, including animation and interfaces. The emphasis on 2D and 3D animation and 3D graphics for gaming prepares students to work in simulation development, model fantasy characters for games, develop gaming interfaces, and work on interactive media projects.

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

Credits for CIST courses are awarded only for courses that have been completed within the last seven years. Any courses completed over seven years ago may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	CIST 2710	2D Computer Animation	3
_____	CIST 2730	Introduction to 3D Animation	4
_____	CIST 2733	3D Graphics for Gaming I	4
_____	CIST 2759	Mathematics for Game Developers	3

CIST — GDS1: Game Development Specialist TCC

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

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

Credits for CIST courses are awarded only for courses that have been completed within the last seven years. Any courses completed over seven years ago may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	CIST 2730	Introduction to 3D Animation	4
_____	CIST 2750	Game Design	3
_____	CIST 2751	Game Development I	3
_____	CIST 2752	Game Development II	3
_____	CIST 2759	Mathematics for Game Developers	3

CIST — HD41: Help Desk Specialist TCC

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

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

Credits for CIST courses are awarded only for courses that have been completed within the last seven years. Any courses completed over seven years ago may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 25 credit hours

Curriculum

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

CIST — ISE1: Internet Specialist Web Site Developer TCC

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

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

Credits for CIST courses are awarded only for courses that have been completed within the last seven years. Any courses completed over seven years ago may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 35 credit hours

Curriculum

	Program Course		**Credits**
	General Core Courses		
_____	CIST 1220	Structured Query Language	4
_____	CIST 1305	Program Design and Development	3
_____	CIST 1510	Web Development I	3
_____	CIST 1520	Scripting Technologies	3
_____	CIST 1530	Web Graphics I	3
_____	CIST 1601	Information Security Fundamentals	3
_____	CIST 2510	Web Technologies	3
_____	CIST 2531	Web Graphics II	3
_____	CIST 2550	Web Development II	3
_____	CIST xxxx	Elective *(Any CIST credit course bay be used to satisfy this elective requirement.)*	3
Occupational Electives (4 credits from the list below)			
_____	CIST 2311	Visual Basic I	4
_____	CIST 2371	Java Programming I	4

CIST — PR21: PC Repair and Network Technician TCC

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

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

Credits for CIST courses are awarded only for courses that have been completed within the last seven years. Any courses completed over seven years ago may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

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

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

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

COSM – CE11: Esthetician TCC

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

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

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

Credit Required for Completion: Minimum of 33 credit hours

Curriculum

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

COSM – ST11: Shampoo Technician TCC

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

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

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

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	COSM 1000	Introduction to Cosmetology Theory	4
_____	COSM 1020	Hair Care and Treatment	3
_____	COSM 1040	Styling	3
_____	COSM 1120	Salon Management	3

CRJU – CZ31: Crime Scene Fundamentals TCC

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

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

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

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

CRJU – CJ71: Criminal Justice Fundamentals TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

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

CUUL – BA51: Baking and Pastry Specialist TCC

The Baking and Pastry Specialist certificate program is designed to provide advanced skills for employment in the food service industry as bakery or pastry shop workers, commercial bakers, and pastry chefs.

Career Opportunities
Graduates may find employment as bake shop assistants, pastry shop employees, or working pastry chefs.

Credit Required for Completion: Minimum of 25 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	MATH 1012	Foundations of Mathematics	3
_____	CUUL 1110	Culinary Safety and Sanitation	2
_____	CUUL 1120	Principles of Cooking	6
_____	CUUL 1220	Baking Principles	5
_____	CUUL 1370	Culinary Nutrition and Menu Development	3
_____	CUUL 2250	Advanced Baking Principles	6

CUUL – CS61: Catering Specialist TCC

The Catering Specialist certificate program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop 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 may find employment as a catering specialist with restaurants, resorts, event planners, or a variety of companies providing catering services.

Credit Required for Completion: Minimum of 25 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	CUUL 1110	Culinary Safety and Sanitation	2
_____	CUUL 1120	Principles of Cooking	6
_____	CUUL 1129	Fundamentals of Restaurant Operations	4
_____	CUUL 1220	Baking Principles	5
_____	CUUL 1320	Garde Manger	4
_____	CUUL 2160	Contemporary Cuisine	4

CUUL – FPW1: Food Production Worker I TCC

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

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

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	CUUL 1000	Fundamentals of Culinary Arts	4
_____	CUUL 1110	Culinary Safety and Sanitation	2
_____	CUUL 1120	Principles of Cooking	6
_____	CUUL 1129	Fundamentals of Restaurant Operations	4

CUUL – PC51: Prep Cook TCC

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

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

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	CUUL 1000	Fundamentals of Culinary Arts	4
_____	CUUL 1110	Culinary Safety and Sanitation	2
_____	CUUL 1120	Principles of Cooking	6

DENA – AD21: Advanced Dental Assisting TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

	Program Course		***Credits***
	Occupational Courses		
_____	DENA 1350	Dental Assisting II: Dental Specialties and EFDA Skills	7
_____	DENA 1390	Dental Radiology	4
_____	DENA 1400	Dental Practice Management	2
_____	DENA 1460	Dental Practicum I	1

DENA – BDA1: Basic Dental Assisting TCC

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

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

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

	Program Course		***Credits***
	Occupational Courses		
_____	DENA 1050	Microbiology and Infection Control	3
_____	DENA 1080	Dental Anatomy	5
_____	DENA 1340	Dental Assisting I: General Chairside	6

DIET – DE11: Diesel Electrical/Electronic Systems Technician TCC

The Diesel Electrical and Electronic Systems Technician certificate program prepares students for entry level employment performing repairs on heavy trucks or diesel equipment. The topics covered include diesel shop safety, tools and equipment, diesel electrical/electronic systems, and diesel engines and support systems.

Career Opportunities

Graduates may find entry-level employment as diesel electrical/electronic systems technicians with a variety of companies that support the nation's transportation and logistics infrastructure.

Credit Required for Completion: Minimum of 10 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
_____	DIET 1010	Diesel Electrical and Electronic Systems	7

DIET – DE21: Diesel Engine Service Technician TCC

The Diesel Engine Service Technician certificate program prepares students to inspect, repair, or overhaul buses, trucks, and other vehicles with diesel engines. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.

Career Opportunities

Graduates may find entry-level employment as diesel engine service technician technicians with auto repair shops, fleet operations, or local government operations servicing diesel vehicles.

Credit Required for Completion: Minimum of 16 credit hours

	Curriculum		
	Program Course		**Credits**
	Occupational Courses		
_____	DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
_____	DIET 1010	Diesel Electrical and Electronic Systems	7
_____	DIET 1030	Diesel Engines	6

DIET – HD31: Heavy Diesel Service Technician TCC

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

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

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

Credit Required for Completion: Minimum of 31 credit hours

Curriculum

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

DFTG – AC51: Advanced CAD Technician TCC

The Advanced CAD Technician certificate program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software.

Career Opportunities
Graduates may find employment as specialized CAD technicians in engineering and related services firms or in manufacturing industries.

Credit Required for Completion: Minimum of 31 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	COMP 1000	Introduction to Computers	3
_____	DFTG 1101	CAD Fundamentals	4
_____	DFTG 1103	Multiview/Basic Dimensioning	4
	-and-		
	Choose one of the following specializations		
	Specific Occupational Courses ***(Mechanical Drafting Specialization – 20 credits)***		
_____	DFTG 1105	3D Mechanical Modeling	4
_____	DFTG 1107	Advanced Dimensioning/Sectional Views	4
_____	DFTG 1109	Auxiliary Views/Surface Development	4
_____	DFTG 1111	Fasteners	4
_____	DFTG 1113	Assembly Drawings	4
	Specific Occupational Courses ***(Architectural Drafting Specialization – 20 credits)***		
_____	DFTG 1125	Architectural Fundamentals	4
_____	DFTG 1127	Architectural 3D Modeling	4
_____	DFTG 1129	Residential Drawing I	4
_____	DFTG 1131	Residential Drawing II	4
_____	DFTG 1133	Commercial Drawing I	4

DFTG – CP41: CAD Operator TCC

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

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

Credit Required for Completion: Minimum of 20 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	DFTG 1101	CAD Fundamentals	4
_____	DFTG 1103	Multiview/Basic Dimensioning	4
	-and-		
	Choose one of the following specializations		
	*Specific Occupational Courses (**Mechanical Drafting Specialization – 12 credits**)*		
_____	DFTG 1105	3D Mechanical Modeling	4
_____	DFTG 1107	Advanced Dimensioning/Sectional Views	4
_____	DFTG 1109	Auxiliary Views/Surface Development	4
	*Specific Occupational Courses (**Architectural Drafting Specialization – 12 credits**)*		
_____	DFTG 1125	Architectural Fundamentals	4
_____	DFTG 1127	Architectural 3D Modeling	4
_____	DFTG 1129	Residential Drawing I	4

DFTG – DA31: Drafter's Assistant TCC

The Drafter's Assistant certificate program allows students to begin on the career pathway toward employment or advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software.

Career Opportunities
Graduates may find entry-level employment as drafter's assistants with manufacturing industries, engineering, or related service firms.

Credit Required for Completion: Minimum of 11 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	DFTG 1101	CAD Fundamentals	4
_____	DFTG 1103	Multiview/Basic Dimensioning	4
_____	DFTG xxxx	Occupational Elective	3

ECCE – CD61: Child Development Specialist TCC

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

NOTE: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal background check. Persons who have been convicted of a felony offense are not employable in this field. Evidence of a current satisfactory fingerprint-based criminal records check, as well as a review and evaluation of his or her criminal history records, is required at the student's expense prior to participation in practicum and internship.

Career Opportunities

Graduates may find employment in early care and education settings including childcare centers and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a childcare center and family day care center. (Bright from the Start recognizes this certificate as equivalent to a CDA for employment.)

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

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

ECCE – EC31: Early Childhood Care and Education Basics

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

NOTE: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal background check. Persons who have been convicted of a felony offense are not employable in this field. Evidence of a current satisfactory fingerprint-based criminal records check, as well as a review and evaluation of his or her criminal history records, is required at the student's expense prior to participation in practicum and internship.

Career Opportunities

Graduates may find employment in early care and education settings including childcare centers and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a childcare center and family day care center. (Bright from the Start recognizes this certificate as equivalent to a CDA for employment.)

Credit Required for Completion: Minimum of 9 credit hours

Curriculum

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

ECCE – IC31: Infant/Toddler Child Care Specialist TCC

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

NOTE: To be employed in childcare centers, public schools, or Head Start centers, an individual must have a satisfactory criminal background check. Persons who have been convicted of a felony offense are not employable in this field. Evidence of a current satisfactory fingerprint-based criminal records check, as well as a review and evaluation of his or her criminal history records, is required at the student's expense prior to participation in practicum and internship.

Career Opportunities

Graduates may find employment in early care and education settings including childcare centers and Georgia Pre-K programs. Bright from the Start (BFTS), the regulatory agency in Georgia, requires the basic knowledge included in this TCC for a person to be a lead teacher in a childcare center and family day care center. (Bright from the Start recognizes this certificate as equivalent to a CDA for employment.)

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

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

ELTR – CW31: Commercial Wiring TCC

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

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

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	ELTR 1060	Electrical Prints, Schematics, and Symbols	2
_____	ELTR 1080	Commercial Wiring I	5
_____	ELTR 1090	Commercial Wiring II	3
_____	IDFC 1007	Industrial Safety Procedures	2
_____	IDFC 1011	Direct Current I	3
	-or-		
_____	IDSY 1101	DC Circuit Analysis	(3)
_____	IDFC 1012	Alternating Current I	3
	or		
_____	ELTR 1020	Electrical Systems Basics I	(3)
	or		
_____	IDSY 1105	AC Circuit Analysis	(3)

ELTR – PS11: Photovoltaic Systems Installation and Repair Technician TCC

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

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

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	IDFC 1007	Industrial Safety Procedures	2
_____	IDFC 1011	Direct Currents I	3
	-or-		
_____	IDSY 1101	DC Circuit Analysis	(3)
_____	ELTR 1020	Electrical Systems Basics I	3
	-or-		
_____	IDFC 1012	Alternating Current I	(3)
	-or-		
_____	IDSY 1105	AC Circuit Analysis	(3)
_____	ELTR 1060	Electrical Prints, Schematics, and Symbols	2
_____	ELTR 1525	Photovoltaic Systems	5

ELTR – RW21: Residential Wiring Technician TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	ELTR 1020	Electrical Systems Basics I	3
	-or-		
_____	IDFC 1012	Alternating Current I	(3)
	-or-		
_____	IDSY 1105	AC Circuit Analysis	(3)
_____	ELTR 1060	Electrical Prints, Schematics, and Symbols	2
_____	ELTR 1205	Residential Wiring I	3
_____	ELTR 1210	Residential Wiring II	3
_____	IDFC 1007	Industrial Safety Procedures	2
_____	IDFC 1011	Direct Current I	3
	-or-		
_____	IDSY 1101	DC Circuit Analysis	(3)

ET81: Electrocardiography Technology TCC

The Electrocardiographic Technician certificate program is intended to provide students with the workplace skills necessary to perform and evaluate 12-lead Electrocardiographs and telemetry surveillance in hospitals and cardiology offices in order to assist physicians in the diagnosis and monitoring of the heart. Students will be provided an in-depth knowledge of principles, practices, standards, and techniques used in the work place. Students will be able to demonstrate skills in accordance with the policies and procedures in the following areas: basic cardiovascular anatomy and physiology, ECG techniques and recognition, and electrophysiology.

Career Opportunities

Graduates may find employment as entry-level electrocardiographic technicians in hospitals and cardiology offices and facilities.

Credit Required for Completion: Minimum of 26 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	ECGT 1030	Introduction to Electrocardiography	5
_____	ECGT 1050	Electrocardiography Practicum	5
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
_____	PSYC 1010	Basic Psychology	3

ELCR – BE41: Basic Electronics Assembler TCC

The Basic Electronics Assembler certificate program is designed to prepare students for careers as entry-level production technicians in a manufacturing environment, or as service technicians or operators in the telecommunications industry. Topics include basic mathematics, direct current circuits, and soldering techniques.

Career Opportunities

Graduates of this program may find employment as entry-level electronics assemblers in various workplace environments, including manufacturing, electronic service operations, and telecommunications service industries.

Credit Required for Completion: Minimum of 10 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	ELCR 1005	Soldering Technology	1
_____	ELCR 1010	Direct Current Circuits	6
_____	MATH 1012	Foundations of Mathematics	3
	-or-		
_____	MATH 1013	Algebraic Concepts	(3)
	-or-		
_____	MATH 1111	College Algebra	(3)

ELCR – ET21: Electronics Technician TCC

The Electronics Technician certificate program is designed to prepare students for careers as entry-level technicians in industry. Topics include basic mathematical skills, soldering techniques, direct current circuits, alternating current circuits, solid state circuits, digital and microprocessor fundamentals, and linear integrated circuits.

Career Opportunities

Graduates of this program may find employment as entry-level electronics technicians in various workplace environments, including manufacturing, electronic service operations, and telecommunications service industries.

Credit Required for Completion: Minimum of 30 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	ELCR 1005	Soldering Technology	1
_____	ELCR 1010	Direct Current Circuits	6
_____	ELCR 1020	Alternating Current Circuits	7
_____	ELCR 1030	Solid State Devices	5
_____	ELCR 1040	Digital and Microprocessor Fundamentals	5
_____	ELCR 1060	Linear Integrated Circuits	3
_____	MATH 1012	Foundations of Mathematics	3
	-or-		
_____	MATH 1013	Algebraic Concepts	(3)
	-or-		
_____	MATH 1111	College Algebra	(3)

EMSP – EMH1: Advanced Emergency Medical Technician TCC

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

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

Credit Required for Completion: Minimum of 10 credit hours

Curriculum

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

EMSP – EMJ1: Emergency Medical Technician TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

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

EMSP – EB71: Emergency Medical Responder TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 11 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	EMSP 1010	Emergency Medical Responder	4

EI11: Energy Industry Fundamentals TCC

Energy Industry Fundamentals technical certificate provides a broad understanding of the electric and natural gas utility industry and the energy generation, transmission, and distribution infrastructure, commonly called the "largest machine in the world," which forms the backbone for the industry. The program includes business models, regulations, types of energy and their conversion to useable energy such as electric power, how generated power is transmitted and distributed to the point of use, emerging technology, and the connection to careers in the energy industry. Upon successful completion of this program and a satisfactory score (68%) on the final program assessment, students will receive an industry recognized certificate through the Center for Energy Workforce Development (CEWD). The bearer of the Energy Industry Fundamentals certificate has a foundational knowledge and understanding of the utility industry. While completion of the program may better prepare a student to seek industry certification or licensure, the certificate holder is not certified or licensed.

Career Opportunities

Graduates may find entry-level employment as line-workers, sub-station technicians, engineering technicians, relay technicians, natural gas technicians, plant operators, electrical technicians, mechanical technicians, instrument and control technicians, and alternate fuel technicians.

Credit Required for Completion: Minimum of 28 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	MATH 1012	Foundations of Mathematics	3
	Occupational Courses		
_____	ALET 1100	Foundations of Energy Technologies	3
_____	ALET 1120	Energy and Power Generation/Transmission/Distribution	3
_____	ALET 1130	Energy Systems Applications	3
_____	ELCR 1010	Direct Current Circuits	6
_____	ELCR 1020	Alternating Current Circuits	7
_____	ELCR 2110	Process Control	3
	-or-		
_____	ELCR 2130	Programmable Controllers	(3)

GC51: Geriatric Care Assistant TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

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

*A student who completes NAST 1100 is eligible to sit for the National Nurse Aide Assessment Program written/oral and skills competency exam and, if successful, may become a Certified Nurse Aide.

HA21: Healthcare Assistant TCC

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

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

Career Opportunities

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

Credit Required for Completion: Minimum of 30 credit hours

Curriculum

	Program Course		**Credits**
	Basic Skills Courses (9 credits)		
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
_____	PSYC 1010	Basic Psychology	3
	Occupational Courses (13 credits)		
_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1040	Introduction to Health Care	3
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	COMP 1000	Introduction to Computers	3

-and-

Choose one of the specializations on the next page

Choose one

*Specific Occupational Courses (**Medical Assisting Specialization - 9 credits**)*

_____	ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
_____	BUSN 1100	Introduction to Keyboarding	3
_____	BUSN 1440	Document Production	4

*Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.

*Specific Occupational Courses (**Nurse Aide Specialization - 8 credits**)*

_____	ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
_____	NAST 1100	Nurse Aide Fundamentals	6

*A student who completes NAST 1100 is eligible to sit for the National Nurse Aide Assessment Program written/oral and skills competency exam and, if successful, may become a Certified Nurse Aide.

*Specific Occupational Courses (**Phlebotomy Specialization - 8 credits**)*

_____	PHLT 1030	Introduction to Venipuncture	3
_____	PHLT 1050	Clinical Practice	5

HS21: Healthcare Science TCC

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

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

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

Credit Required for Completion: Minimum of 37 credit hours

Curriculum

	Program Course		***Credits***
	General Core Courses (12 credits)		
_____	ENGL 1101	Composition and Rhetoric	3
_____	MATH 1101	Mathematical Modeling	3
	-or-		
_____	MATH 1111	College Algebra	(3)
_____	PSYC 1101	Introductory Psychology	3
_____	Area IV Requirement		3
	Occupational Courses (12 credits from the list below)		
_____	BIOL 1111	Biology I	3
_____	BIOL 1111L	Biology I Lab	1
_____	BIOL 1112	Biology II	3
_____	BIOL 1112L	Biology II Lab	1
_____	BIOL 2113	Anatomy and Physiology I	3
_____	BIOL 2113L	Anatomy and Physiology Lab I	1
_____	BIOL 2114	Anatomy and Physiology II	3
_____	BIOL 2114L	Anatomy and Physiology Lab II	1
_____	BIOL 2117	Introductory Microbiology	3
_____	BIOL 2117L	Introductory Microbiology Lab	1
_____	CHEM 1151	Survey of Inorganic Chemistry	3

(continued)

_____	CHEM 1151L	Survey of Inorganic Chemistry	1
_____	CHEM 1152	Survey of Organic Chemistry and Biochemistry	3
_____	CHEM 1152L	Survey of Organic Chemistry and Biochemistry Lab	1
_____	CHEM 1211	Chemistry I	3
_____	CHEM 1211L	Chemistry Lab I	1
_____	CHEM 1212	Chemistry II	3
_____	CHEM 1212L	Chemistry Lab II	1
_____	COMP 1000	Introduction to Computers	3
_____	PHYS 1111	Introductory Physics I	3
_____	PHYS 1111L	Introductory Physics Lab I	1
_____	PHYS 1112	Introductory Physics II	3
_____	PHYS 1112L	Introductory Physics Lab II	1

-and-

The following specialization

*Specific Occupational Courses (**Nurse Aide Specialization – 13 credits**)*

_____	ALHS 1040	Introduction to Health Care	3
_____	ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	NAST 1100	Nurse Aide Fundamentals	6

*A student who completes NAST 1100 is eligible to sit for the National Nurse Aide Assessment Program written/oral and skills competency exam and, if successful, may become a Certified Nurse Aide.

IE41: Industrial Electrician TCC

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

Career Opportunities
Graduates may find entry-level employment in industrial electronics.

Credit Required for Completion: Minimum of 10 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	IDSY 1101	DC Circuit Analysis	3
	-or-		
_____	IDFC 1011	Direct Current I	(3)
_____	IDSY 1105	AC Circuit Analysis	3
	-or-		
_____	ELTR 1020	Electrical Systems Basics	(3)
	-or-		
_____	IDFC 1012	Alternating Current I	(3)
_____	IDSY 1130	Industrial Wiring	4

LMT1: Logistics Management Technician TCC

The Logistics Management Technician certificate program is designed to provide an overview of the logistics process from product idea conception to product delivery to the consumer. Topics include basic fundamentals of supply chain management, including a general knowledge of current management practices in logistics management, effective materials management, obtaining low cost and quality products, and transportation.

Career Opportunities
Graduates may find employment as entry-level logistics coordinators.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	LOGI 1000	Business Logistics	3
_____	LOGI 1010	Purchasing	3
_____	LOGI 1020	Materials Management	3
_____	SCMA 1000	Introduction to Supply Chain Management	3
_____	SCMA 1003	Introduction to Transportation and Logistics Mgmt	3

SCS1: Supply Chain Specialist TCC

The Supply Chain Specialist certificate program provides foundational knowledge of activities associated with getting products from their point of origin to the consumer. Topics include basic fundamentals of supply chain management, including a general knowledge of current management practices in logistics management, E-Commerce (EC), global supply chains, logistics, and transportation.

Career Opportunities
Graduates may find employment as entry-level supply chain coordinators.

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	LOGI 1000	Business Logistics	3
_____	SCMA 1000	Introduction to Supply Chain Management	3
_____	SCMA 1003	Introduction to Transportation and Logistics Mgmt	3
_____	SCMA 1015	E-Commerce in Supply Chain Management	3
_____	SCMA 2103	Supply Chain Management Concepts	3
_____	SCMA 2106	Key Issues in the Global Integrated Supply Chain	3

MCHT – BMO1: Basic Machining Operator TCC

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

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

Credit Required for Completion: Minimum of 19 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	MCHT 1011	Introduction to Machine Tool	4
_____	MCHT 1012	Blueprint for Machine Tool	3
_____	MCHT 1013	Machine Tool Math	3
_____	MCHT 1020	Heat Treatment and Surface Grinding	3
_____	MCHT 1119	Lathe Operations I	3
_____	MCHT 1120	Mill Operations I	3

MCHT – BM31: Basic Machinist TCC

The Basic Machinist certificate program prepares students for a machine tool operator position with a machine shop or machine tool establishment. Topics include foundations of mathematics, an introduction to machine tool technology, and blueprint reading for machine tool applications.

Career Opportunities
Graduates may find employment as basic machinists.

Credit Required for Completion: Minimum of 10 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	MATH 1012	Foundations of Mathematics	3
_____	MCHT 1011	Introduction to Machine Tool	4
_____	MCHT 1012	Blueprint for Machine Tool	3

MCHT – CS51: CNC Specialist TCC

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

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

Credit Required for Completion: Minimum of 20 credit hours

Curriculum

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

MCHT – LP11: Lathe Operator TCC

The Lathe Operator certificate program prepares students to use lathes, lathe set up, and lathe tool grinding. Emphasis is placed on cutting threads, boring holes to precise measurements, and cutting tapers. Topics include an introduction to machine tool technology, blueprint reading for machine tool, and basic and advanced lathe operations.

Career Opportunities
Graduates may find employment as entry-level lathe machinists.

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	MCHT 1011	Introduction to Machine Tool	4
_____	MCHT 1012	Blueprint for Machine Tool	3
_____	MCHT 1119	Lathe Operations I	3
_____	MCHT 1219	Lathe Operations II	3

MCHT – MP11: Mill Operator TCC

The Mill Operator certificate program teaches students to effectively operate milling machinery. Students become proficient in blueprint reading, general mathematical operations, and are provided the necessary knowledge and skills to obtain employment as a milling machinist.

Career Opportunities
Graduates may find employment as entry-level milling machinists.

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	MCHT 1011	Introduction to Machine Tool	4
_____	MCHT 1012	Blueprint for Machine Tool	3
_____	MCHT 1120	Mill Operations I	3
_____	MCHT 1220	Mill Operations II	3

MT31: Manufacturing Technician TCC

The Manufacturing Technician certificate program prepares students for entry-level employment in a manufacturing environment or for continued education in manufacturing or engineering programs of study. Students are introduced to fundamental manufacturing processes, including manufacturing design, machining, and assembly; mathematical operators and analytical problem solving; technical schematics and symbols; drafting tools and techniques; and engineering tools and concepts. All didactic and lab principles are applied as practiced in an industrial setting.

Career Opportunities

Graduates may be employed as manufacturing production technicians or in similar positions in the manufacturing sector.

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	DFTG 2010	Engineering Graphics	4
_____	ENGT 1000	Introduction to Engineering Technology	3
_____	IDSY 1020	Print Reading and Problem Solving	3
	-or-		
_____	CIST 1305	Program Design and Development	(3)
_____	MEGT 1010	Manufacturing Processes	3

MC41: Medical Coding TCC

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

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

Credit Required for Completion: Minimum of 24 credit hours

Curriculum

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

CN21: Nurse Aide TCC

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

Career Opportunities

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

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

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

*A student who completes NAST 1100 is eligible to sit for the National Nurse Aide Assessment Program written/oral and skills competency exam and, if successful, may become a Certified Nurse Aide.

PC21: Patient Care Assistant TCC

The Patient Care Assistant certificate program prepares students with rigorous classroom training and practice as well as the clinical experiences to perform a full range of patient care duties or services under nursing or medical direction. This includes taking vital signs, obtaining lab specimens, assisting with activities of daily living, observing and charting patient information, and reporting appropriate information to supervisors. It may also include providing various outreach services to clients within the community. Students who successfully complete the Patient Care Assistant Technical Certificate of Credit may be eligible to sit for the National Nurse Aide Assessment program (NNAAP), which determines competency to become enrolled in the State nurse aide registry.

Career Opportunities

Graduates may find entry-level employment as patient care assistants in hospitals, nursing care facilities, home health care services, and community care.

Credit Required for Completion: 23 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1040	Introduction to Health Care	3
_____	ALHS 1060	Diet and Nutrition for Allied Health Sciences	2
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	COMP 1000	Introduction to Computers	3
_____	EMPL 1000	Interpersonal Relations and Professional Development	2
_____	NAST 1100	Nurse Aide Fundamentals	6

*A student who completes NAST 1100 is eligible to sit for the National Nurse Aide Assessment Program written/oral and skills competency exam and, if successful, may become a Certified Nurse Aide.

PB71: Pharmacy Assistant TCC

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

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

Credit Required for Completion: Minimum of 35 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	COMP 1000	Introduction to Computers	3
_____	MATH 1012	Foundations of Mathematics	3
_____	PHAR 1000	Pharmaceutical Calculations	4
_____	PHAR 1010	Pharmacy Technology Fundamentals	5
_____	PHAR 1020	Principles of Dispensing Medicines	4
_____	PHAR 1040	Pharmacology	4
_____	PHAR 1055	Pharmacy Assistant Practicum	5

PHLT – PT21: Phlebotomy Technician TCC

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

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

Credit Required for Completion: Minimum of 24 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	ALHS 1011	Structure and Function of the Human Body	5
_____	ALHS 1040	Introduction to Health Care	3
_____	ALHS 1090	Medical Terminology for Allied Health Sciences	2
_____	COMP 1000	Introduction to Computers	3
_____	ENGL 1010	Fundamentals of English I	3
_____	PHLT 1030	Introduction to Venipuncture	3
_____	PHLT 1050	Clinical Practice	5

PMAM – IM61: Industrial Machining Technician TCC

The Industrial Machining Technician certificate program provides the skills necessary to use tools and equipment to form and machine various materials, interpret drawings and produce sketches for machine tool applications, and demonstrate advanced machining operations performed on CNC machines. Topics include basic machine tool skills and common mechanical repairs; metallurgy principles; precision measurement and quality control procedures; production methods; and setup, operation, and programming of CNC machinery, as well as CAD/CAM. In addition to technical skills, critical thinking and problem solving are emphasized throughout.

Career Opportunities

Graduates may find entry-level employment as machining/CNC machining technicians or machine tool maintenance technicians in a variety of settings that require precision manufacturing skills.

Credit Required for Completion: Minimum of 17 credit hours

	Curriculum		
	Program Course		**Credits**
_____	AMCA 2110	CNC Fundamentals	3
_____	IDSY 1260	Machine Tool for Industrial Repairs	4
_____	MATH 1100	Quantitative Skills and Reasoning	3
	-or-		
_____	MATH 1101	Mathematical Modeling	(3)
	-or-		
_____	MATH 1111	College Algebra	(3)
_____	MCHT 1020	Heat Treatment and Surface Grinding	3
_____	Occupational Elective(s) AMCA, AUMF, ELCR, IDSY, MCHT, MEGT		3

PMAM – IM31: Industrial Maintenance Technician TCC

The Industrial Maintenance Technician certificate program prepares students to install, program, troubleshoot, repair, and modify machinery and automated systems in manufacturing environments. Emphasis is on the maintenance and troubleshooting of industrial control systems and automated equipment.

Career Opportunities

Graduates may find employment as industrial technicians, automation technicians, or flexible manufacturing technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 22 credit hours

	Curriculum **Program Course**		**Credits**
_____	IDSY 1101	DC Circuit Analysis	3
_____	IDSY 1105	AC Circuit Analysis	3
_____	IDSY 1110	Industrial Motor Controls I	4
_____	IDSY 1120	Basic Industrial PLCs	4
_____	IDSY 1170	Industrial Mechanics	4
_____	IDSY 1220	Intermediate Industrial PLCs	4

PMAM – MM71: Manufacturing Maintenance Technician TCC

The Manufacturing Maintenance Technician certificate program prepares students to troubleshoot, repair, and maintain machinery in manufacturing environments. Emphasis is placed on applying electrical and mechanical concepts, using basic machine tool skills, and practicing practical problem solving techniques in an industrial setting.

Career Opportunities

Graduates may find entry-level employment as maintenance technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 18 credit hours

	Curriculum **Program Course**		**Credits**
_____	IDSY 1101	DC Circuit Analysis	3
_____	IDSY 1105	AC Circuit Analysis	3
_____	IDSY 1170	Industrial Mechanics	4
_____	IDSY 1160	Mechanical Laws and Principles	4
_____	IDSY 1260	Machine Tool for Industrial Repairs	4

PMAM – MP31: Manufacturing Production Assistant TCC

The Manufacturing Production Assistant certificate program is designed to acquaint students with production manufacturing processes. The sequence of courses introduces systems and procedures associated with quality and productivity in the manufacturing environment, including lean manufacturing, statistical control, and process capability.

Career Opportunities

Graduates may find entry-level employment as production assistants in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 11 credit hours

	Curriculum **Program Course**		**Credits**
_____	AUMF 1560	Manufacturing Production Requirements	1
_____	IDSY 1240	Maintenance for Reliability	4
_____	MEGT 1010	Manufacturing Processes	3
_____	MEGT 2100	Manufacturing Quality Control	3

PMAM – MD71: Manufacturing Systems Technician TCC

The Manufacturing Systems Technician certificate program prepares students to set up, operate, troubleshoot, maintain, and repair flexible manufacturing systems. Topics include flexible manufacturing system electrical, electronic, and mechanical principles; manufacturing control processes; basic maintenance procedures; and effective debugging and troubleshooting techniques. Students will have the opportunity to plan and prepare the construction and operation of a flexible automated system, as well as work in teams assembling and operating automated production system cells.

Career Opportunities

Graduates may find entry-level employment as manufacturing systems operation and maintenance technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 16 credit hours

	Curriculum		
	Program Course		**Credits**
_____	AUMF 1110	Flexible Manufacturing Systems I	5
_____	AUMF 1210	Flexible Manufacturing Systems II	5
_____	IDSY 1101	DC Circuit Analysis	3
_____	IDSY 1105	AC Circuit Analysis	3

PMAM – MM51: Mechanical Maintenance Specialist TCC

The Mechanical Maintenance Specialist certificate program is designed to prepare students to assemble, install, troubleshoot, repair, and maintain production equipment, as well as fabricate precision parts used in manufacturing applications. Emphasis is placed on control systems and processes and related problem solving skills.

Career Opportunities

Graduates may find employment as mechanical maintenance technicians, automation technicians, field service technicians, maintenance mechanics, or flexible manufacturing technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 19 credit hours

	Curriculum **Program Course**		**Credits**
_____	AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
_____	AUMF 1580	Automated Manufacturing Skills	3
_____	IDSY 1160	Mechanical Laws and Principles	4
_____	AUMF 1110	Flexible Manufacturing Systems I	5
_____	MATH 1013	Algebraic Concepts	3
_____	WELD 1330	Metal Welding and Cutting Techniques	2

RADT – CT91: Computed Tomography Specialist TCC

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

NOTE: Additional admissions requirements apply to this program and must be completed by the July 1 application deadline. Seats are limited and students will be admitted on a space-available basis, in the order that they complete both the regular college application process and the following additional requirements.

- Applicant must be certified in radiography, nuclear medicine, or radiation therapy by the American Registry of Radiologic Technologists (ARRT). A copy of the front and back of the ARRT certification card must be submitted. Applicants who are recent graduates of an accredited radiologic technology program may request a waiver of this requirement but must submit a copy of their ARRT certification card prior to start of the program.
- Applicant must hold a current CPR Certification by the American Heart Association for Healthcare Providers. This certificate must remain current through the duration of the program. A copy of the front and back of the certification must be submitted with the Admissions Application. Online CPR certification or recertification will not be accepted.

Career Opportunities

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

Credit Required for Completion: Minimum of 21 credit hours

Curriculum

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

RADT – MA11: Mammography TCC

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

NOTE: Additional admissions requirements apply to this program, including current ARRT certification. Please see the Admissions section of this catalog for further information on requirements that must be completed by the July 1 application deadline.

NOTE: Additional admissions requirements apply to this program and must be completed by the July 1 application deadline. Seats are limited and students will be admitted on a space-available basis, in the order that they complete both the regular college application process and the following additional requirements.

- Applicant must be certified in radiography, nuclear medicine, or radiation therapy by the American Registry of Radiologic Technologists (ARRT). A copy of the front and back of the ARRT certification card must be submitted. Applicants who are recent graduates of an accredited radiologic technology program may request a waiver of this requirement but must submit a copy of their ARRT certification card prior to start of the program.
- Applicant must hold a current CPR Certification by the American Heart Association for Healthcare Providers. This certificate must remain current through the duration of the program. A copy of the front and back of the certification must be submitted with the Admissions Application. Online CPR certification or recertification will not be accepted.

Career Opportunities

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

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course		***Credits***
	Occupational Courses		
_____	RADT 2520	Mammographic Anatomy, Physics, and Positioning	6
_____	RADT 2530	Clinical Mammography	6

SB51: Small Business Marketing Manager TCC

The Small Business Marketing Manager certificate program prepares individuals to develop and manage independent small businesses. Included are courses in marketing, management, selling, promotion, and business regulations.

Career Opportunities
Graduates may form and manage their own new enterprises in a wide variety of business sectors.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	MKTG 1100	Principles of Marketing	3
_____	MKTG 1130	Business Regulations and Compliance	3
_____	MKTG 1160	Professional Selling	3
_____	MKTG 1190	Integrated Marketing Communications	3
_____	MKTG 2010	Small Business Management	3

WELD – OSM1: Advanced Shielded Metal Arc Welder TCC

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

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

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

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

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

WELD – FS31: Basic Shielded Metal Arc Welder TCC

The Basic Shielded Metal Arc Welder certificate program prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is prerequisite to the advanced certificate, OSM1: Advanced Shielded Metal Arc Welder.

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

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

	Program Course		**Credits**
	Occupational Courses		
_____	WELD 1000	Introduction to Welding Technology	4
_____	WELD 1010	Oxyfuel Cutting	4
_____	WELD 1040	Flat Shielded Metal Arc Welding	4

WELD – GM31: Gas Metal Arc Welder TCC

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

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

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

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	WELD 1000	Introduction to Welding Technology	4
_____	WELD 1010	Oxyfuel Cutting	4
_____	WELD 1090	Gas Metal Arc Welding	4
	Occupational Electives (3 credits from the list below)		
_____	WELD 1030	Blueprint Reading for Welding Technology	4
_____	WELD 1040	Flat Shielded Metal Arc Welding	4
_____	WELD 1153	Flux Cored Arc Welding	4

WELD – GTA1: Gas Tungsten Arc Welder TCC

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

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

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

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	WELD 1000	Introduction to Welding Technology	4
_____	WELD 1010	Oxyfuel Cutting	4
_____	WELD 1110	Gas Tungsten Arc Welding	4
	Occupational Electives (3 credits from the list below)		
_____	WELD 1030	Blueprint Reading for Welding Technology	4
_____	WELD 1040	Flat Shielded Metal Arc Welding	4
_____	WELD 1153	Flux Cored Arc Welding	4

MB31: MOWR Basic Shielded Arc Welder TCC

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

Career Opportunities
Graduates may find entry-level employment in the welding field.

Credit Required for Completion: Minimum of 18 credit hours

	Curriculum **Program Course**		**Credits**
	Occupational Courses		
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
_____	WELD 1000	Introduction to Welding Technology	4
_____	WELD 1010	Oxyfuel and Plasma Cutting	4
_____	WELD 1040	Flat Shielded Metal Arc Welding	4

MGM1: MOWR Gas Metal Arc Welder TCC

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

Career Opportunities
Graduates may find entry-level employment in the welding field.

Credit Required for Completion: Minimum of 21 credit hours

	Curriculum **Program Course**		**Credits**
	Occupational Courses		
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
_____	WELD 1000	Introduction to Welding Technology	4
_____	WELD 1010	Oxyfuel and Plasma Cutting	4
_____	WELD 1090	Gas Metal Arc Welding	4
	Occupational Electives (3 credits from the list below)		
_____	WELD 1030	Blueprint Reading for Welding Technology	4
_____	WELD 1040	Flat Shielded Metal Arc Welding	4
_____	WELD 1153	Flux Cored Arc Welding	4

MGT1: MOWR Gas Tungsten Arc Welder TCC

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

Career Opportunities
Graduates may find entry-level employment as drafter's assistants with manufacturing industries, engineering, or related service firms.

Credit Required for Completion: Minimum of 21 credit hours

	Curriculum		
	Program Course		**Credits**
	Occupational Courses		
_____	ENGL 1010	Fundamentals of English I	3
_____	MATH 1012	Foundations of Mathematics	3
_____	WELD 1000	Introduction to Welding Technology	4
_____	WELD 1010	Oxyfuel and Plasma Cutting	4
_____	WELD 1110	Gas Tungsten Arc Welding	4
	Occupational Electives (3 credits from the list below)		
_____	WELD 1030	Blueprint Reading for Welding Technology	4
_____	WELD 1040	Flat Shielded Metal Arc Welding	4
_____	WELD 1153	Flux Cored Arc Welding	4

WELD – PW11: Pipe Welder TCC

The Pipe Welder certificate program provides instruction in the specialized field of pipe welding. A good understanding and skill base is essential for the completion of this program; completion of welding diploma (or all certificates in SMAW, GMAW, and GTAW) is required for admission to this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe welding techniques.

Career Opportunities

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

Credit Required for Completion: Minimum of 9 credit hours

Curriculum

	Program Course		Credits
	Occupational Courses		
_____	WELD 1150	Advanced Gas Tungsten Arc Welding	3
_____	WELD 1151	Fabrication Processes	3
_____	WELD 1152	Pipe Welding	4

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 language arts, speech communications, humanities/fine arts, social or behavioral sciences, mathematics and science.

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 College, 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.

Practicum/Clinical/Internship–These supervised work experience activities require the application of occupational competencies. Activities include supervised educational work experiences, internships, practicums, and other specialized and/or innovative learning arrangements.

Prerequisite–Prerequisite courses are required prior to taking another course or a more advanced course. Other prerequisites may be required or necessary as a prior condition, such as placement scores or program admission.

Corequisite–Corequisite courses are required to be taken during the same semester as another; they require simultaneous enrollment.

General education, occupational, practicums/clinicals, and elective courses are specified in individual program descriptions in a previous section of this catalog. Prerequisites and corequisites for each course are listed in the following section of course descriptions.

ACCT - Accounting

NOTE: Credits for ACCT courses other than ACCT 2140 and 2145 are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current accounting certification.

ACCT 1100 - Financial Accounting I
4.000 Credits 5.000 Contact Hours
Prerequisites: Regular Status
Introduces the basic financial accounting 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 for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

ACCT 1105 - Financial Accounting II
4.000 Credits 5.000 Contact Hours
Prerequisites: ACCT 1100
Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include fixed and intangible assets, current and long-term liabilities (notes payable), payroll, accounting for a partnership, accounting for a corporation, statement of cash flows, and financial statement analysis. Laboratory work demonstrates theory presented in class.

ACCT 1115 - Computerized Accounting
3.000 Credits 5.000 Contact Hours
Prerequisites: ACCT 1100; COMP 1000
Emphasizes operation of computerized accounting systems from manual input forms. Topics include company creation (service and merchandising), chart of accounts, customers' transactions, vendors' transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

ACCT 1125 - Individual Tax Accounting
3.000 Credits 4.000 Contact Hours
Prerequisites: ACCT 1100
Provides instruction for the preparation of individual federal income tax returns. Topics include taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACCT 1130 - Payroll Accounting
3.000 Credits 4.000 Contact Hours
Prerequisites: ACCT 1100
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.

ACCT 2000 - Managerial Accounting
3.000 Credits 4.000 Contact Hours
Prerequisites: ACCT 1105
(Formerly ACCT 1110) Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include managerial accounting concepts, manufacturing accounting using a job order cost system, manufacturing accounting using a process cost system, cost behavior and cost-volume-profit, budgeting and standard cost accounting, flexible budgets, standard costs and variances, and capital investment analysis and budgeting. Laboratory work demonstrates theory presented in class.

ACCT 2110 - Accounting Simulation
3.000 Credits 5.000 Contact Hours
Prerequisites: ACCT 1105; ACCT 1115; BUSN 1410
Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

ACCT 2115 - Bookkeeper Certification Review
3.000 Credits 4.000 Contact Hours
Prerequisites: Advisor Approval; ACCT 1105 and ACCT 1130 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.

ACCT 2120 - Business Tax Accounting
3.000 Credits 4.000 Contact Hours
Prerequisites: ACCT 1125
Provides instruction for preparation of both state and federal partnership, corporation, and other business tax returns. Topics include organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2130 – Integrated Accounting Management Systems
3.000 Credits 3.000 Contact Hours
Prerequisites: ACCT 1105; ACCT 1115; BUSN 1410
Emphasizes use of database management packages, electronic spreadsheet packages, and accounting software packages for accounting/financial applications with more advanced systems. Topics include creation and management of database applications, creation and management of spreadsheet applications, and creation and management of accounting integrated software systems.

ACCT 2140 – Legal Environment of Business
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Introduces law and its relationship to business. Topics include legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

ACCT 2145 - Personal Finance
3.000 Credits 3.000 Contact Hours
Introduces practical applications of concepts and techniques used to manage personal finance. Topics include cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

AIRC – Air Conditioning Technology

AIRC 1005 - Refrigeration Fundamentals
4.000 Credits 6.000 Contact Hours
Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

AIRC 1010 - Refrigeration Principles and Practice
4.000 Credits 6.000 Contact Hours
Introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

AIRC 1020 - Refrigeration System Components
4.000 Credits 6.000 Contact Hours
Prerequisites: AIRC 1005
Provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

AIRC 1030 - HVACR Electrical Fundamentals
4.000 Credits 6.000 Contact Hours
Provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

AIRC 1040 - HVACR Electrical Motors
4.000 Credits 6.000 Contact Hours
Prerequisites: AIRC 1030
Provides the student with the 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, installation procedures, types of electric motors, electric motor service, and safety.

AIRC 1050 - HVACR Electrical Components and Controls
4.000 Credits 6.000 Contact Hours
Provides instruction in safely identifying, installing, and testing commonly used electrical components and control systems used in an air conditioning system. Topics include identification, installation, application, diagnosis and safety procedures for transformers, thermostats, pressure switches, control boards and commonly used HVACR controls and control systems.

AIRC 1060 - Air Conditioning Systems Application and Installation
4.000 Credits 6.000 Contact Hours
Provides instruction on the installation and service of residential air conditioning systems. Topics include installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070 - Gas Heat
4.000 Credits 6.000 Contact Hours
Prerequisites: AIRC 1030
Introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

AIRC 1080 - Heat Pumps and Related Systems
4.000 Credits 6.000 Contact Hours
Prerequisites: AIRC 1010; AIRC 1030
Provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

AIRC 1090 - Troubleshooting Air Conditioning Systems
4.000 Credits 6.000 Contact Hours
Prerequisites: AIRC 1010; AIRC 1030
Provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

ALET – Alternative Energy Technology

ALET 1100 – Foundations of Energy Technologies
3.000 Credits 3.000 Contact Hours
Allows students to develop a broad understanding of the energy industry, to include infrastructure, generation, transmission, and distribution of nonrenewable, renewable, and inexhaustible energy sources. Energy sources will be researched, to include the regional and global economic implications, environmental, and sustainability issues. Students will explore future trends of energy and power. Through research, students will develop an alternative energy system that will demonstrate their understanding of a unique, as well as appropriate, approach to energy and power generation.

ALET 1120 – Energy and Power Generation, Transmission, and Distribution
3.000 Credits 3.000 Contact Hours
Continues the discussion of energy and power industry fundamentals by furthering students' knowledge about electric power generation, transmission and distribution. Students will gain knowledge about business models, regulations, and safety within the energy industry.

ALET 1130 – Energy Systems Applications
3.000 Credits 3.000 Contact Hours
Explores the relationship between force, work, energy, and power. Students study the characteristics, availability, conversion, control, transmission, and storage of energy and power. Students will explore and apply the principles of electrical, fluid, and mechanical power. Students will research renewable, non-renewable, and inexhaustible resources and conservation efforts. Students will develop an awareness of the many careers that exist in energy and related technologies.

ALHS – Allied Health Services

ALHS 1011 – Structure and Function of the Human Body
5.000 Credits 5.000 Contact Hours
Prerequisites: 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.

ALHS 1040 - Introduction to Health Care
3.000 Credits 5.000 Contact Hours
Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

ALHS 1060 - Diet and Nutrition for Allied Health Sciences
2.000 Credits 2.000 Contact Hours
Prerequisites: 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.

ALHS 1090 – Medical Terminology for Allied Health Sciences
2.000 Credits 2.000 Contact Hours
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

AMCA – Advanced Machine Tool

AMCA 2110 - CNC Fundamentals
3.000 Credits 6.000 Contact Hours
Prerequisites: MCHT 1011; MCHT 1012
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.

AMCA 2130 - CNC Mill Manual Programming
5.000 Credits 7.000 Contact Hours
Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include safety, calculation for programming, program codes and structure, program run and editing of programs.

AMCA 2150 - CNC Lathe Manual Programming
5.000 Credits 7.000 Contact Hours
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.

AMCA 2170 - CNC Practical Applications
3.000 Credits 6.000 Contact Hours
Prerequisites: AMCA 2110; AMCA 2130; AMCA 2150
Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC programming. Topics include safety, fixture design and manufacturing, and CNC part manufacturing.

AMCA 2190 - CAD/CAM Programming
4.000 Credits 6.000 Contact Hours
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.

ARTS – Art

ARTS 1101 - Art Appreciation
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 1101 with a minimum grade of *C*
Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

AUMF - Automated Manufacturing Technology

AUMF 1110 - Flexible Manufacturing Systems I
5.000 Credits 7.000 Contact Hours
Prerequisites: IDFC 1000; IDFC 1005
Provides instruction in manufacturing control process and work cell interfacing. Emphasis is placed on open and closed loop systems. Instruction is also given in the area of linear integrated circuits. Topics include process control, sensor and cell level interfacing, fluid level, pressure, and flow measurement, pneumatic controls, and human factors and safety.

AUMF 1120 - Programmable Controllers
5.000 Credits 10.000 Contact Hours
Prerequisites: IDFC 1005
Studies basic programmable controller application skills and techniques, and programmable controllers in typical environments as an element of a complex manufacturing cell. Topics also discussed will include the hands-on development of the programming, operation, and maintenance of industrial PLC systems.

AUMF 1130 - Applied Hydraulics, Pneumatics, and Mechanics
2.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
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.

AUMF 1140 - Electrical Controls
3.000 Credits 6.000 Contact Hours
Prerequisites: IDFC 1005
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.

AUMF 1150 - Introduction to Robotics
3.000 Credits 5.000 Contact Hours
Prerequisites: AUMF 1120
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.

AUMF 1210 - Flexible Manufacturing Systems II
5.000 Credits 7.000 Contact Hours
Prerequisites: AUMF 1110
Reviews flexible manufacturing system electrical, electronic, and mechanical principles by providing opportunities to plan and prepare for constructing and operating an actual flexible automated system. Emphasis is also placed on work cell design by allowing students to work in instructor-supervised teams assembling and operating automated production system cells. Topics include flexible system planning and preparation, work cell design, prototype or demonstration work cell operation, and work cell debugging and troubleshooting.

AUMF 1310 - Flexible Manufacturing Systems III
5.000 Credits 7.000 Contact Hours
Prerequisites: AUMF 1210
Continues the study of flexible manufacturing systems. Students will employ planning documentation skills developed in previous flexible manufacturing courses to install an automated system, produce a first run product, and operate the system. Emphasis is placed on changing the function for product produced by the automated system to adapt the system to function as a flexible system.

AUMF 1560 – Manufacturing Production Requirements
1.000 Credits 1.000 Contact Hours
Provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing, statistical process control, and problem solving.

AUMF 1580 – Automated Manufacturing Skills
3.000 Credits 3.000 Contact Hours
Provides learners with an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in manufacturing facilities.

AUTT – Automotive Technology

AUTT 1010 - Automotive Technology Introduction
2.000 Credits 3.000 Contact Hours
Corequisites: AUTT1020
Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

AUTT 1020 - Automotive Electrical Systems
7.000 Credits 16.000 Contact Hours
Corequisites: AUTT1010
Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

AUTT 1030 - Automotive Brake Systems
4.000 Credits 7.000 Contact Hours
Prerequisites: AUTT1010; AUTT 1020
Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

AUTT 1040 - Automotive Engine Performance
7.000 Credits 15.000 Contact Hours
Prerequisites: AUTT 1010; AUTT 1020
Introduces basic engine performance systems that support and control four stroke gasoline engine operations and reduce emissions. Topics include general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair.

AUTT 1050 - Automotive Suspension and Steering Systems
4.000 Credits 8.000 Contact Hours
Prerequisites: AUTT1010; AUTT 1020
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair; and wheel and tire diagnosis and repair.

AUTT 1060 - Automotive Climate Control System
5.000 Credits 7.000 Contact Hours
Prerequisites: AUTT 1010; AUTT 1020
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.

AUTT 2010 - Automotive Engine Repair
6.000 Credits 12.000 Contact Hours
Prerequisites: AUTT1010; AUTT 1020
Introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis, removal and reinstallation, cylinder heads and valve trains diagnosis and repair, engine blocks assembly diagnosis and repair, and lubrication and cooling systems diagnosis and repair.

AUTT 2020 - Automotive Manual Drive Train and Axles
4.000 Credits 7.000 Contact Hours
Prerequisites: AUTT1010; AUTT 1020
Introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive line 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. Introduces basics of front- and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include clutch diagnosis and repair and transmission/transaxles diagnosis and repair.

AUTT 2030 - Automotive Automatic Transmissions and Transaxles
5.000 Credits 9.000 Contact Hours
Prerequisites: AUTT 1010; AUTT 1020
Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment, and repair.

BARB – Barbering

BARB 1000 - Introduction to Barber/Styling Implement
3.000 Credits 6.000 Contact Hours
Designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques, nomenclature, types and sizes, proper use and care, and maintenance.

BARB 1010 - Science: Sterilization, Sanitation, and Bacteriology
3.000 Credits 5.000 Contact Hours
Prerequisites: BARB 1000
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.

BARB 1020 - Introduction to Haircutting and Shampooing
5.000 Credits 9.000 Contact Hours
Introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements will be stressed. Also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include preparation of patron, haircutting terminology, safety and sanitation, implements, and basic haircutting techniques, shampoo chemistry, patron preparation, and shampoo procedures.

BARB 1030 - Haircutting/Basic Styling
3.000 Credits 7.000 Contact Hours
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

BARB 1040 - Shaving
2.000 Credits 4.000 Contact Hours
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.

BARB 1050 - Science: Anatomy and Physiology
3.000 Credits 3.000 Contact Hours
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.

BARB 1060 – Introduction to Color Theory/Color Application
3.000 Credits 6.000 Contact Hours
Introduces the fundamental theory of color, predispositions tests, color selection, and color application. Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include basic color concepts, skin reactions, the color wheel, color selection and application, mustache and beards, coloring products, safety precautions and tests, mixing procedures, and color selection and application.

BARB 1070 - Chemical Restructuring of Hair
5.000 Credits 11.000 Contact Hours
Introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. Provide instructions in the applications of permanent waves and hair 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 techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, timed relaxer applications, safety precautions, and Hazardous Duty Standard Act.

BARB 1080 - Advanced Haircutting/Styling
5.000 Credits 13.000 Contact Hours
Continues the theory and application of haircutting and styling techniques. Topics include elevation and design cutting, introduction to hairpieces, blow-dry styling, and thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; hair chemical texturizing/styling; permanent waving/styling; shaving techniques; and beard trimming.

BARB 1090 – Structures of Skin, Scalp, Hair, and Facial Treatments
3.000 Credits 7.000 Contact Hours
Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Provides instruction on the theory and application of techniques in the treatment of the skin, scalp, and hair; and introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Benefits of facial treatments and massage will be emphasized. Emphasis will be placed on work with live models. Topics include treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, disease and disorders, implements, products and supplies, diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, theory of massage, preparation of patron for massage, massage procedures, facial treatment, types of facials, and facial treatment benefits.

BARB 1100 - Barber/Styling Practicum and Internship
3.000 Credits 9.000 Contact Hours
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.

BARB 1110 - Shop Management/Ownership
3.000 Credits 7.000 Contact Hours
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.

BIOL – Biology

BIOL 1111 –Biology I
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Corequisites: BIOL 1111L
Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

BIOL 1111L –Biology I Lab
1.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Corequisites: BIOL 1111
Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology, and evolution.

BIOL 1112 –Biology II
3.000 Credits 3.000 Contact Hours
Prerequisites: BIOL 1111; BIOL 1111L
Corequisites: BIOL 1112L
Provides an introduction to basic evolutionary concepts. Also, the course emphasizes animal and plant diversity, structure and function including reproduction and development, and the dynamics of ecology as it pertains to populations, communities, ecosystems, and biosphere. Topics include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

BIOL 1112L –Biology II Lab
1.000 Credits 3.000 Contact Hours
Prerequisites: BIOL 1111; BIOL 1111L
Corequisites: BIOL 1112
Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include principles of evolution, classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere. Required laboratory components include microscopic studies, biodiversity exercises, and dissections.

BIOL 2113 - Anatomy and Physiology I
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Corequisites: BIOL 2113L
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 functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

BIOL 2113L - Anatomy & Physiology Lab I
1.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Corequisites: BIOL 2113
Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary systems, skeletal system, muscular system, and nervous sensory systems. Required laboratory components include microscopic studies, physiology exercises, and dissections.

BIOL 2114 - Anatomy and Physiology II
3.000 Credits 3.000 Contact Hours
Prerequisites: BIOL 2113; BIOL 2113L
Corequisites: BIOL 2114L
Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

BIOL 2114L - Anatomy & Physiology Lab II
1.000 Credits 3.000 Contact Hours
Prerequisites: BIOL 2113; BIOL 2113L
Corequisites: BIOL 2114
Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive. Required laboratory components include microscopic studies, physiology exercises, and dissections.

BIOL 2117 - Introductory Microbiology
3.000 Credits 3.000 Contact Hours
Prerequisites: BIOL 2113 and BIOL 2113L or
BIOL 1111 and BIOL 1111L
Corequisites: BIOL 2117L
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.

BIOL 2117L - Introductory Microbiology Lab
1.000 Credits 3.000 Contact Hours
Prerequisites: BIOL 2113 and BIOL 2113L or
BIOL 1111 and BIOL 1111L
Corequisites: BIOL 2117
Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

BMET – Biomedical Electronics Technology

BMET 1231 - Medical Equipment Function and Operation I
4.000 Credits 6.000 Contact Hours
Prerequisites: ALHS 1011
Introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

BMET 2242 - Medical Equipment Function and Operation II
4.000 Credits 6.000 Contact Hours
Prerequisites: BMET 1231
Continues the study of electromechanical systems currently in use throughout the health care field. Topics include life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BMET 2243 - Internship Medical Systems
3.000 Credits 7.000 Contact Hours
Prerequisites: BMET 1231
Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

BUSN – Business Technology

NOTE: Credits for BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2370 or courses requiring those courses as pre-requisites are awarded only if the courses have been completed within the last seven years. Courses over seven years old may be recommended by the program chair and approved by the Dean of the School of Business/Public Services if the student presents recent, documented, in-field experience or current software certification.

BUSN 1100 - Introduction to Keyboarding
3.000 Credits 5.000 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 30 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUSN 1190 - Digital Technologies in Business
2.000 Credits 3.000 Contact Hours
Prerequisites: COMP 1000
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

BUSN 1240 - Office Procedures
3.000 Credits 4.000 Contact Hours
Prerequisites: COMP 1000
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.

BUSN 1250 - Records Management
3.000 Credits 4.000 Contact Hours
Introduces records management concepts for use in any office environment. Topics include basic records management concepts; alphabetic, numeric, subject, and geographic filing; and records retention, transfer, and disposition of records.

BUSN 1300 - Introduction to Business
3.000 Credits 3.000 Contact Hours
Prerequisites: 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.

BUSN 1320 – Business Interaction Skills
3.000 Credits 3.000 Contact Hours
Equips participants with the tools to communicate and interact more effectively in person, in writing, and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. This course consists of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.

BUSN 1340 – Customer Service Effectiveness
3.000 Credits 4.000 Contact Hours
Emphasizes the importance of customer service throughout all businesses. Topics include customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.

BUSN 1400 - Word Processing Applications
4.000 Credits 6.000 Contact Hours
Prerequisites: COMP 1000
Covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

BUSN 1410 - Spreadsheet Concepts and Applications
4.000 Credits 6.000 Contact Hours
Prerequisites: COMP 1000
Covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data.

BUSN 1420 - Database Applications
4.000 Credits 6.000 Contact Hours
Prerequisites: COMP 1000
Covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and managing and maintaining databases.

BUSN 1430 - Desktop Publishing and Presentation Applications
4.000 Credits 6.000 Contact Hours
Prerequisites: COMP 1000
Covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

BUSN 1440 - Document Production
4.000 Credits 7.000 Contact Hours
Prerequisites: BUSN 1100 or the ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors (see Admissions Office for testing); COMP 1000
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.

BUSN 2160 - Electronic Mail Applications
2.000 Credits 3.000 Contact Hours
Prerequisites: COMP 1000; Regular Status
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 and task management, and security and privacy.

BUSN 2170 - Web Page Design
2.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status; COMP 1000
Provides instruction in the concepts necessary for individuals to create and manage professional quality web sites. Topics include web site creation, web page development and design, hyper link creation, test, and repair, integration, web site navigation, and web site management.

BUSN 2190 - Business Document Proofreading and Editing
3.000 Credits 5.000 Contact Hours
Prerequisites: ENGL 1010 (diploma) or ENGL 1101 (degree)
Corequisites: BUSN 1440
Emphasizes proper proofreading and editing for business documents. Topics include applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUSN 2210 - Applied Office Procedures
3.000 Credits 5.000 Contact Hours
Prerequisites: BUSN 1240; BUSN 1400; BUSN 1410; BUSN 1440
Focuses on applying knowledge and skills learned in 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.

BUSN 2320 - Medical Document Processing/Transcription
4.000 Credits 7.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090; BUSN 1440; ENGL 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.

BUSN 2330 - Advanced Medical Document Processing/Transcription
4.000 Credits 7.000 Contact Hours
Prerequisites: BUSN 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.

BUSN 2340 - Healthcare Administrative Procedures
4.000 Credits 6.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090; BUSN 1440; COMP 1000
Emphasizes essential skills required for the business healthcare office. Introduces the knowledge, skills, and procedures needed to understand billing purposes. Introduces the basic concept of business healthcare administrative assisting and its relationship to the other health fields. Emphasizes healthcare regulations and ethics; and, the healthcare 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 business healthcare procedures, healthcare regulations ethics, healthcare records management, scheduling appointments, health insurance, billing/collection,-work area management, resource utilization, and office equipment.

BUSN 2350 - Computerized Medical Office Skills
2.000 Credits 3.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090; BUSN 1440; COMP 1000
Provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of the medical administrative and electronic health record, and computerized office management. Topics include electronic health information management, electronic data interchange, coding standards, medical record and office management software, point of entry data entry, electronic coding from medical records, speed data entry in processing medical records, analysis of records to improve patient care, confidentiality, release of information, security of electronic health record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation and HIPAA security.

BUSN 2370 - Medical Office Billing/Coding/Insurance
3.000 Credits 4.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090
Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding 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.

CHEM – Chemistry

CHEM 1151 - Survey of Inorganic Chemistry
3.000 Credits 3.000 Contact Hours
Co-requisite: CHEM 1151L; MATH 1101 or MATH 1111
Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

CHEM 1151L - Survey of Inorganic Chemistry Lab
1.000 Credits 3.000 Contact Hours
Prerequisites MATH 1101or MATH 1111
Co-requisite: CHEM 1151; MATH 1101 or MATH 1111
Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercise for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salt and buffers, and nuclear chemistry.

CHEM 1152 - Survey of Organic Chemistry and Biochemistry
3.000 Credits 3.000 Contact Hours
Prerequisites CHEM 1151; CHEM 1151L
Co-requisite: CHEM 1152L
Provides an introduction to organic chemistry and biochemistry. This survey will include an overview of the properties, structure, nomenclature, reactions of hydrocarbons, alcohols, phenols, ethers, halides, aldehydes, ketones, carboxylic acids, esters, amines, amides; the properties, structure, and function of carbohydrates, lipids, proteins, and enzymes, as well as, intermediary metabolism. Topics include basic principles, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

CHEM 1152L - Survey of Organic Chemistry and Biochemistry Lab
1.000 Credits 3.000 Contact Hours
Prerequisites CHEM 1151; CHEM 1151L
Co-requisite: CHEM 1152
Selected laboratory exercises paralleling the topics in CHEM 1152. The laboratory exercises for this course include basic principles of organic chemistry, hydrocarbons, hydrocarbon derivatives, heterocyclic rings and alkaloids, carbohydrates, lipids and fats, proteins, nucleic acids, and intermediary metabolism.

CHEM 1211 - Chemistry I
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 1111 or MATH 1101
Corequisites: CHEM 1211L
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, and stoichiometry and gas laws.

CHEM 1211L - Chemistry I Lab
1.000 Credits 3.000 Contact Hours
Prerequisites: MATH 1111
Corequisites: CHEM 1211
Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

CHEM 1212 - Chemistry II
3.000 Credits 3.000 Contact Hours
Prerequisites: CHEM 1211; CHEM 1211L
Corequisites: CHEM 1212L
Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

CHEM 1212L - Chemistry II Lab
1.000 Credits 3.000 Contact Hours
Prerequisites: CHEM 1211; CHEM 1211L
Corequisites: CHEM 1212
Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

CIST – Computer Information Systems

CIST 1001 - Computer Concepts
4.000 Credits 6.000 Contact Hours
Provides an overview of information systems, computers and technology. Topics include information systems and technology terminology, computer history, data representation, data storage concepts, fundamentals of information processing, fundamentals of information security, information technology ethics, fundamentals of hardware operation, fundamentals of networking, fundamentals of the internet, fundamentals of software design concepts, fundamentals of software, (system and application), system development methodology, computer number systems conversion (binary and hexadecimal), mobile computing.

CIST 1122 - Hardware Installation and Maintenance
4.000 Credits 7.000 Contact Hours
Prerequisites: Regular Status
Provides students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

CIST 1130 - Operating Systems Concepts
4.000 Credits 6.000 Contact Hours
Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

CIST 1210 - Introduction to Oracle Databases
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 1001
Introduces the Oracle database management system platform and Structured Query Language (SQL). Topics include database vocabulary, normalization, Oracle DML and DDL statements, SQL Statements, views and constraints.

CIST 1220 - Structured Query Language
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 1001; CIST 1305; COMP 1000
Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include database vocabulary, relational database design, data retrieval using SQL, data modification using SQL, developing and using SQL procedures.

CIST 1305 - Program Design and Development
3.000 Credits 4.000 Contact Hours
An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include problem solving and programming concepts, structured programming, the three logic structures, file processing concepts, and arrays.

CIST 1401 - Computer Networking Fundamentals
4.000 Credits 6.000 Contact Hours
Prerequisites: Regular Status
Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including 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, network media and topologies, network devices, network management, network tools and network security.

CIST 1510 - Web Development I
3.000 Credits 4.000 Contact Hours
Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS) and XML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

CIST 1520 - Scripting Technologies
3.000 Credits 4.000 Contact Hours
Prerequisites: CIS 1510
Students learn how to use the features and structure of a client side scripting language and develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

CIST 1530 - Web Graphics I
3.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

CIST 1540 - Web Animation I
3.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
In this course, students will use scripting and the latest industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

CIST 1601 - Information Security Fundamentals
3.000 Credits 4.000 Contact Hours
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.

CIST 2120 - Supporting Application Software
4.000 Credits 7.000 Contact Hours
Prerequisites: COMP 1000
Provides students with knowledge in the following areas: word processing, spreadsheets, and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

CIST 2128 - Comprehensive Spreadsheet Techniques
3.000 Credits 5.000 Contact Hours
Provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

CIST 2130 - Desktop Support Concepts
3.000 Credits 5.000 Contact Hours
Provides an overview to desktop support management.

CIST 2311 - Visual Basic I
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 1305
Introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsoft's Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

CIST 2312- Visual Basic II
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 1305; CIST 2311
Teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, and use of ADO.NET objects, methods, and properties to access and update relational and XML databases. Advanced features of Visual Basic are explored.

CIST 2313- Visual Basic III
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 2311; CIST 2312
Provides a look at advanced Web Programming techniques using Microsoft Visual Basic. Topics include class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

CIST 2341- C# Programming I
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 1305
Designed to teach the basic concepts and methods of objected-oriented design and C#.Net programming. Uses practical problems to illustrate C#.Net application building techniques and concepts. Develops an understanding of C#.Net vocabulary and creates an understanding of where C#.Net fits in the application development landscape. Creates an understanding of the C#.Net Development Environment, Visual Studio, and how to develop, debug, and run C#.Net applications using the Visual Studio. Continues to develop student's programming logic skills. Topics include C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

CIST 2342- C# Programming II
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 2341
Intermediate C#.NET programming. It is assumed that the student knows the C#.NET syntax as well as basic object oriented concepts. Teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, and use of ADO.NET objects, methods, and properties to access and update relational databases. Advanced features of C# windows programming are explored.

CIST 2343- C# Programming III
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 2342
Advanced C#.NET programming. It is assumed that the student is fairly familiar with the C#.NET programming language. The goal of this course is to help students understand how to use C# to build industry level dynamic Web-based applications. Covers in detail how to use C# to develop an Enterprise level Web application. Students will learn how to use HTML to build the client-side and how to use C# for the server-side processing of data and talking to databases.

CIST 2351- PHP Programming I
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 1305; CIST 1510
Teaches how to create dynamic websites. Topics include PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

CIST 2352- PHP Programming II
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 2351
Reinforces and extends the concepts learned in PHP Programming I. Topics include database retrieval and updating, multiple form handling, regular expressions, and advanced array processing.

CIST 2361 – C++ Programming I
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 1305
Provides opportunity to gain a working knowledge of C++ programming. Includes creating, editing, executing, and debugging C++programs of moderate difficulty. Topics include basic C++ concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.

CIST 2362- C++ Programming II
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 2361
Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include objects, classes, inheritance, overloading, polymorphism, streams, containers, and exceptions.

CIST 2371 - Java Programming I
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 1305
Teaches the basic concepts and methods of objected-oriented design and Java programming. Uses practical problems to illustrate Java application building techniques and concepts. Develops an understanding of Java vocabulary. Creates an understanding of where Java fits in the application development landscape. Creates an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continues 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.

CIST 2372- Java Programming II
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 2371
Intermediate Java Programming. It is assumed that the student knows the Java syntax, as well as basic object oriented concepts. Uses classes and objects provided by the core Java API to accomplish tasks such as database access, file access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

CIST 2373- Java Programming III
4.000 Credits 7.000 Contact Hours
Prerequisites: CIST 2372
Building Web Applications using Java Enterprise Edition (JEE). It is assumed that the student knows Java Standard Edition as the concepts and techniques build on that foundation. The student will install Web, application, and database servers and learn to build Web applications using JEE technologies, such as Servlets, Java Server Pages and Enterprise JavaBeans.

CIST 2381- Mobile Application Development
4.000 Credits 6.000 Contact Hours
Prerequisites: CIST 1305
Explores mobile guidelines, standards, and techniques. Includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages, and devices.

CIST 2411 - Microsoft Client
4.000 Credits 6.000 Contact Hours
Prerequisites: Regular Status
Provides the ability to implement, administrate, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412 - Microsoft Server Directory Services
4.000 Credits 6.000 Contact Hours
Prerequisites: Regular Status
Provides students with knowledge and skills necessary to install, configure, manage, support, and administer Microsoft Directory Services.

CIST 2413 - Microsoft Server Infrastructure
4.000 Credits 6.000 Contact Hours
Prerequisites: Regular Status
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Network Infrastructure.

CIST 2414 - Microsoft Server Administrator
4.000 Credits 6.000 Contact Hours
Prerequisites: Regular Status
Provides students with knowledge and skills necessary to install, configure, manage, support, and administer a Windows Server. Topics include server deployment, server management, monitoring and maintaining servers, application and data provisioning, and business continuity and high availability.

CIST 2431 - UNIX/Linux Introduction
4.000 Credits 6.000 Contact Hours
Prerequisites: Regular Status
Introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include history of UNIX/Linux, 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, UNIX/Linux manual help pages, using the UNIX/Linux 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.

CIST 2510 - Web Technologies
3.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
Students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

CIST 2531 - Web Graphics II
3.000 Credits 4.000 Contact Hours
Prerequisites: CIST 1530
Students will further explore how to use and industry standard or open source graphics software program to create Web-ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography, and interpolation as well as conditional scripting statements and arrays.

CIST 2550 - Web Development II
3.000 Credits 4.000 Contact Hours
Prerequisites: CIST 1220; CIST 1510; CIST 1520
Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity (ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

CIST 2580 - Interactive and Social Apps Integration
4.000 Credits 5.000 Contact Hours
Prerequisites: CIST 1305
Explores social and interactive web application technology and its effect on the business model. Topics include interactive and social web business model, interactive and social business web requirements, and successful interactive and social integration.

CIST 2710 - 2D Computer Animation
3.000 Credits 4.000 Contact Hours
Covers the fundamental ideas and principles of 2-dimensional form and animation. Emphasis on basic design concepts, pictorial composition, color theory, vocabulary, media and processes that allow for the creation of 2D animations that are specifically Web ready. Topics covered include principles and techniques of motion graphics, graphic files types, frame-by frame animation, tweened animation and if the software used permits, combining a scripting language with animation.

CIST 2730 - Introduction to 3D Animation
4.000 Credits 6.000 Contact Hours
Introduces the creation and manipulation of 3D objects. Topics include 3D types and tools, 3D objects, and inverse kinematics.

CIST 2733 - 3D Graphics for Gaming I
4.000 Credits 6.000 Contact Hours
Covers the creation and manipulation of 3D objects and animations in an actual 3D game engine using the latest in industry standard or open source software. Topics covered include graphic types, organizational methods, drawing tools, object modeling, character rigging, bones, nurb manipulation and normal mapping.

CIST 2750 - Game Design
3.000 Credits 4.000 Contact Hours
Covers the history of the Video Game Industry and gives a hands-on approach to the design methodologies used to create an interactive 2D and 3D video game. Topics include story and script development, storyboarding, character analysis and creation, interface and sound design and game documentation.

CIST 2751 - Game Development I
3.000 Credits 4.000 Contact Hours
Covers the design and creation of a 2D interactive game using the latest in industry standard. Topics include game development and concepts, sprite creation using .png and .giff formats, object placement and orientation, event-driven programming, pseudocode, and level and class design.

CIST 2752 - Game Development II
3.000 Credits 4.000 Contact Hours
Covers the design, creation and implementation of 2D and 3D elements as well as programming concepts into an interactive application. Topics include interface design, 3D object creation, game flow and scripting.

CIST 2759 - Math for Game Developers
3.000 Credits 4.000 Contact Hours
Prerequisites: MATH 0090 or MATH 1013 with a minimum grade of *C* or diploma program admission level algebra competency
Emphasizes the math skills needed in 2D game design. These skills include trigonometric properties, vectors, and motion in one dimension.

CIST 2921 - IT Analysis Design and Project Management
4.000 Credits 7.000 Contact Hours
Provides a review and application of systems life cycle development methodologies and project management. Topics include systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

COMP 1000 - Introduction to Computers
3.000 Credits 5.000 Contact Hours
Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on familiarity with basic computer functions and computer use; the role of information technology in business decision-making; and the legal, ethical, and privacy issues related to computer use in the business environment. Topics include an introduction to computer terminology, the Windows environment, cloud computing, data security, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

CLBT - Clinical Laboratory Technology

CLBT 1010 - Introduction to Clinical Lab Technology
2.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
Introduces students to the terms, concepts, procedures, and equipment used in a professional clinical laboratory. Topics include professional ethics and regulatory agencies; laboratory safety, equipment, and techniques; phlebotomy/specimen processing; related lab math, quality control concepts; process improvement; documentation and computer usage; and point of care testing. Practical experience in phlebotomy will be provided in the institution laboratory and/or the clinical setting.

CLBT 1030 - Urinalysis/Body Fluids
2.000 Credits 4.000 Contact Hours
Prerequisites: BIOL 2113; BIOL 2113L; CLBT 1010
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 fundamental theory of urinalysis; basic urinalysis tests; correlation of urinalysis to disease states; related lab math; body fluid tests; special urinalysis and related testing; and safety and quality control.

CLBT 1040 - Hematology/Coagulation
5.000 Credits 9.000 Contact Hours
Prerequisites: BIOL 2113; BIOL 2113L; CLBT 1010
Introduces the fundamental formation, function, and degradation of bloodcells. Topics include reticuloendothelial system and blood cell formation, complete blood count and differential, other related blood test, r elated lab math, 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, and process improvement.

CLBT 1050 - Serology/Immunology
3.000 Credits 5.000 Contact Hours
Prerequisites: CLBT 1010
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, related lab math, common serological techniques, safety and quality control, and process improvement.

CLBT 1060 - Immunohematology
4.000 Credits 8.000 Contact Hours
Prerequisites: CLBT 1050
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, related lab math, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control, and process improvement.

CLBT 1070 - Clinical Chemistry
4.000 Credits 8.000 Contact Hours
Prerequisites: BIOL 2114; BIOL 2114L; CHEM 1151; CHEM 1151L *or* CHEM 1212; CHEM 1212L; CLBT 1010
Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, related lab math, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control, correlation of disease states, process improvement (team approach), and critical thinking skills.

CLBT 1080 - Microbiology
5.000 Credits 10.000 Contact Hours
Prerequisites: CLBT 1010
Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include microbiology fundamentals; basic techniques; clinical microbiology; related lab math; anti-microbial sensitivity; safety and quality control; parasitology; mycology, mycobacteriology, and virology; correlation of disease states; and process improvement.

CLBT 2090 - Clinical Urinalysis, and Serology and Preanalylic Practicum
3.000 Credits 9.000 Contact Hours
Prerequisites: CLBT 1010; CLBT 1030; CLBT 1050
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 urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety and quality control, and quality assurance. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2100 - Clinic Immunohematology Practicum
4.000 Credits 12.000 Contact Hours
Prerequisites: CLBT 1060
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/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2110 - Clinic Hematology/Coagulation Practicum
4.000 Credits 12.000 Contact Hours
Prerequisites: CLBT 1040
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; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2120 - Clinical Microbiology Practicum
4.000 Credits 12.000 Contact Hours
Prerequisites: CLBT 1080
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; safety; documentation/quality control; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2130 - Clinical Chemistry Practicum
4.000 Credits 12.000 Contact Hours
Prerequisites: CLBT 1070
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; and process improvement. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLBT 2200 - CLT Certification Review
2.000 Credits 4.000 Contact Hours
Prerequisites: CLBT 1030; CLBT 1040; CLBT 1050; CLBT 1060; CLBT 1070; CLBT 1080
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 collection and processing; quality control concepts; computer applications; urinalysis and body fluids; hematology and coagulation; immunology and serology; immunohematology; clinical chemistry in solutions; microbiology; parasitology, mycology, mycobacteriology, and virology; and test taking skills.

COLL – College Life

COLL 1000 - College Life
2.00 Credits 2.000 Contact Hours
Prerequisite: Learning Support or Provisional Admission Status
Helps 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 that are available on campus and in the community.

COSM – Cosmetology

COSM 1000 - Introduction to Cosmetology Theory
4.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
Introduces fundamental theory and practices in the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

COSM 1010 - Chemical Texture Services
3.000 Credits 6.000 Contact Hours
Prerequisites: Regular Status
Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

COSM 1020 - Hair Care and Treatment
3.000 Credits 5.000 Contact Hours
Prerequisites: Regular Status
Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments, and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

COSM 1030 - Haircutting
3.000 Credits 7.000 Contact Hours
Prerequisites: Regular Status
Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

COSM 1040 - Styling
3.000 Credits 6.000 Contact Hours
Prerequisites: Regular Status
Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include braiding/intertwining hair, styling principles, pincurls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

COSM 1050 - Hair Color
3.000 Credits 6.000 Contact Hours
Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

COSM 1060 - Fundamentals of Skin Care
3.000 Credits 7.000 Contact Hours
Provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

COSM 1070 - Nail Care and Advanced Techniques
3.000 Credits 7.000 Contact Hours
Provides training in manicuring, pedicuring and advanced nail techniques. 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).

COSM 1080 – Physical Hair Services Practicum
3.000 Credits 7.000 Contact Hours
Prerequisites: COSM 1000; COSM 1020; COSM 1030; COSM 1040;
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 required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1090 – Hair Services Practicum I
3.000 Credits 7.000 Contact Hours
Prerequisites: COSM 1000; COSM 1010; COSM 1020; COSM 1030; COSM 1040; COSM 1050
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, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100 - Hair Services Practicum II
3.000 Credits 7.000 Contact Hours
Corequisite: COSM 1090
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 texture services; permanent waving and relaxers; haircolor and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110 - Hair Services Practicum III
3.000 Credits 7.000 Contact Hours
Corequisites: COSM 1100
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.

COSM 1115 – Hair Services Practicum IV
2.000 Credits 6.000 Contact Hours
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 lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1120 - Salon Management
3.000 Credits 3.000 Contact Hours
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

COSM 1125 – Skin and Nail Care Practicum
2.000 Credits 6.000 Contact Hours
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: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

CRJU – Criminal Justice

CRJU 1010 - Introduction to Criminal Justice
3.000 Credits 3.000 Contact Hours
Introduces the development and organization 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.

CRJU 1021 - Private Security
3.000 Credits 3.000 Contact Hours
Prerequisites: 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; and security systems at work: putting it all together.

CRJU 1030 - Corrections
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Provides an analysis 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.

CRJU 1040 - Principles of Law Enforcement
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. 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.

CRJU 1043 - Probation and Parole
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Covers the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

CRJU 1062 - Methods of Criminal Investigation
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

CRJU 1063 - Crime Scene Processing
3.000 Credits 5.000 Contact Hours
Prerequisites: Regular Status
Presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

CRJU 1065 - Community-Oriented Policing
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Presents the fundamentals for the community-oriented policing philosophy, including the 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; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

CRJU 1068 - Criminal Law for Criminal Justice
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Introduces criminal law in the United States, but emphasizes the current specific Status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

CRJU 1072 - Introduction to Forensic Science
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Covers the origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

CRJU 1075 - Report Writing
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is 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.

CRJU 2020 - Constitutional Law for Criminal Justice
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
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 U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

CRJU 2050 - Criminal Procedure
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure, the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate case law and court rulings that dictate criminal procedure on the State and Federal Level.

CRJU 2060 - Criminology
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

CRJU 2070 - Juvenile Justice
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
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.

CRJU 2090 - Criminal Justice Practicum
3.000 Credits 9.000 Contact Hours
Prerequisites: Regular Status and Advisor Approval
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include criminal justice theory applications.

CRJU 2100 - Criminal Justice Externship
3.000 Credits 9.000 Contact Hours
Prerequisites: Regular Status and Advisor Approval
Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include criminal justice theory applications.

CTDL – Commercial Truck Driving

CTDL 1010 - Fundamentals of Commercial Driving
3.000 Credits 3.000 Contact Hours
Introduces students to the transportation 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.

CTDL 1020 - Combination Vehicle Basic Operation and Range Work
2.000 Credits 3.000 Contact Hours
Familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking, and coupling/uncoupling.

CTDL 1030 - Combination Vehicle Advanced Operations
4.000 Credits 8.000 Contact Hours
Develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. 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 forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: State law requires that whenever a combination vehicle is operated on public roads, an instructor must be present in the vehicle while the student is driving.

CTDL 1040 - Commercial Driving Internship
4.000 Credits 12.000 Contact Hours
Provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL-1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students' 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 forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) 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 the student is driving.

CTDL 1060 - Straight Truck/Passenger Vehicle Advanced Operations
4.000 Credits 8.000 Contact Hours
Focuses on developing students' driving skills under actual road conditions. The classroom part of the course stresses safe operating practices. These safe operating practices are then integrated into the development of driving skills on the road. 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 forty-four (44) hours BTW instructional time in any combination (with CTDL 1050) 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.

CUUL - Culinary Arts

CUUL 1000 - Fundamentals of Culinary Arts
4.000 Credits 5.000 Contact Hours
Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and espirit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

CUUL 1110 - Culinary Safety and Sanitation
2.000 Credits 4.000 Contact Hours
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.

CUUL 1120 - Principles of Cooking
6.000 Credits 12.000 Contact Hours
Prerequisites: CUUL 1110
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.

CUUL 1129 - Fundamentals of Restaurant Operations
4.000 Credits 7.000 Contact Hours
Prerequisites: CUUL 1120
Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflect American Culinary Federation Education Institute apprenticeship training objectives. Topics include dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

CUUL 1220 - Baking Principles
5.000 Credits 9.000 Contact Hours
Prerequisites: CUUL 1120
Presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads and baked products. 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, desserts, cakes, pastries; weights, measures, and conversions; preparation of baked goods, baking sanitation and hygiene, baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1320 - Garde Manger
4.000 Credits 9.000 Contact Hours
Prerequisites: CUUL 1120
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; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

CUUL 1370 - Culinary Nutrition and Menu Development
3.000 Credits 6.000 Contact Hours
Prerequisites: CUUL 1120
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.

CUUL 1400 - Basic Nutrition
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Emphasize nutrients and nutritional needs. Special needs and diets will be explored with an emphasis on manipulating meal components in order to meet the needs of these diets. Nutrition for different phases of the life cycle and current trends in nutrition will also be explored.

CUUL 1420 – Marketing and Customer Service
3.000 Credits 3.000 Credit hours
Prerequisite: Regular Status
Focuses on skills necessary to promote sales and incorporate strategies to meet customer needs.

CUUL 1450- Food Service Manager in Training I
3.000 Credits 3.000 Credit hours
Prerequisite: Regular Status
Introduces culinary management including menu management, production, service, and customer relations.

CUUL 1460 – Food Service Manager in Training II
3.000 Credits 3.000 Credit hours
Prerequisite: CUUL 1450
Introduces culinary nutrition management that emphasizes the role of the manager, leadership, personnel, and program accountability.

CUUL 2130 - Culinary Practicum
6.000 Credits 16.000 Contact Hours
Prerequisites: CUUL 1220; CUUL 1320
Familiarizes students with the principles and methods of sound decision making in the hospitality industry and provides them with the opportunity to gain management/supervisory 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 semester. 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.

CUUL 2140 - Advanced Baking and International Cuisine
6.000 Credits 12.000 Contact Hours
Prerequisites: CUUL 1220; CUUL 1320
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. 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.

CUUL 2160 - Contemporary Cuisine
4.000 Credits 9.000 Contact Hours
Prerequisites: CUUL 1220; CUUL 1320
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, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

CUUL 2190 – Principles of Culinary Leadership
3.000 Credits 3.000 Contact
Familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in their 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 leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include leadership principles, leadership relative to the function of management; decision making process; building and effect organizational culture; human resource management; and delegating management, organization, and control.

CUUL 2250 – Advanced Baking Principles
6.000 Credits 12.000 Contact
Provides in-depth experience in preparing many types of baked goods found in restaurants, country clubs, and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become Executive Pastry Chefs, Working Pastry Chefs and Bakers. Topics include Artisan Breads, Tarts, Tortes, Pastry Dough, Puff Pastry, Icing (buttercreams and meringues), Filling (sauces and coulis), Sugar, Chocolates, and Confections. Laboratory practice parallels class work.

DENA - Dental Assisting

DENA 1050 - Microbiology and Infection Control
3.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
Introduces fundamental microbiology and infection control techniques. Topics include classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

DENA 1080 - Dental Anatomy
5.000 Credits 5.000 Contact Hours
Prerequisite: Regular Status
Focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic nerve supply of the head; and salivary glands and related structures.

DENA 1340 - Dental Assisting I: General Chairside
6.000 Credits 9.000 Contact Hours
Prerequisites: DENA 1050; DENA 1080
Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills
7.000 Credits 10.000
Prerequisites: DENA 1340
Focuses on chairside assisting with dental specialty procedures. Topics include prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontics procedures; management of dental office emergencies; medically compromised patients and expanded functions approved by law for performance by dental assistants in the state of Georgia. Student will pass a comprehensive examination and successfully perform all required clinical skills to receive EFDA certification.

DENA 1390 - Dental Radiology
4.000 Credits 5.000 Contact Hours
Prerequisites: DENA 1080
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 images for the dental office. Topics include fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extraoral radiographic techniques; and quality assurance techniques.

DENA 1400 - Dental Practice Management
2.000 Credits 3.000 Contact Hours
Prerequisites: COMP 1000; DENA 1340
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; employability skills 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.

DENA 1460 - Dental Practicum I
1.000 Credits 3.000 Contact Hours
Prerequisites: DENA 1050; DENA 1340; DENA 1350; DENA 1390
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.

DFTG – Drafting Technology

DFTG 1015 - Practical Mathematics for Drafting Technology
3.000 Credits 3.000 Contact Hours
Introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

DFTG 1101 - CAD Fundamentals
4.000 Credits 6.000 Contact Hours
Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

DFTG 1103 - Multiview/Basic Dimensioning
4.000 Credits 6.000 Contact Hours
Prerequisites: DFTG 1101
Provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

DFTG 1105 - 3D Mechanical Modeling
4.000 Credits 6.000 Contact Hours
In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

DFTG 1107 - Advanced Dimensioning/Sectional Views
4.000 Credits 6.000 Contact Hours
Prerequisites: DFTG 1103
Continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1109 - Auxiliary Views/Surface Development
4.000 Credits 6.000 Contact Hours
Prerequisites: DFTG 1105
Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

DFTG 1111 - Fasteners
4.000 Credits 6.000 Contact Hours
Prerequisites: DFTG 1105
Covers the basics of identifying fastening techniques, interpreting technical data, and creating working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

DFTG 1113 – Assembly Drawings
4.000 Credits 6.000 Contact Hours
Corequisite: DFTG 1111
Provides knowledge and skills necessary to create working drawings for the manufacturer of machine parts. Topics include detail drawings, orthographic assembly drawings, pictorial assembly drawing, and utilization of technical reference source.

DFTG 1125 - Architectural Fundamentals
4.000 Credits 6.000 Contact Hours
Introduces architectural fundamental principles and practice associated with architectural styles and drawing. Fundamentals of residential and commercial practices will be covered. Topics include specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning, and scales.

DFTG 1127 - Architectural 3D Modeling
4.000 Credits 6.000 Contact Hours
Acquaints students with concepts of the software related to parametric modeling for architectural drafting. The student will develop the skills necessary to create 3D models and presentation/construction drawings.

DFTG 1129 - Residential Drawing I
4.000 Credits 6.000 Contact Hours
Prerequisites: DFTG 1125
Introduces the essential skills necessary for assessing the expected materials, labor requirements, and costs for given structures or products. Also students will be introduced to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include material take-offs; footing and foundation; floor plans; exterior elevations, site plans; and construction drawing techniques/practices.

DFTG 1131 - Residential Drawing II
4.000 Credits 6.000 Contact Hours
Prerequisites: DFTG 1129
Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1133 - Commercial Drawing I
4.000 Credits 6.000 Contact Hours
Prerequisites: DFTG 1125
Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

DFTG 2010 – Engineering Graphics
4.00 Credits 6.000 Contact Hours
Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principles.

DFTG 2020 – Visualization and Graphics
3.000 Credits 7.000 Contact Hours
Introduces engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling, including parametric modeling, are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized.

DFTG 2030 - Advanced 3D Modeling Architectural
4.000 Credits 7.000 Contact Hours
Prerequisites: DFTG 1127
Acquaints students with concepts of the software related to Presentations for architectural renderings and architectural animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for

architectural renderings, and animation techniques for architectural presentations.

DFTG 2040 - Advanced 3D Modeling Mechanical
4.000 Credits 7.000 Contact Hours
Prerequisites: DFTG 1105
Acquaints students with concepts of the software related to sheet metal modeling for mechanical drafting, multi-body parts assemblies, and basic animation techniques for mechanical assembly presentations.

DFTG 2110 – Print Reading I
2.000 Credits 3.000 Contact Hours
Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include interpretation of blueprints and sketching.

DFTG 2120 - Print Reading for Architecture
3.000 Credits 5.000 Contact Hours
Emphasizes skills in reading, producing, and interpreting construction drawings. Topics include reading and measuring plans, identifying and understanding lines, symbols, dimensions, materials, schedules, and specifications.

DFTG 2210 – Print Reading II
2.000 Credits 3.000 Contact Hours
Prerequisites: DFTG 2110
Continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.

DFTG 2500 - Drafting Technology Exit Review
3.000 Credits 9.000 Contact Hours
Emphasizes students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

DHYG - Dental Hygiene

DHYG 1000 - Tooth Anatomy and Root Morphology
2.000 Credits 2.000 Contact Hours
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.

DHYG 1010 - Oral Embryology and Histology
1.000 Credits 1.000 Contact Hours
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.

DHYG 1020 - Head and Neck Anatomy
2.000 Credits 2.000 Contact Hours
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.

DHYG 1030 - Dental Materials
2.000 Credits 3.000 Contact Hours
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, mouth guards 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.

DHYG 1040 - Preclinical Dental Hygiene Lecture
2.000 Credits 2.000 Contact Hours
Corequisites: DHYG 1050
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning.

DHYG 1050 - Preclinical Dental Hygiene Lab
2.000 Credits 6.000 Contact Hours
Corequisites: DHYG 1040
Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion and caries.

DHYG 1070 - Radiology Lecture
2.000 Credits 2.000 Contact Hours
Prerequisites: DHYG 1020
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.

DHYG 1090 - Radiology Lab
1.000 Credits 3.000 Contact Hours
Prerequisites: DHYG 1020
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.

DHYG 1110 - Clinical Dental Hygiene I Lecture
2.000 Credits 2.000 Contact Hours
Prerequisites: DHYG 1040
Corequisites: DHYG 1111
Continues the development of knowledge in patient care. Topics include prevention, instrumentation, patient management, dental appliances, and treatment planning.

DHYG 1111 - Clinical Dental Hygiene I Lab
3.000 Credits 9.000 Contact Hours
Prerequisites: DHYG 1050
Corequisites: DHYG 1110
Continues the development of knowledge in patient care. Topics include prevention, instrumentation, patient management, dental appliances, treatment planning, and applied techniques.

DHYG 1206 - Pharmacology and Pain Control
3.000 Credits 3.000 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.

DHYG 2010 - Clinical Dental Hygiene II Lecture
2.000 Credits 2.000 Contact Hours
Prerequisites: DHYG 1070; DHYG 1110
Corequisites: DHYG 2020
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement, and root planing; ultrasonics and air polishing; and dietary analysis.

DHYG 2020 - Clinical Dental Hygiene II Lab
2.000 Credits 6.000 Contact Hours
Prerequisites: DHYG 1070; DHYG 1090; DHYG 1111
Corequisites: DHYG 2010
Continues the development of student knowledge in treating patients and preventing oral disease. Topics include instrument sharpening; patient assessment; antimicrobial use; pulp vitality testing; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement, and root planing; ultrasonics and air polishing; dietary analysis, and applied techniques.

DHYG 2050 – General and Oral Pathology/Pathophysiology
3.000 Credits 3.000 Contact Hours
Prerequisites: DHYG 1010; DHYG 1020
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.

DHYG 2070 - Community Dental Health
3.000 Credits 5.000 Contact Hours
Prerequisites: DHYG 1110
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 needs 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.

DHYG 2080 - Clinical Dental Hygiene III Lecture
2.000 Credits 2.000 Contact Hours
Prerequisites: DHYG 2010
Corequisites: DHYG 2090
Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include treatment of patients with special needs.

DHYG 2090 - Clinical Dental Hygiene III Lab
4.000 Credits 12.000 Contact Hours
Prerequisites: DHYG 2020
Corequisites: DHYG 2080
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include special needs patients and applied techniques.

DHYG 2110 - Biochemistry and Nutrition Fundamentals for the Dental Hygienist
2.000 Credits 2.000 Contact Hours
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.

DHYG 2130 - Clinical Hygiene IV Lecture
2.000 Credits 2.000 Contact Hours
Prerequisites: DHYG 2080
Corequisites: 2140
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.

DHYG 2140 - Clinical Dental Hygiene IV Lab
4.000 Credits 12.000 Contact Hours
Prerequisites: DHYG 2090
Corequisites: DHYG 2130
Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include applied techniques and time management.

DHYG 2200 - Periodontology
3.000 Credits 3.000 Contact Hours
Prerequisites: DHYG 1010
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, periodontal pathology, periodontal diseases, assessment and treatment planning, periodontal disease therapy, and periodontal emergencies.

DIET–Diesel Equipment Technology

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety
3.00 Credits 5.000 Contact Hours
Corequisites: DIET 1010
Introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology 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, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

DIET 1010 – Diesel Electrical and Electronic Systems
7.000 Credits/14.000 Contact Hours
Corequisites: DIET 1000
Introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

DIET 1020 – Preventive Maintenance
5.000 Credits 8.000 Contact Hours
Prerequisites: DIET 1010
Introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include engine systems, cab and hood, heating, ventilation and air conditioning (HVAC), electrical and electronics, frame, and chassis.

DIET 1030 - Diesel Engines
6.000 Credits 13.000 Contact Hours
Prerequisites: DIET 1010
Introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems
3.000 Credits 6.000 Contact Hours
Prerequisites: DIET 1010
Introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

DIET 2001 - Heavy Equipment Hydraulics
6.000 Credits 11.000 Contact Hours
Prerequisites: DIET 1010
Introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

DIET 2011 - Off Road Drivelines
6.000 Credits 11.000 Contact Hours
Prerequisites: DIET 1010
Introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back-hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

ECCE – Early Childhood Care and Education

ECCE 1101 - Introduction to Early Childhood Care and Education
3.000 Credits 3.000 Contact Hours
Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

ECCE 1103 - Child Growth and Development
3.000 Credits 3.000 Contact Hours
Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 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 examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

ECCE 1105 - Health, Safety and Nutrition
3.000 Credits 4.000 Contact Hours
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.

ECCE 1112 - Curriculum and Assessment
3.000 Credits 4.000 Contact Hours
Corequisites: ECCE 1103
Provides the student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

ECCE 1113 - Creative Activities for Children
3.000 Credits 4.000 Contact Hours
Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 1121 - Early Childhood Care and Education Practicum
3.000 Credits 7.000 Contact Hours
Prerequisites: ECCE 1105 or approved CPR certification (see advisor)
Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum 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.

ECCE 2115 - Language and Literacy
3.000 Credits 4.000 Contact Hours
Prerequisites: ECCE 1103
Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

ECCE 2116 - Math and Science
3.000 Credits 4.000 Contact Hours
Prerequisites: ECCE 1103
Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

ECCE 2201 - Exceptionalities
3.000 Credits 3.000 Contact Hours
Prerequisites: ECCE 1103
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 and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

ECCE 2202 - Social Issues and Family Involvement
3.000 Credits 3.000 Contact Hours
Enables the student to value the complex characteristics of children's families and communities and to 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.

ECCE 2203 - Guidance and Classroom Management
3.000 Credits 3.000 Contact Hours
Prerequisites: ECCE 1103
Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

ECCE 2240 - Early Childhood Care and Education Internship
12.000 Credits 36.000 Contact Hours
Prerequisites: ECCE 1101; ECCE 1103; ECCE 1105 or approved CPR certification (see advisor)
Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum 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.

ECCE 2310 - Paraprofessional Methods and Materials
3.000 Credits 3.000 Contact Hours
Prerequisites: ECCE 1103
Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

ECCE 2312 - Paraprofessional Roles and Practices
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status; ECCE 1103
Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

ECCE 2320 - Program Administration and Facility Management
3.000 Credits 3.000 Contact Hours
Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

ECCE 2322 - Personnel Management
3.000 Credits 3.000 Contact Hours
Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2330 - Infant/Toddler Development
3.000 Credits 3.000 Contact Hours
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.

ECCE 2332 - Infant/Toddler Group Care and Curriculum
3.000 Credits 3.000 Contact Hours
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.

ECET – Electrical and Computer Engineering Technology

ECET 1101 – Circuit Analysis I
4.000 Credits 6.000 Contact Hours
Prerequisites: MATH 1111; ENGT 1000
Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, DC instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.

ECET 1110 – Digital Systems I
4.000 Credits 6.000 Contact Hours
Prerequisites: ENGT 1000
Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks and Altera simulation software and system.

ECET 2101 – Circuit Analysis II
4.000 Credits 6.000 Contact Hours
Prerequisites: MATH 1111; ECET 1101
Continues study of AC circuit analysis, which emphasizes complex networks. Topics include analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

ECET 2120 – Electronic Circuits I
4.000 Credits 6.000 Contact Hours
Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.

ECGT – Electrocardiography Technology

ECGT 1030 – Introduction to Electrocardiography
5.000 Credits 6.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090; ENGL 1010; MATH 1012; PSYC 1010
Provides an introduction to electrocardiography techniques and record keeping. Emphasis is placed on the knowledge and skills needed to perform ECG on all types of patients. Topics include infection control techniques, basic life support, legalities and ethics, basic cardiovascular anatomy and physiology, ECG techniques and recognition, ECG lead placement, technical aspects of the ECG, ECG rhythm strip interpretation, advanced ECG techniques and a Cardiovascular Credentialing International (CCI) exam review.

ECGT 1050 –Electrocardiography Practicum
5.000 Credits 15.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090; ENGL 1010; MATH 1012; PSYC 1010; ECGT 1030
Provides an introduction to clinical practice in the setting of hospitals, clinics, and medical offices. Students must demonstrate regard for the dignity, rights, and privacy of each patient. They must also abide by the policies and procedures of each clinical setting. Students will be able to learn by doing electrocardiography techniques and record keeping. Emphasis is placed on the application of knowledge and skills gained in the classroom. Students will have the opportunity to display their ability to interact appropriately with patients, family members, and other members of the healthcare team. Students may be required to perform Basic Life Support. Topics include application of classroom knowledge and skills and functioning in the work environment.

ECON – Economics

ECON 1101 - Principles of Economics
3.000 Credits 3.000 Contact Hours
Prerequisites: 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 United States economy in perspective

ECON 2105 - Macroeconomics
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

ECON 2106 – Microeconomics
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

ELCR – Electronics

ELCR 1005 - Soldering Technology
1.000 Credits 2.000 Contact Hours
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELCR 1010 - Direct Current Circuits
6.000 Credits 7.000 Contact Hours
Prerequisites: MATH 0090 with a minimum grade of *C* or diploma program admission-level math competency
Provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, DC theorems, and applied algebraic concepts.

ELCR 1020 - Alternating Current Circuits
7.000 Credits 9.000 Contact Hours
Prerequisites: ELCR 1010
Introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

ELCR 1030 - Solid State Devices
5.000 Credits 6.000 Contact Hours
Prerequisites: ELCR 1020
Provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

ELCR 1040 - Digital and Microprocessor Fundamentals
5.000 Credits 7.000 Contact Hours
Prerequisites: ELCR 1020
Covers digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

ELCR 1060 - Linear Integrated Circuits
3.000 Credits 4.000 Contact Hours
Prerequisites: ELCR 1020
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include operational amplifiers, timers, and three-terminal voltage regulators.

ELCR 1280 – Introduction to Embedded Systems
3.000 Credits 4.000 Contact Hours
Provides introduction coverage of embedded systems. An embedded system can be defined as a control system or computer system designed to perform a specific task. Emphasis is placed on the physical characteristics and uses of embedded systems. Topics include basic microcontroller, introduction to embedded system software, programming tools, sensors, actuators, basic control system, and embedded systems applications.

ELCR 2110 - Process Control
3.000 Credits 5.000 Contact Hours
Prerequisites: ELCR 1020
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.

ELCR 2120 - Motor Controls
3.000 Credits 5.000 Contact Hours
Prerequisites: ELCR 1020
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.

ELCR 2130 - Programmable Controllers
3.000 Credits 5.000 Contact Hours
Prerequisites: ELCR 1020
Provides the basic skills and techniques used in industrial application of programmable controls. Topics include controller hardware, programming, PC applications, and troubleshooting.

ELCR 2140 - Mechanical Devices
2.000 Credits 3.000 Contact Hours
Prerequisites: 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.

ELCR 2150 - Fluid Power
2.000 Credits 3.000 Contact Hours
Prerequisites: 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.

ELCR 2160 - Advanced Microprocessors and Robotics
3.000 Credits 4.000 Contact Hours
Prerequisites: ELCR 1040
Continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

ELCR 2590 - Fiber Optic Systems
3.000 Credits 4.000 Contact Hours
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.

ELCR 2600 - Telecommunication and Data Cabling
3.000 Credits 4.000 Contact Hours
Prerequisites: ELCR 1010
Introduces the basic 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.

ELCR 2660 - Security System Installation and Testing
4.000 Credits 6.000 Contact Hours
Provides a working knowledge of basic security system applications and theory. Students will be able to identify system components and their uses and apply that knowledge to system design. The course utilizes hands-on training in system installation, programming, testing, and troubleshooting to assess the preparedness of the student in the security system installation and service industry.

ELTR – Electrical Technology

ELTR 1020 - Electrical Systems Basics I
3.000 Credits 4.000 Contact Hours
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.

ELTR 1060 - Electrical Prints, Schematics, and Symbols
2.000 Credits 3.000 Contact Hours
Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include electrical symbols, component identification, print reading and scales and measurement.

ELTR 1080 - Commercial Wiring I
5.000 Credits 6.000 Contact Hours
Introduces commercial wiring practices and procedures. Topics include industrial safety procedures, the National Electrical Code, principles of grounding and bonding, commercial services, three-phase power systems, and electric motor fundamentals.

ELTR 1090 - Commercial Wiring II
3.000 Credits 5.000 Contact Hours
Continues the study in commercial wiring practices and procedures. Topics include conduit installation and system design concepts.

ELTR 1180 - Electrical Controls
4.000 Credits 6.000 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, and operation, application and ladder diagrams. Topics include ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls, and variable speed controls.

ELTR 1205 - Residential Wiring I
3.000 Credits 4.000 Contact Hours
Introduces residential wiring practices and procedures. Topics include print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

ELTR 1210 - Residential Wiring II
3.000 Credits 4.000 Contact Hours
Provides additional instruction on wiring practices in accordance with National Electrical Code. Topics include single and multi-family load calculations, single and multi-family service installations, sub-panels and feeders, and specialty circuits.

ELTR 1220 - Industrial PLCs
4.000 Credits 6.000 Contact Hours
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, connecting field devices to I/O cards, and PLC safety procedures.

ELTR 1250 - Diagnostic Troubleshooting
2.000 Credits 5.000 Contact Hours
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.

ELTR 1270 - NEC Industrial Wiring Applications
4.000 Credits 6.000 Contact Hours
Provides instruction in industrial wiring applications of the National Electrical Code. Topics include rigid/IMC conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).

ELTR 1520 - Grounding and Bonding
2.000 Credits 4.000 Contact Hours
Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include branch circuit grounding, equipment grounding/ bonding, and earth connections.

ELTR 1525 - Photovoltaic Systems
5.000 Credits 7.000 Contact Hours
Introduces techniques and method on how to install residential and commercial photovoltaic systems.

ELTR 1530 - Conduit Sizing
2.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include National Electrical Code, conduits types/trade sizes, and percent of fill.

ELTR 1540 - Wire Pulling and Codes
3.000 Credits 6.000 Contact Hours
Instructs students in the installation of cabling systems. Emphasis will be on the types of cabling technologies that address voice, video, and data communications and the applicable codes.

EMPL – Employability Skills

EMPL 1000 - Interpersonal Relations and Professional Development
2.000 Credits 2.000 Contact Hours
Emphasizes 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.

EMSP – Emergency Medical Services

EMSP 1010 - Emergency Medical Responder
4.000 Credits 6.000 Contact Hours
Prerequisites: Regular Status
Prepares students to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include medical terminology and anatomy & physiology; responder safety; incident command; bloodborne pathogen training; basic physical assessment; and treatment of trauma and medical emergencies; cardiopulmonary resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include preparatory; anatomy and physiology; medical terminology; pathophysiology; life span development; public health; pharmacology; airway; management; respiration and artificial ventilation; assessment; medicine; shock and resuscitation; trauma; special patient populations; EMS operations; and integration of patient assessment and management.

EMSP 1110 - Introduction to the EMT Profession
3.000 Credits 4.000 Contact Hours
Prerequisite: Regular Status
Serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include anatomy and physiology, medical terminology, pathophysiology, CPR for HCP, EMS systems, research, workforce safety and wellness, documentation, EMS system communication, therapeutic communication, medical/legal and ethics, public health, principles of safely operating a ground ambulance, incident management, multiple casualty incidents, air medical, vehicle extrication, hazmat, MCI due to terrorism/disaster, and life span development.

EMSP 1120 - EMT Assessment/Airway Management and Pharmacology
3.000 Credits 4.000 Contact Hours
Prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include scene size-up; primary assessment; history taking; secondary assessment; monitoring devices; reassessment; airway management; respiration; artificial ventilation; principles of pharmacology; medication administration; and emergency medications.

EMSP 1130 - Medical Emergencies for the EMT
3.000 Credits 4.000 Contact Hours
Integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include medical overview; neurology; abdominal and gastrointestinal disorders; immunology; infectious disease; endocrine disorders; psychiatric; cardiovascular; toxicology; respiratory; hematology; genitourinary/renal; non-traumatic musculoskeletal disorders; diseases of the eyes, ears, nose, and throat; and medical assessments.

EMSP 1140 - Special Patient Populations
3.000 Credits 4.000 Contact Hours
Provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include obstetrics, gynecology, neonatal care, pediatrics, geriatrics, patients with special challenges, and special patient populations - assessments.

EMSP 1150 - Shock and Trauma for the EMT
3.000 Credits 4.000 Contact Hours
Prepares the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury, including abdominal and genitourinary trauma; orthopedic trauma; soft tissue trauma; head, facial, neck, and spine trauma and nervous system trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include shock and resuscitation; trauma overview; bleeding; chest trauma; abdominal and genitourinary trauma; orthopedic trauma; soft tissue trauma; head, facial, neck, and spine trauma; nervous system trauma; special considerations in trauma; environmental emergencies; and multi-system trauma.

EMSP 1160 - Clinical and Practical Applications for the EMT
1.000 Credits 3.000 Contact Hours
Provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include clinicals and assessment based management.

EMSP 1510 - Advanced Concepts for the AEMT
3.000 Credits4.000 Contact Hours
Prerequisites: Regular Status
Serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include EMS systems; documentation; EMS system communication; therapeutic communication; principles of pharmacology; medication administration; emergency medications; airway management; respiration; artificial ventilation; primary assessment; and secondary assessment.

EMSP 1520 - Advanced Patient Care for the AEMT
3.000 Credits 4.000 Contact Hours
Provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition, it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include geriatrics; patients with special challenges; medical overview; neurology; immunology; infectious disease; endocrine disorders; cardiovascular; toxicology; respiratory; hematology; genitourinary/renal; shock and resuscitation; chest trauma; abdominal and genitourinary trauma; orthopedic trauma; head, facial, neck, and spine trauma: nervous system trauma; and integration of medical/trauma assessments.

EMSP 1530 - Clinical Applications for the AEMT
1.000 Credits 2.000 Contact Hours
Provides supervised clinical experience in various clinical settings.

EMSP 1540 - Clinical and Practical Applications for the AEMT
3.000 Credits 6.000 Contact Hours
Provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include clinicals and assessment based management.

ENGL – English

ENGL 0090 – Learning Support English
3.000 Credits 5.000 Contact Hours
Uses a modular approach to emphasize the rules of grammar, punctuation, capitalization, subject/verb agreement, correct verb forms, spelling, writing, and revising skills for basic paragraph development. Students progress at their own pace to master each module.

ENGL 1010 - Fundamentals of English I
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 AND READ 0090 with a minimum grade of C or diploma program admission level writing AND reading competency
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.

ENGL 1101 - Composition and Rhetoric
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 AND READ 0090 with a minimum grade of C or degree program admission level writing AND reading competency
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.

ENGL 1102 - Literature and Composition
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 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.

ENGL 1105 - Technical Communications
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 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 technical report presentation.

ENGL 2110 - World Literature
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 1101 with a minimum grade of *C*
Explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

ENGL 2130 - American Literature
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 1101 and ENGL 1102 with a minimum grade of *C*
Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

ENGL 2310 - English Literature from the Beginnings to 1700
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 1101 and ENGL 1102 with a minimum grade of *C*
Presents a survey of important works in early English literature. Course content includes a variety of literary genres: poetry, drama, fiction and nonfiction. Writers typically include the Beowulf poet, Gawain poet, Chaucer, Spenser, Sidney, Marlowe, Donne, Jonson, Shakespeare, and Milton. The course emphasizes English literature as a reflection of culture and ideas. Competency areas include literature and culture; essential themes and ideas; literature and history; research and writing skills; and oral communication skills.

ENGT – Engineering Technology

ENGT 1000 - Introduction to Engineering Technology
3.000 Credits 5.000 Contact Hours
Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. Labs reinforce mathematical, mechanical, and electrical concepts through practical exercises, such as measurement and calculation of density of objects, relative humidity; use of digital multi-meter; building circuits; use of precision instruments; and team exercises.

ESTH – Esthetician

ESTH 1000 - Introduction to Esthetics
3.000 Credits 4.000 Contact Hours
Prerequisites: 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.

ESTH 1010 - Anatomy and Physiology of the Skin
3.000 Credits 3.000 Contact Hours
Prerequisites: ESTH 1000
Introduces 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.

ESTH 1020 - Skin Care Procedures
4.000 Credits 8.000 Contact Hours
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, reflexology, and airborne and blood borne pathogens and OSHA updates.

ESTH 1030 – Electricity and Facial Treatments with Machines
5.000 Credits 9.000 Contact Hours
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.

ESTH 1040 - Advanced Skin Care
3.000 Credits 7.000 Contact Hours
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.

ESTH 1050 - Color Theory and Makeup
4.000 Credits 9.000 Contact Hours
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.

ESTH 1060 - Esthetics Practicum I
4.000 Credits 12.000 Contact Hours
Prerequisites: ESTH 1000; ESTH 1010; ESTH 1020; ESTH 1030; ESTH 1040; ESTH 1050
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.

ESTH 1070 - Esthetics Practicum II
4.000 Credits 12.000 Contact Hours
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.

FRSC – Fire Science

FRSC 1020 - Basic Firefighter – Emergency Services Fundamentals
3.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status

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. 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

1. CPR
2. First Aid
3. ICS-100
4. IS-700
5. 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.

FRSC 1030 - Basic Firefighter - MODULE I
5.000 Credits 7.000 Contact Hours
Prerequisites: Regular Status

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 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.

FRSC 1040 - Basic Firefighter - MODULE II
3.000 Credits 5.000 Contact Hours
Prerequisites: Regular Status

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 fire fighter 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.

1. Exterior Class A Fire
2. Interior Structure Attack Above Grade Level
3. Interior Structure Attack Below Grade Level
4. Vehicle Fire
5. 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 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.

FRSC 1100 - Introduction to the Fire Service
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status

Provides a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, country, city 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.

FRSC 1110 - Fire Administration – Supervision and Leadership
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
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 basic fire prevention methods, fire and building codes, and records systems 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 qualify for a certificate of completion or seek certification through the appropriate governing agency for the following:
1. NFA Leadership I
2. NFA Leadership II
3. NFA Leadership III
This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1121 - Firefighting Strategy and Tactics
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include principles of firefighting, 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 waterfront fires.

FRSC 1132 - Fire Service Instructor
4.000 Credits 5.000 Contact Hours
Prerequisites: 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, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

FRSC 1141 - Hazardous Materials Operations
4.000 Credits 5.000 Contact Hours
Prerequisites: Regular Status
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 reacting 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 the 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 HazMat 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. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level

FRSC 1151 - Fire Prevention and Inspection
4.000 Credits 5.000 Contact Hours
Prerequisites: Regular Status
Emphasizes 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 completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination

FRSC 1161 - Fire Service Safety and Loss Control
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
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 can be 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 and how to collect the data and report it.

FRSC 2100 - Fire Administration Management
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Provides 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 forged 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 is 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 also 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 9-11, 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.

FRSC 2110 - Fire Service Hydraulics
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Begins with the history and theories of the use of water for fire extinguishment 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, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

FRSC 2120 - Fire Protection Systems
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Reviews fire detection and protection systems: 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. Specific topics include introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, non-water-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

FRSC 2130 - Fire Service Building Construction
3.000 Credits 3.000 Contact Hours
Prerequisites: 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.

FRSC 2141 - Incident Command
4.000 Credits 5.000 Contact Hours
Prerequisites: Regular Status
Illustrates the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within 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 departmental 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 provide 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.

FRSC 2170 - Fire and Arson Investigation
4.000 Credits 5.000 Contact Hours
Prerequisites: 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 structures, grassland, wildland, automobiles, vehicles, ships, and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, 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.

GERT – Gerontology

GERT 1000 - Understanding the Gerontological Client
2.000 Credits 2.000 Contact Hours
Prerequisites: Regular Status
Provides a description of the aging client in the aging services network, as well as an examination of sociological, psychological, and biological aspects of aging.

GERT 1020 - Behavioral Aspects of Aging
2.000 Credits 2.000 Contact Hours
Prerequisites: Regular Status
Addresses behavioral health issues associated with aging, including psycho-social impact of cultural and cohort influences; a discussion of prevention, diagnosis, assessment, and intervention; as well as an examination of pertinent legislation.

GERT 1030 - Gerontological Nutrition
1.000 Credits 1.000 Contact Hours
Prerequisites: Regular Status
Provides a study of the nutritional needs of the individual, including older adults. Topics include nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

HIMT – Health Information Management Technology

HIMT 1100 – Introduction to Health Information Technology
3.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
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).

HIMT 1150 – Computer Applications in Healthcare
3.000 Credits 5.000 Contact Hours
Provides 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.

HIMT 1200 - Legal Aspects of Healthcare
3.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
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, and 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.

HIMT 1250 - Health Record Content and Structure
2.000 Credits 3.000 Contact Hours
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.

HIMT 1350 - Pharmacotherapy
2.000 Credits 2.000 Contact Hours
Prerequisites: ALHS 1090
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.

HIMT 1400 - Coding and Classification – ICD Basics
4.000 Credits 6.000 Contact Hours
Prerequisites: BIOL 2114; BIOL 2114L; ALHS 1090; HIMT 1350
Provides the student an introduction to medical coding and classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

HIMT 1410 - Coding and Classification – ICD Advanced
3.000 Credits 4.000 Contact Hours
Prerequisites: HIMT 1400
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.

HIMT 2150 - Healthcare Statistics
3.000 Credits 5.000 Contact Hours
Prerequisites: MATH 1111
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.

HIMT 2200 - Performance Improvement
3.000 Credits 4.000 Contact Hours
Introduces the students to the peer review and the role health information plays in evaluating patient care. This 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 accreditation requirements of various agencies.

HIMT 2300 - Healthcare Management
3.000 Credits 3.000 Contact Hours
Engages students in the functions of a merger, 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 evaluations.

HIMT 2400 – Coding and Classification System CPT/HCPCS
3.000 Credits 5.000 Contact Hours
Prerequisites: HIMT 1400
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.

HIMT 2410 - Revenue Cycle Management
3.000 Credits 4.000 Contact Hours
Prerequisites: HIMT 1400
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.

HIMT 2460 - Health Information Technology Practicum
3.000 Credits 9.000 Contact Hours
Prerequisites: HIMT 1200; HIMT 1250
Allows 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 HIMT coursework. The student will also learn professional skills to prepare them for employment in the HIM Career field.

HIST – History

HIST 1111 - World History I
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 AND READ 0090 with a minimum grade of *C* or degree program admission level writing AND reading competency
Emphasizes the 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.

HIST 1112 - World History II
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 AND READ 0090 with a minimum grade of *C* or degree program admission level writing AND reading competency
Emphasizes the 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.

HIST 2111 - U.S. History I
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 AND READ 0090 with a minimum grade of *C* or degree program admission level writing AND reading competency
Emphasizes the study 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. It includes the history of Georgia and its constitutional development. 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.

HIST 2112 - U.S. History II
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 AND READ 0090 with a minimum grade of *C* or degree program admission level writing AND reading competency
Emphasizes the study 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. The course also provides an overview of the history of Georgia and the development of its constitution. 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.

HUMN – Humanities

HUMN 1101 - Introduction to Humanities
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 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 in the early, middle and modern periods. The humanities provide insight into people and society in both the Western and non-Western world. Topics include historical and cultural developments, contributions of the humanities, and research.

IDFC – Industrial Fundamentals

IDFC 1000 - Principles of Electricity I
4.000 Credits 5.000 Contact Hours
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.

IDFC 1005 - Principles of Electricity II
5.000 Credits 6.000 Contact Hours
Introduces the theory and application of varying sine wave voltages and current and solid state devices. Topics include magnetism, AC wave generation, AC test equipment, inductance, capacitance, basic transformers, an introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

IDFC 1007 - Industrial Safety Procedures
2.000 Credits 3.000 Contact Hours
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.

IDFC 1011 - Direct Current I
3.000 Credits 4.000 Contact Hours
Introduces direct current (DC) concepts and applications. Topics include electrical principles and laws; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IDFC 1012 - Alternating Current I
3.000 Credits 4.000 Contact Hours
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.

IDSY – Industrial Systems Technology

IDSY 1005 - Introduction to Mechatronics
4.000 Credits 7.000 Contact Hours
Provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers

IDSY 1020 – Print Reading and Problem Solving
3.000 Credits 5.000 Contact Hours
Prerequisites: Regular Status
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, specification and tolerances. The course emphasizes how the machine or mechanical system works, reading and engineering specifications, and applying a systematic approach to solving the problem.

IDSY 1101 - DC Circuit Analysis
3.000 Credits 4.000 Contact Hours
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.

IDSY 1105 - AC Circuit Analysis
3.000 Credits 4.000 Contact Hours
Introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include electrical laws and principles, magnetism, inductance and capacitance.

IDSY 1110 - Industrial Motor Controls I
4.000 Credits 7.000 Contact Hours
Introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

IDSY 1120 - Basic Industrial PLCs
4.000 Credits 8.000 Contact Hours
Introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

IDSY 1130 - Industrial Wiring
4.000 Credits 7.000 Contact Hours
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.

IDSY 1150 - DC and AC Motors
3.000 Credits 4.000 Contact Hours
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.

IDSY 1160 - Mechanical Laws and Principles
4.000 Credits 6.000 Contact Hours
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 and practical hands on lab exercises.

IDSY 1170 - Industrial Mechanics
4.000 Credits 8.000 Contact Hours
Introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

IDSY 1180 - Magnetic Starters and Braking
3.000 Credits 5.000 Contact Hours
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.

IDSY 1190 - Fluid Power Systems
5.000 Credits 10.000 Contact Hours
Provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

IDSY 1210 - Industrial Motor Controls II
4.000 Credits 7.000 Contact Hours
Introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

IDSY 1220 - Intermediate Industrial PLCs
4.000 Credits 8.000 Contact Hours

Provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

IDSY 1230 - Industrial Instrumentation
4.000 Credits 8.000 Contact Hours
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; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

IDSY 1240 - Maintenance for Reliability
4.000 Credits 6.000 Contact Hours

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.

IDSY 1260 - Machine Tool for Industrial Repairs
4.000 Credits 7.000 Contact Hours
Provides industrial mechanics the basic machine shop skills to perform common mechanical repairs such as: repair of scored pump shafts, motor shafts, conveyor shafts or valve stems; repair or fabrication of support brackets; fabrication of simple shaped (cylindrical or rectangular) parts; making or repairing keysets and keys.

IDSY 2830 - Networking Industrial Equipment
4.000 Credits 7.000 Contact Hours
Provides communication and networking skills needed for cabling and connection to PLC/HMI Devices.

LOGI – Logistics

LOGI 1000 – Business Logistics
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to transport, inventory, and location strategies, customer service goals and organization and control.

LOGI 1010 – Purchasing
3.000 Credits 3.000 Contact Hours
Provides a general knowledge of purchasing for today's supply chains. The student will be introduced to cross-functional teaming, purchasing and supply performance, supplier integration into new product development, supplier development, strategic cost management and total ownership cost (TOC), and many other topics. This course along with other supply chain-based courses will give the student the foundation needed to make a difference in obtaining low costs, quality products for their organizations.

LOGI 1020 – Materials Management
3.000 Credits 3.000 Contact Hours
Introduces students to materials management by learning the planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on students' knowledge of supply chains and how effective material management improves supply chain performance.

MAST – Medical Assisting

MAST 1010 - Legal and Ethical Concerns in Medical Office
2.000 Credits 2.000 Contact Hours
Prerequisites: 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, bioethical issues and HIPAA.

MAST 1030 - Pharmacology in the Medical Office
4.000 Credits 4.000 Contact Hours
Prerequisites: MATH 1012
Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

MAST 1060 - Medical Office Procedures
4.000 Credits 5.000 Contact Hours
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.

MAST 1080 - Medical Assisting Skills I
4.000 Credits 9.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090
Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical 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.

MAST 1090 - Medical Assisting Skills II
4.000 Credits 9.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090
Furthers student 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 IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAST 1100 - Medical Insurance Management
2.000 Credits 4.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090; BUSN 1100; COMP 1000; ENGL 1010
Emphasizes essential skills required for the medical practice. Topics include managed care, reimbursement, and coding.

MAST 1110 - Administrative Practice Management
3.000 Credits 6.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090; BUSN 1100; COMP 1000; ENGL 1010
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.

MAST 1120 - Human Diseases
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status; ALHS 1011; ALHS 1090
Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include introduction to disease and diseases of body systems.

MAST 1170 - Medical Assisting Externship
6.000 Credits 18.000 Contact Hours
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 and functioning in the work environment.

MAST 1180 - Medical Assisting Seminar
3.000 Credits 3.000 Contact Hours
Focuses on job preparation and maintenance skills and review for the certification examination. Topics include letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

MAST 1510 - Medical Billing and Coding I
2.000 Credits 3.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090; ENGL 1010
Provides an introduction to medical billing and coding skills with applications of international coding standards for billing of health care services. Topics include International Classification of Diseases, code book formats, guidelines and conventions, and coding techniques.

MAST 1520 - Medical Billing and Coding II
3.000 Credits 5.000 Contact Hours
Prerequisites: MAST 1510
Continues MAST 1510 Medical Billing and Coding I. Topics include medical records coding techniques; coding linkage and compliance; third-party reimbursement issues; and ethics in coding, including fraud and abuse.

MAST 1530 – Medical Procedural Coding
2.000 Credits 3.000 Contact Hours
Prerequisites: MAST 1510
Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians Current Procedural Terminology (CPT) manual. Topics include format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.

MATH – Mathematics

MATH 0090 - QEP Summit Math
3.000 Credits 6.000 Contact Hours
Uses the modular approach to emphasize in-depth arithmetic skills and basic/intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions/equations, slope, systems of equations, radical expressions/equations, quadratic equations, and applications involving previously listed topics.

MATH 1011 - Business Math
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 0090 with a minimum grade of *C* or diploma program admission level algebra competency
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.

MATH 1012 - Foundations of Mathematics
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 0090 with a minimum grade of *C* or diploma program admission level math competency
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.

MATH 1013 – Algebraic Concepts
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 0090 with a minimum grade of *C* or diploma program admission level math competency
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

MATH 1015 – Geometry and Trigonometry
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 1013 with a minimum grade of *C*
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

MATH 1017 - Trigonometry
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 1013 with a minimum grade of *C*
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

MATH 1101 - Mathematical Modeling
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 0090 with a minimum grade of *C* or degree program admission level math competency
Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra. *This course does not fulfill the math requirement for some Health Sciences programs. Consult an advisor and the specific program information pages of this catalog for required course(s).*

MATH 1103 – Quantitative Skills and Reasoning
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 0090 with a minimum grade of *C* or degree program admission level math competency
Focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management. *This course does not fulfill the math requirement for some Health Sciences programs. Consult an advisor and the specific program information pages of this catalog for required course(s).*

MATH 1111 - College Algebra
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 0090 with a minimum grade of *C* or degree program admission level algebra competency
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, exponential and logarithmic functions, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry

MATH 1112 - College Trigonometry
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 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 and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

MATH 1113 - Precalculus
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 1111 with a minimum grade of *C* or appropriate admission-level college algebra and trigonometry competency
Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

MATH 1127 - Introduction to Statistics
3.000 Credits 3.000 Contact Hours
Prerequisites: MATH 0090 with a minimum grade of *C* or degree program admission level algebra competency
Emphasizes 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. *This course does not fulfill the math requirement for any Health Sciences program. Consult an advisor and the specific program information pages of this catalog for required course(s).*

MATH 1131 - Calculus I
4.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status; MATH 1113 with a minimum grade of *C* or appropriate admission-level college algebra and trigonometry competency
Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

MATH 1132 - Calculus II
4.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status; MATH 1131 with a minimum grade of *C* or appropriate admission-level college algebra and trigonometry competency
Includes the study of techniques of integration, application of the definite integral, an introduction to differential equations, improper integrals, sequences, and series.

MCHT - Machine Tool Technology

MCHT 1011 - Introduction to Machine Tool
4.000 Credits 6.000 Contact Hours
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.

MCHT 1012 - Blueprint for Machine Tool
3.000 Credits 3.000 Contact Hours
Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

MCHT 1013 - Machine Tool Math
3.000 Credits 5.000 Contact Hours
Prerequisites: MATH 1012
Develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

MCHT 1020 – Heat Treatment and Surface Grinding
3.000 Credits 5.000 Contact Hours
Prerequisites: Regular Status
Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include heat treatment safety, metallurgy principles, heat treatment of metals, surface grinders, surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCHT 1030 - Applied Measurement
3.000 Credits 3.000 Contact Hours
Designed to develop skills necessary for the use and analysis of measurement for Machine Tool Technology and other industrial purposes. Topics include the use of non-precision measuring instruments, use of precision measuring instruments, use of comparison gauges, and analysis of measurements.

MCHT 1119 - Lathe Operations I
3.000 Credits 7.000 Contact Hours
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.

MCHT 1120 - Mill Operations I
3.000 Credits 7.000 Contact Hours
Provides instruction in the setup and use of the milling machine. Topics include safety, milling machines, milling machine setup, and milling machine operations.

MCHT 1219 - Lathe Operations II
3.000 Credits 7.000 Contact Hours
Provides further instruction for students to develop skill in the use of lathes. Topics include lathes, lathe setup, lathe operations, and safety.

MCHT 1220 - Mill Operations II
3.000 Credits 7.000 Contact Hours
Provides further instruction for students to develop skills in the use of milling machines. Topics include safety, advanced milling calculation, advanced milling machine setup and operations.

MEGT – Mechanical Engineering

MEGT 1010 – Manufacturing Processes
3.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status; ENGT 1000
Introduces industrial manufacturing processes that employ processes for material shaping, joining, machining and assembly to the student. Topics include casting, shaping and molding of metals, ceramics and polymers; particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Emphasis is provided on raw materials, quality, and costs of finished products. The course includes lab exercises that demonstrate the applications of the topics covered in actual manufacturing processes.

MEGT 1321 – Machining and Welding
2.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
Introduces machining and welding technology. This course will include emphasis of use and operation of selected machinery, various machining operations, selected welding processes and precision measuring instruments to be combined with laboratory projects and safety. Topics include industrial safety and health practices; welding quality; use of cutting and grinding tools; introduction to welding terms and symbols; shielded metal arc welding (SMAW); gas metal arc welding (GMAW); gas tungsten arc welding (GTAW); basic machining operations; and precision measuring instruments.

MEGT 2100 – Manufacturing Quality Control
3.000 Credits 5.000 Contact Hours
Prerequisites: ENGT 1000 or MATH 1013 or MATH 1111
Introduces statistical quality control and quality assurance techniques in manufacturing processes. Topics include: fundamentals of Six Sigma methodology, creating customer focus, statistical control techniques, control charts, process capability, failure modes and effects analysis (FMEA), teams and teamwork, leadership and strategic planning, optimization and reliability studies, lean manufacturing, and inspection tools and practices. The course is an effective training aid for those preparing to take the American Society for Quality (ASQ) Certified Quality Inspector (CQI) examination. Students will perform lab exercises applying quality concepts, tools and techniques to realistic industry examples.

MGMT – Management

MGMT 1100 - Principles of Management
3.000 Credits 3.000 Contact Hours
Develops skills and behaviors necessary for successful supervision of people and their 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.

MGMT 1105 - Organizational Behavior
3.000 Credits 3.000 Contact Hours
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.

MGMT 1110 - Employment Rules and Regulations
3.000 Credits 3.000 Contact Hours
Develops a working knowledge of the laws of employment necessary for managers. Topics include employment law, the courts, 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), workers compensation, unemployment compensation, and National Labor Relations Act.

MGMT 1115 - Leadership
3.000 Credits 3.000 Contact Hours
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.

MGMT 1120 - Introduction to Business
3.000 Credits 3.000 Contact Hours
Designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MGMT 1125 - Business Ethics
3.000 Credits 3.000 Contact Hours
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.

MGMT 2115 - Human Resource Management
3.000 Credits 3.000 Contact Hours
Designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors 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.

MGMT 2120 - Labor Management Relations
3.000 Credits 3.000 Contact Hours
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.

MGMT 2125 - Performance Management
3.000 Credits 3.000 Contact Hours
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.

MGMT 2130 - Employee Training and Development
3.000 Credits 3.000 Contact Hours
Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their 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.

MGMT 2135 - Management Communication Techniques
3.000 Credits 3.000 Contact Hours
Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include organizational/strategic communication, interpersonal communication, presentation techniques, presentation technology & applications, team/group communication, intercultural communication, external stakeholder communication and using spreadsheet applications for business problem solving.

MGMT 2140 - Retail Management
3.000 Credits 3.000 Contact Hours
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.

MGMT 2145 - Business Plan Development
3.000 Credits 3.000 Contact Hours
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.

MGMT 2155 - Quality Management Principles
3.000 Credits 3.000 Contact Hours
Familiarizes the student with the principles and methods of Quality Management (QM). Topics include the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.

MGMT 2160 – Legal and Ethical Environment of Business
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Introduces the legal, regulatory, and ethical environment of business. Explores the interrelatedness and influence of political, social, legal and regulatory, environmental, and technological issues, as well as the impact of demographic diversity on business organizations. Focuses on the role of these issues in business decision-making.

MGMT 2200 - Production/Operations Management
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
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.

MGMT 2205 - Service Sector Management
3.000 Credits 3.000 Contact Hours
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.

MGMT 2210 - Project Management
3.000 Credits 3.000 Contact Hours
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.

MGMT 2215 - Team Project
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
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 among others.

MKTG – Marketing Management

MKTG 1100 - Principles of Marketing
3.000 Credits 3.000 Contact Hours
Emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

MKTG 1130 - Business Regulations and Compliance
3.000 Credits 3.000 Contact Hours
Introduces the study of contracts and other legal issues and obligations for businesses. Topics include creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

MKTG 1160 - Professional Selling
3.000 Credits 3.000 Contact Hours
Introduces professional selling skills and processes. Topics include professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

MKTG 1190 - Integrated Marketing Communications
3.000 Credits 3.000 Contact Hours
Introduces the fundamental principles and practices associated with promotion and communication. Topics include purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

MKTG 1210 - Services Marketing
3.000 Credits 3.000 Contact Hours
Introduces the marketing skills required in a service business. Topics include foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.

MKTG 1270 - Visual Merchandising
3.000 Credits 3.000 Contact Hours
Focuses on the components of the visual merchandising of goods and services. Topics include design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

MKTG 1280 - Introduction to Sports and Recreation Management
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Introduces the sociological, philosophical, economic, and historical aspects of the sports and recreation industry. Topics include nature of sports and recreation management, sports management landscape, research and trends, programming in sports and recreation management, employee training, evaluation and relations, fiscal topics in the business of sports and recreation, and careers in sports and recreation management.

MKTG 1370 - Consumer Behavior
3.000 Credits 3.000 Contact Hours
Pre-requisites: Regular Status
Analyzes consumer behavior and applicable marketing strategies. Topics include the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.

MKTG 2000 - Global Marketing
3.000 Credits 3.000 Contact Hours
Prerequisites: MKTG 1100
Introduces opportunities and international strategies employed in the global marketplace. Topics include the environment of international marketing, analyzing international marketing opportunities, international market entries, design and international marketing strategy, and paths in international marketing.

MKTG 2010 - Small Business Management
3.000 Credits 3.000 Contact Hours
Introduces competencies required in managing a small business. Topics include nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

MKTG 2070 - Buying and Merchandising
3.000 Credits 3.000 Contact Hours
Develops buying and merchandising skills required in retail or e-business. Topics include principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

MKTG 2080 - Regulations and Compliance in Sports
3.000 Credits 3.000 Contact Hours
Pre-requisites: Regular Status
Introduces the legal principles involved in sports. Topics include nature of sports law, sports law and change, sports law environment, court decision processes, and sports contracts.

MKTG 2090 - Marketing Research
3.000 Credits 3.000 Contact Hours
Prerequisites: MKTG 1100
Conveys marketing research methodology. Topics include role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

MKTG 2180 - Principles of Sports Marketing
3.000 Credits 3.000 Contact Hours
Applies the principles of marketing utilized in the sports industry. Topics include nature of sports marketing, role of sports marketing, marketing principles specific to sports, marketing mix to achieve goals, and electronic landscape and media in sports.

MKTG 2210 - Entrepreneurship
6.000 Credits 6.000 Contact Hours
Prerequisites: Regular Status
Provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

MKTG 2280 - Sports Management
3.000 Credits 3.000 Contact Hours
Pre-requisites: MKTG 1280
Emphasizes leadership and management in the sports marketing industry. Topics include leadership, budgeting, project management, event management, contract negotiation, and international sports marketing.

MKTG 2290 - Marketing Internship/Practicum
3.000 Credits 9.000 Contact Hours
Prerequisites: Program advisor approval
Applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

MKTG 2300 - Marketing Management
3.000 Credits 3.000 Contact Hours
Prerequisites: MKTG 1100
Reiterates the program outcomes for marketing management through the development of a marketing plan. Topics include the marketing framework, the marketing plan, and preparing a marketing plan for a new product.

MKTG 2500 - Exploring Social Media
3.000 Credits 3.000 Contact Hours
Pre-requisites: Regular Status; MKTG 1100
Explores the environment and current trends of social media as it relates to marketing functions. Topics include history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment.

MKTG 2550 - Analyzing Social Media
3.000 Credits 4.000 Contact Hours
Pre-requisites: MKTG 1100
Analyzes the application of social media to an integrated marketing communication plan. Topics include technical writing for social media, social media auditing, Social Media ROI, trend analysis, social media analytics, and Customer Experience Management (CEM).

MUSC – Music Appreciation

MUSC 1101 - Music Appreciation
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 1101 with a minimum grade of *C*
Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening to and analyzing well-known works of music and encourages student interest in musical arts beyond the classroom.

NAST – Nurse Aide

NAST 1100 - Nurse Aide Fundamentals
6.000 Credits 9.000 Contact Hours
Prerequisites: Regular Status
Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and report changes in a resident's/patient's condition, nutrition, vital signs, nutrition and diet therapy; disease processes, vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills, and restorative care. A student who completes NAST 1100 is eligible to sit for the National Nurse Aide Assessment Program written/oral and skills competency exam and, if successful, may become a Certified Nurse Aide.

PHAR—Pharmacy Assistant

PHAR 1000 - Pharmaceutical Calculations
4.000 Credits 4.000 Contact Hours
Prerequisites: MATH 1012
Develops knowledge and skills in pharmaceutical calculations procedures. Topics include systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHAR 1010 - Pharmacy Technology Fundamentals
5.000 Credits 6.000 Contact Hours
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, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

PHAR 1020 - Principles of Dispensing Medicines
4.000 Credits 6.000 Contact Hours
Prerequisites: PHAR 1000; PHAR 1010
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.

PHAR 1040 - Pharmacology
4.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status
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.

PHAR 1055 - Pharmacy Assistant Practicum
5.000 Credits 15.000 Contact Hours
Prerequisites: ALHS 1011; ALHS 1090; MATH 1012; PHAR 1000; PHAR 1010; PHAR 1020; PHAR 1040
Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy assistant. Topics include purchasing, packaging and labeling drugs; distribution systems; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; contamination control; storage and control; pharmacy equipment, and health care organizational structures.

PHLT – Phlebotomy

PHLT 1030 - Introduction to Venipuncture
3.000 Credits 4.000 Contact Hours
Prerequisites: Regular Status; ALHS 1011; ALHS 1090; ALHS 1040; COMP 1000; ENGL 1010
Corequisites: PHLT 1050
Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

PHLT 1050 - Clinical Practice
5.000 Credits 15.000 Contact Hours
Prerequisites: ALHS 1040; COMP 1000; ALHS 1011; ALHS 1090; ENGL 1010
Corequisites: PHLT 1030
Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

PHYS – Physics

PHYS 1111 – Introductory Physics I
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 1101 with a minimum grade of *C;* MATH 1112 or MATH 1113 with a minimum grade of *C*
Corequisites: PHYS 1111L
The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

PHYS 1111L – Introductory Physics Lab I
1.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 1101 with a minimum grade of *C;* MATH 1112 or MATH 1113 with a minimum grade of *C*
Corequisites: PHYS 1111
Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

PHYS 1112 – Introductory Physics II
3.000 Credits 3.000 Contact Hours
Prerequisites: PHYS 1111; PHYS 1111L
Corequisites: PHYS 1112L
The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

PHYS 1112L – Introductory Physics Lab II
1.000 Credits 3.000 Contact Hours
Prerequisites: PHYS 1111; PHYS 1111L
Corequisites: PHYS 1112
Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics.

PNSG - Practical Nursing

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations
2.000 Credits 4.000 Contact Hours
Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

PNSG 2030 - Nursing Fundamentals
6.000 Credits 11.000 Contact Hours
Introduces the nursing process. Topics include nursing as a profession; ethics and law; 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 an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

PNSG 2035 - Nursing Fundamentals Clinical
2.000 Credits 6.000 Contact Hours
Introduces nursing practice in the clinical setting. Topics include but are not limited to history taking, physical assessment, nursing process, critical thinking, activities of daily living, documentation, client education, and standard precautions, hygiene and personal care, mobility and biomechanics, fluid and electrolytes, oxygen care, and perioperative care.

PNSG 2210 - Medical-Surgical Nursing I
4.000 Credits 5.000 Contact Hours
Focuses on client care, including using the nursing process, performing assessments, using critical thinking, engaging in client education, and displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; immunology; pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to the cardiovascular, respiratory, and hematological, and immunological systems.

PNSG 2220 - Medical-Surgical Nursing II
4.000 Credits 5.000 Contact Hours
Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education, and displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

PNSG 2230 - Medical-Surgical Nursing III
4.000 Credits 5.000 Contact Hours
Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education, and displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; mental health; pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

PNSG 2240 - Medical-Surgical Nursing IV
4.000 Credits 5.000 Contact Hours
Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education, and displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; oncology; as well as pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to the integumentary and reproductive systems.

PNSG 2250 - Maternity Nursing
3.000 Credits 3.000 Contact Hours
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, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2255 - Maternity Nursing Clinical
1.000 Credits 3.000 Contact Hours
Focuses on clinical 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, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2310 - Medical-Surgical Nursing Clinical I
2.000 Credits 6.000 Contact Hours
Focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 mental health experiences. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. Also includes pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

PNSG 2320 - Medical-Surgical Nursing Clinical II
2.000 Credits 6.000 Contact Hours
Focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education, and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 mental health experiences. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. Also includes pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

PNSG 2330 - Medical-Surgical Nursing Clinical III
2.000 Credits 6.000 Contact Hours
Focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 mental health experiences. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. Also includes pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

PNSG 2340 - Medical-Surgical Nursing Clinical IV
2.000 Credits 6.000 Contact Hours
Focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 412.5 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 hours of maternal, 37.5 pediatric, and 37.5 mental health experiences. Topics include health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. Also includes pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary, and reproductive systems.

PNSG 2410 - Nursing Leadership
1.000 Credits 1.00 Contact Hours
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 the nursing process, supervisory skills, client education methods, group dynamics, and conflict resolution.

PNSG 2415- Nursing Leadership Clinical
2.000 Credits 6.000 Contact Hours
Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

POLS – Political Science

POLS 1101 - American Government
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 and READ 0090 with a minimum grade of *C* or degree program admission level writing AND reading competency
Emphasizes 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, interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

PSYC – Psychology

PSYC 1010 - Basic Psychology
3.000 Credits 3.000 Contact Hours
Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work, and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social psychology.

PSYC 1101 - Introductory Psychology
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 and READ 0090 with a minimum grade of *C* or degree program admission level writing AND reading competency
Introduces the major fields of contemporary psychology. Emphasis is on critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatment, stress and health, and social psychology.

PSYC 2103 - Human Development
3.000 Credits 3.000 Contact Hours
Prerequisites: PSYC 1101
Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

RADT – Radiologic Technology

RADT 1010 - Introduction to Radiology
4.000 Credits 5.000 Contact Hours
Corequisites: RADT 1030; RADT 1320
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 delivery systems and related issues. 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, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

RADT 1030 - Radiographic Procedures I
3.000 Credits 5.000 Contact Hours
Prerequisites: BIOL 2114; BIOL 2114L
Corequisites: RADT 1010
Introduces the knowledge required to perform radiologic 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; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

RADT 1060 – Radiographic Procedures II
3.000 Credits 5.000 Contact Hours
Prerequisites: RADT 1010; RADT 1030
Corequisites: RADT 1330
Continues to develop the knowledge required to perform radiographic procedures. Topics include anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

RADT 1065 Radiologic Science
2.000 Credits 2.000 Contact Hours
Designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays and the fundamentals of x-ray photon interaction with matter.

RADT 1075 Radiographic Imaging
4.000 Credits 5.000 Contact Hours
Introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include image quality [radiographic density; radiographic contrast; recorded detail; distortion; grids; image receptors and holders (analog and digital)]; processing considerations (analog and digital); image acquisition (analog, digital, and PACS); image analysis; image artifacts (analog and digital). Guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisition, display, archiving, and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1085 Radiologic Equipment
3.000 Credits 4.000 Contact Hours
Establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1200 – Principles of Radiation Biology and Protection
2.000 Credits 2.000 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.

RADT 1320 - Clinical Radiography I
4.000 Credits 12.000 Contact Hours
Prerequisites: RADT 1030
Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

RADT 1330 - Clinical Radiography II
7.000 Credits 21.000 Contact Hours
Prerequisites: RADT 1010; RADT 1030; RADT 1320
Corequisites: RADT 1060
Continues introductory student learning experiences in the hospital setting. Topics include equipment utilization; exposure techniques; attention to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attention to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attention to and/or observation of procedures related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2090 - Radiographic Procedures III
2.000 Credits 4.000 Contact Hours
Prerequisites: RADT 1060
Corequisites: RADT 1330; RADT 2340
Continues to develop the knowledge required to perform radiographic procedures. Topics include anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax, and abdomen.

RADT 2201 - Introduction to Computed Tomography
2.000 Credits 2.000 Contact Hours
Corequisites: RADT 2220; RADT 2250
Introduces the student to computed tomography and patient care in the CT suite. Topics include the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

RADT 2210 – Computed Tomography Physics and Instrumentation
5.000 Credits 5.000 Contact Hours
Corequisites: RADT 2230; RADT 2265
Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

RADT 2220 – Computed Tomography Procedures I
3.000 Credits 3.000 Contact Hours
Corequisites: RADT 2201; RADT 2250
Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

RADT 2230 - Computed Tomography Procedures II
3.000 Credits 3.000 Contact Hours
Prerequisites: RADT 2220; RADT 2250
Corequisites: RADT 2210; RADT 2265
Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance,

RADT 2250 - Computed Tomography Clinical I
4.000 Credits 12.000 Contact Hours
Corequisites: RADT 2201; RADT 2220
Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students' progress toward completion of clinical competency evaluations. Topics include exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2260 - Radiologic Technology Review
3.000 Credits 3.000 Contact Hours
Prerequisites: RADT 1200; RADT 2090; RADT 2350
Corequisites: RADT 2360
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.

RADT 2265 - Computed Tomography Clinical II
4.000 Credits 12.000 Contact Hours
Prerequisites: RADT 2201; RADT 2220; RADT 2250
Corequisites: RADT 2210; RADT 2230
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. Students complete clinical competency evaluations. Topics include exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2340 - Clinical Radiography III
6.000 Credits 18.000 Contact Hours
Prerequisites: RADT 1330
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2360 - Clinical Radiography IV
9.000 Credits 27.000 Contact Hours
Prerequisites: RADT 2340
Corequisites: RADT 2260
Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures 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.

RADT 2520 - Mammographic Anatomy, Physics, and Positioning
6.000 Credits 6.000 Contact Hours
Corequisites: RADT 2530
The student should have a pre-existing knowledge and skills gained during an entry-level radiography educational experience and reinforced through professional practice. The content in this course is intended to aid technologists in preparing for post primary practice of mammography. The course provides the student with an overview of the following topics: Breast anatomy and mammographic correlation, breast viability and pathology, correlative physical breast assessment, department organization and regulation, equipment, interventional procedures mammography quality management, positioning, sonomammography, and technical applications.

RADT 2530 - Clinical Mammography
6.000 Credits 18.000 Contact Hours
Corequisites: RADT 2520
Content and clinical practice experiences should sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories used to perform radiologic procedures in mammography. Through structured, sequential, competency-based clinical assignments, students discuss, examine and evaluate concepts of team practice, patient-centered clinical practice and professional development. Clinical practice experience should teach students to provide care and assessment and competently perform radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, and after the radiologic procedure. Topics include mammography clinical practice, patient preparation and education, mammographic procedure, quality control, interventional special procedures, and positioning.

READ – Reading

READ 0090 – Learning Support Reading
3.000 Credits 5.000 Contact Hours
Uses a modular approach to emphasize the strengthening of fundamental reading competencies, vocabulary, comprehension skills, critical reading skills, study skills, and content area reading skills. Students' progress at their own pace to master each module.

RNSG – Registered Nursing

RNSG 1710 - Introduction to Nursing Practice
7.000 Credits 14.000 Contact Hours
Introduces the associate degree nursing student to the client, nursing profession and the health care 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.

RNSG 1720 - Adult Health I
7.000 Credits 15.000 Contact Hours
Prerequisites: RNSG 1710
Reinforces theory and fundamental nursing skills taught in RNSG 1710 and introduces the student to 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.

RNSG 1730 - Adult Health II
6.000 Credits 12.000 Contact Hours
Prerequisites: RNSG 1720
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 in-patient and outpatient mental health, long-term care, outpatient rehabilitation, as well as but not limited to home health, hospice, and public health settings.

RNSG 2710 - Parent Child Nursing
7.000 Credits 15.000 Contact Hours
Prerequisites: PSYC 2103
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. Content covers 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.

RNSG 2720 - Adult Health III
7.000 Credits 15.000 Contact Hours
Prerequisites: RNSG 2710
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.

RNSG 2730 - Transitions to Professional Nursing
6.000 Credits 12.000 Contact Hours
Prerequisites: RSNG 2720
Facilitates 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.

SCMA – Supply Chain Management

SCMA 1000 – Introduction to Supply Chain Management
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status
Provides a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for delivery goods and services to customers. The course will focus on what employees and managers must do to ensure an effective supply chain exists in their organization. Topics include introduction to SCM, e-commerce, material management, information technology, measuring SCM performance, purchasing and distribution, and research and case studies.

SCMA 1003 – Introduction to Transportation and Logistics Management
3.000 Credits 3.000 Contact Hours
Introduces the five basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode. Students discuss ways in which today's supply chain manager can use these transportation modes to achieve efficiencies and cost effectiveness necessary for a company to survive in today's global markets.

SCMA 1015 – E-Commerce in Supply Chain Management
3.000 Credits 3.000 Contact Hours
Prerequisites: Regular Status; SCMA 1000
Provides a general knowledge of E-Commerce (EC) and how it is being conducted and managed as well as assessing its major opportunities, limitations, issues, and risks. The course will focus on the impact EC has on a significant portion of the world, affecting businesses, supply chains, professions, and people. EC is more than just buying and selling, and students will learn it is also about electronically communicating, collaborating, sharing of information by businesses, and discovering information.

SCMA 2103 – Supply Chain Management Concepts
3.000 Credits 3.000 Contact Hours
Prerequisites: SCMA 1003
Presents the supply chain from the point of view of a front-line supervisor. Logistics and supply chain management is all about managing hand-offs in a supply chain, hand-offs of either information or product. Phrases like logistics management, supply chain management and demand chain management will be used interchangeably in order to provide an understanding on how logistical decisions impact the performance of the firm as well as the entire supply chain.

SCMA 2106 – Key Issues in the Global Integrated Supply Chain
3.000 Credits 3.000 Contact Hours
Examines the issues and challenges a corporation faces in designing and implementing a globally integrated supply chain. Topics include social responsibility in the supply chain, geo-political impacts, outsourcing and off shoring of supply chain functions, and how companies manage risk in their supply chains.

SCMA 2200 – Capstone/Case Studies in Logistics Management
3.000 Credits 3.000 Contact Hours
Prerequisites: LOGI 1000; LOGI 1010; LOGI 1020; SCMA 1000; SCMA 1003; SCMA 1015
Capstone course that prepares students for entry level positions in the field of logistics and supply chain management through case studies, project management, and presentations.

SOCI – Sociology

SOCI 1101 - Introduction to Sociology
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 AND READ 0090 with a minimum grade of C or degree program admission level writing AND reading competency
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.

SPAN – Spanish

SPAN 1101 – Introduction to Spanish Language and Culture I
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 AND READ 0090 with a minimum grade of C or degree program admission level writing AND reading competency
Introduces the Spanish language and culture. This course stresses the student's ability to acquire a non-native language and to communicate effectively in the target Spanish language. Emphasis is placed on reading, writing, and speaking the language. An overview of Hispanic society is also emphasized, highlighting the differences between American and Hispanic cultures. *Not open to native speakers of Spanish.*

SPAN 1102 - Introduction to Spanish Language and Culture II
3.000 Credits 3.000 Contact Hours
Prerequisites: SPAN 1101
Continues the focus of SPAN 1101 and advances the student's acquisition of the target language and understanding of cultural difference between American and Hispanic cultures. Emphasis is placed on improving effective communication skills in the areas of reading, writing, and speaking the Spanish language. *Not open to native speakers of Spanish.*

SPCH – Speech

SPCH 1101 - Public Speaking
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 0090 with a minimum grade of *C* or degree program admission level writing competency
Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

SURG - Surgical Technology

SURG 1010 - Introduction to Surgical Technology
8.000 Credits 14.000 Contact Hours
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 introduction to preoperative, intraoperative and postoperative principles of surgical technology; assistant circulator role, professionalism as well as health care facility information. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)

SURG 1020 - Principles of Surgical Technology
7.000 Credits 11.000 Contact Hours
Prerequisites: Regular Status
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include technological sciences; patient care concepts; preoperative, intraoperative and postoperative surgical technology; and perioperative case management. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)

SURG 1080 - Surgical Microbiology
2.000 Credits 2.000 Contact Hours
Introduces the fundamentals of surgical microbiology. Topics include cell structure, introduction to microbiology, microorganisms, process of-infection, hypersensitivity, fluid movement concepts, and immunologic defense mechanisms.

SURG 1100 - Surgical Pharmacology
2.000 Credits 3.000 Contact Hours
Introduces the concepts of pharmacology and anesthesia. Topics include terminology, medication measurement, medications used in surgery, care and handling of medications and solutions, and anesthesia.

SURG 2030 - Surgical Procedures I
4.000 Credits 4.000 Contact Hours
Prerequisites: SURG 1010; SURG 1020
Introduces the surgical specialties to include General Surgery, Obstetric and Gynecologic Surgery, Genitourinary Surgery, Otorhinolaryngologic Surgery, and Orthopedic Surgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

SURG 2040 - Surgical Procedures II
4.000 Credits 4.000 Contact Hours
Prerequisites: SURG 2030
Introduces the surgical specialties to include oral and maxillofacial surgery, plastic and reconstructive surgery, ophthalmic (eye) surgery, cardiothoracic surgery, peripheral vascular surgery and neurosurgery. Topics for each surgical specialty will include anatomy and physiology, pathophysiology, diagnostic interventions, and the surgical procedure.

SURG 2110 - Surgical Technology Clinical I
3.000 Credits 9.000 Contact Hours
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to, scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2120 - Surgical Technology Clinical II
3.000 Credits 9.000 Contact Hours
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; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2130 - Surgical Technology Clinical III
3.000 Credits 9.000 Contact Hours
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; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2140 - Surgical Technology Clinical IV
3.000 Credits 9.000 Contact Hours
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; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2240 - Seminar in Surgical Technology
2.000 Credits 2.000 Contact Hours
Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include employability skills and professional preparation.

THEA – Theater Appreciation

THEA 1101 – Theater Appreciation
3.000 Credits 3.000 Contact Hours
Prerequisites: ENGL 1101 with a minimum grade of C
Explores history, aesthetics, and craft of the theatrical experience on stage, emphasizing the role of the audience as well as that of the artist. Critical views of theatrical performances are examined alongside scripts. Emphasis is placed on the students' understanding of foundational elements, principles, and theories of dramatic art, including classical and contemporary varieties. The performance component of this course enables students to appreciate the process by which theatre is realized and the creative and cultural significance of theatre as a basic human endeavor.

WELD – Welding

WELD 1000 - Introduction to Welding Technology
4.000 Credits 6.000 Contact Hours
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 potential, and introduction to welding codes and standards.

WELD 1010 - Oxyfuel Cutting
4.000 Credits 6.000 Contact Hours
Prerequisites: WELD 1000
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.

WELD 1030 - Blueprint Reading for Welding Technology
4.000 Credits 6.000 Contact Hours
Prerequisites: WELD 1000
Introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

WELD 1040 - Flat Shielded Metal Arc Welding
4.000 Credits 6.000 Contact Hours
Prerequisites: WELD 1000 (or as corequisite with WELD 1000)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

WELD 1050 - Horizontal Shielded Metal Arc Welding
4.000 Credits 6.000 Contact Hours
Prerequisites: WELD 1000
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.

WELD 1060 - Vertical Shielded Metal Arc Welding
4.000 Credits 6.000 Contact Hours
Prerequisites: WELD 1000
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.

WELD 1070 - Overhead Shielded Metal Arc Welding
4.000 Credits 6.000 Contact Hours
Prerequisites: WELD 1000
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.

WELD 1090 - Gas Metal Arc Welding
4.000 Credits 6.000 Contact Hours
Prerequisites: WELD 1000
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.

WELD 1110 - Gas Tungsten Arc Welding
4.000 Credits 6.000 Contact Hours
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.

WELD 1120 - Preparation for Industrial Qualifications
4.000 Credits 6.000 Contact Hours
Prerequisites: WELD 1040; WELD 1070; WELD 1090; WELD 1110
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national 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.

WELD 1150 - Advanced Gas Tungsten Arc Welding
3.000 Credits 5.000 Contact Hours
Prerequisites: WELD 1000; WELD 1110
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.

WELD 1151 - Fabrication Processes
3.000 Credits 4.000 Contact Hours
Prerequisites: WELD 1030
Presents practices common in the welding and metal fabrication industry. Topics include metal fabrication safety and health practices and metal fabrication procedures.

WELD 1152 - Pipe Welding
4.000 Credits 7.000 Contact Hours
Prerequisites: WELD 1000
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).

WELD 1153 - Flux Cored Arc Welding
4.000 Credits 6.000 Contact Hours
Prerequisites: WELD 1000
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.

WELD1154 - Plasma Cutting
3.000 Credits 5.000 Contact Hours
Prerequisites: WELD 1000
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.

WELD 1330 - Metal Welding and Cutting Techniques
2.000 Credits 4.000 Contact Hours
Provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

Faculty & Staff Credentials

Faculty

Abdullah, Asaad	Mathematics; M.S., Alabama State University
Acevedo, Luis	Electrical Engineering; MSEE, Farleigh-Dickinson University
Ausman, Shirlee	Business Administrative Technology; M.B.A., University of Phoenix
Barkley, Quavardes	Registered Nursing; M.S.N., Gordon College
Biagi, Jim	Industrial Mechanical; M.S., University of Kentucky
Bishop, Jeremy	Science; D.C., Life University
Blinn, Ashlie	Science; M.S., University of West Georgia
Brazier, Christina	Registered Nursing; M.S.N., University of West Georgia
Brown, Angela	Early Childhood Education; Ph.D., Capella University
Brown, Olivia	Business Management; M.S.M., Troy State University
Bryant, Daphney	Health Information Technology; B.A., Saint Leo University
Burger, Amy	Registered Nursing; M.S.N., Columbus 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-Johnson, Tanya	Business Administrative Technology; M.Ed., University of West Georgia
Carlson, Amy	Lead Instructor, Adult Education; M.Ed., University of West Georgia
Carnegie, Scott	Culinary Arts; A.S., Le Cordon Bleu
Carter, Jason	Mathematics; M.S., University of West Georgia
Cobb, Alice	Dental Hygiene; B.S., Medical College of Georgia
Cole, Christy	Clinical Laboratory Technology; B.S., Auburn University
Cooper, Stephen	Mathematics; M.A., Clemson University
Coulter, Dee	Mathematics; M.Ed., Auburn University
Cousin, Tenio	Psychology; M.A., University of West Georgia
Cunningham, Lisa	English; M.A., University of West Georgia
Davis, Andrea	Registered Nursing; M.S.N., University of Phoenix
Davis, Jennifer Jiles	English; M.A., University of West Georgia
Dennis, Ginger	Accounting; M.B.A., Troy State University
Doggrell, Joan	English; M.A., University of Nevada
Dugan, Debra	Practical Nursing; B.S., St. Francis University
Eason, Jeremy M.	Business Administrative Technology; M.Ed., University of West Georgia
Easley, Deloris	Logistics and Supply Chain Management; M.B.A., Devry University
Edgar, Lauren	Psychology; M.S., Georgia Southern University
Ellison, Kathy	Adult Education; B.A., Clark Atlanta University
Edwards, Francisca	Computer Information Systems; MBA, Devry University
Fain, Joyce	Patient Care Assisting; A.S., Miami Dade College
Farley, Angela	Business Management; M.S.H.R.M., Troy State University
Feathers, Brock	Automotive Technology; Diploma, West Georgia Technical College
Fielder, Linsey	Health Sciences; B.S.N., South University
Ford, Willie	Welding; Technical Diploma, West Georgia Technical College
Freeman, Karen	Early Childhood Education; M.Ed., LaGrange College
Frost, Tammy	Computer Information Systems; M.S., University of West Georgia
Garner, Billy	Air Conditioning Technology; Diploma, South Georgia Technical College
Gilbert, Elaine	Health Science; M.S.N., Troy State University
Golden, Valarie	Health Science; Diploma, Georgia Baptist School of Nursing
Gooch, JoAnne	Criminal Justice; M.S., Capella University
Gray, Lori	Criminal Justice; M.S., Southwestern University

Gray, Sherry	Lead Instructor, Adult Education; B.A., LaGrange College
Grey, Wendy	Early Childhood Education; M.Ed., West Georgia College
Grisham, Linda	Science; Ph.D., University of Nebraska-Lincoln
Halstead, Dan	Electronics; A.A.S., West Georgia Technical College
Hand, Rachel	Practical Nursing; B.S., LaGrange College
Hatch, Heather Hagan	Biology; M.S., Jacksonville State University
Hawkins, Heather	Psychology; M.A., University of West Georgia
Helms, Gwyn	Registered Nursing; M.S.N., University of Pheonix
Henderson, LaShawna	Practical Nursing; B.S.N., Alverno College
Hickman, Richard	Precision Manufacturing; Electronics Technology diploma, Southern Crescent Technical College
Hightower, Renee	Registered Nursing; M.A.S., University of West Georgia
Hill, Michelle	Business Administration; B.S., Herzing University
Hodge, Leonard	Commercial Truck Driving; Certificate, West Georgia Technical College
Hollon, Ross	Welding; Diploma, West Georgia Technical College
Ingham, Phyllis	Clinical Laboratory Technology; Ed.D, Argosy University
Ivey, Patricia	English; M.Ed., Columbus State University
Jackson, Judy	English; Ph.D., Georgia State University
Jones, Eugene	Computer Info. Systems; M.B.A., American Intercontinental University
Kelley, Karen	Psychology; M.A.S., University of West Georgia
Kemp, LaTonia	Practical Nursing; Diploma, Practical Nursing, Memorial Hospital of Washington County Practical Nursing School
Key, Steven Trevor	Diesel Equipment; Diploma, North Georgia Technical College
Kirk, Beverly	Speech Communications; M.A., University of Alabama
Kittiko, Winona	Registered Nursing; M.S., Georgia State University
Knott, Robyn	Medical Assisting; B.M. University of West Georgia
Lake, Ashley	Surgical Technology, A.S., Columbus Technical College
Lansing, Rebecca	Child and Family Services; M.Ed., University of North Georgia
Little, Emily	Business Administrative Technology; M.Ed., University of West Georgia
Loftin, Bart	Commercial Truck Driving; Certificate, Griffin Technical College
Lumpkin, Jessica	Dental Assisting**;** Diploma, Albany Technical College
Mason, Cheryl	English; M.A., Clark Atlanta University
Massey, Seth	Automotive Technology; Technical Diploma, West Georgia Technical College
Mathews, Michael C.	Mathematics, M.S., Auburn University
Maynard, Kisha	Mathematics; M.S., Clark Atlanta University
McFarlin, Christopher	Air Conditioning Technology; Technical Diploma, Griffin Technical College
McFarlin, Gina	Accounting; M.Ed., University of West Georgia
McGee Jr., Edgar	Psychology; M.Div, New Orleans Baptist Theological Seminary
McKeen, Tara	Practical Nursing; A.S., Southern Union State Community College
Meacham, Jennifer	Cosmetology, Technical Certificate, Central Carolina Technical College
Miller, Jonneen	Radiology Technology, B.A., Augusta State University
Miller, Donald	English; M.A., University of West Georgia
Minter-Cummings,Tawanna	Radiologic Technology; M.Ed., Western Governor's University
Moore, Stephen	Physics; M.S., New Mexico State University
Mote, Salinda	Adult Education; B.S., Mercer University
Moten, Tara	Computer Information Systems; M.I.T., American Intercontinental University
Murphy, Ron	Mathematics; M.M.E., Arkansas State University
Nolan, Kimberly	Dental Assisting; Diploma, Everest Institute
North, Marilyn	Registered Nursing; M.S.N., University of Texas in Austin
Ogles, Paul	Electronics; A.S., San Jose City College

Parrott, Brandon Welding; Diploma, West Georgia Technical College
Patterson, DeeDee Cosmetology; Diploma, West Central Technical College
Patterson, Dale Cosmetology; Diploma, West Central Technical College
Pearson, Carol English; M.A., University of West Georgia
Pennington, Joseph Welding; Technical Diploma, West Georgia Technical College
Perry, Gary Computer Information Systems; M.S., University of Phoenix
Person, Schurita Cosmetology; Diploma, Fayette Beauty Academy
Pilon, Matt Mathematics; M.S., University of West Georgia
Pitts, Tara Registered Nursing; M.S.N., Walden University
Plunkett, Norma Mathematics; M.Div., Midwestern Baptist Theological Seminary
Prestridge, Susan Lead Instructor, Adult Education; M.A.; State University of West Georgia
Purdy, Dawn Radiologic Technology; M.Ed., University of Georgia
Purnell, Dexter Business Management; M.S., Peru State College
Queen, Jacqueline Registered Nursing; M.S.N., Auburn University
Razak, Jemilatu Mathematics; M.S., Ohio University
Robertson, Doug Automotive Technology; Technical Diploma, West Georgia Technical College
Robinson, Cindy Cosmetology; Diploma, Cedartown School of Cosmetology
Sailors, Pat Health Science; Technical Diploma; West Central Technical College
Sanders, Joey Accounting; M.A.F.M., Keller Graduate School of Management
Scott, Sandra Registered Nursing; M.S.N., University of Phoenix
Sewell, Bill Marketing, M.B.S., Emory University
Shell, Jamie Medical Assisting; B.S., Excelsior College
Shepard, Louis Criminal Justice; M.S., Troy State University
Smith, Tom Fire Science; M.S., Grand Canyon University
Smith, Tracey Emergency Medical Technology; Diploma, West Georgia Medical Center
Stanley, Jennifer Mathematics; M.S., Jacksonville State University
Stephens, Stanley Early Childhood Education; M.Ed., Columbus State University
Stirman, Dana Health Information Technology; B.S., Western State Governors Univ.
Sullivan, Nancy Practical Nursing, B.S.N., University of West Georgia
Sumner, Aaron Welding; Technical Diploma, West Georgia Technical College
Sundling, Ben Automotive; Diploma, Nashville Auto-Diesel College
Swann, Andrea Lead Instructor, Adult Education; B.S.Ed., University of West Georgia
Taylor, Kyle English; M.A., University of West Georgia
Thomas, Maquissa Registered Nursing; M.S.N., Georgia State University
Thomas, Naquilla Dental Hygiene; Ed.D., Argosy University
Thompson, Tracey Computer Information Systems; M.S., University of West Georgia
Thompson, Traci English and Reading; M.A., Virginia State University
Tolbert, Sherrie Nursing; A.S.N., Floyd College
Turner, TruLisa Cosmetology; B.A., University of West Georgia
Vera, Tricia Culinary Arts; A.S., Johnson and Wales
Walton, Cameron Computer Information Systems; Ed.S., University of West Georgia
Ward, John Electronics; B.S.E.E., Auburn University
White, Tim Machine Tool Technology; A.A.S., West Central Technical College
White, Toni Registered Nursing; M.S.N., Georgia State University
Wicks, Katryna Phlebotomy/Electrocardiography; A.A.S., Southern Union State Comm. College
Williams, Mona Business Administrative Technology; M.Ed., University of West Georgia
Williamson, James Practical Nursing; A.S.N., Morehead State University
Wortham, David C. Science; D.C., Sherman College of Chiropractic
Yarbrough, Joey G. Biology; M.S., University of West Georgia

Senior Staff

Alford, Perrin	Provost; Ed.D., University of Alabama
Daniel, Steve G.	President; M.S., Troy University
Douglas, Kristen	Vice President, Institutional Effectiveness; Ed.D., University of Georgia
Gammage, Laura	Vice President, Economic Development; B.B.A., University of West Georgia
Hannon, Pat	Vice President, Academic Affairs; M.B.A., University of West Georgia
Kirchler, Karen	Vice President, Adult Education; M.S., Florida State University
Learnard, Kim	Executive Director; M.Ed., University of Georgia
Leveille, Richard	Vice President, Administrative Services; D.B.A., Argosy University
Watson, Julia	Executive Assistant to the President; B.A., University of West Georgia
Whitlock, Tonya	Vice President, Student Affairs; Ph.D., Mercer University

Administrative Staff

Aderhold, Mary	Director, Admissions; B.B.A., University of West Georgia
Allen, Derrick	Admissions Counselor; M.S., Alcorn State University
Almon, Volita	Instructional Coordinator; M.Ed., University of West Georgia
Ball, Erin	WIA Coordinator; M.Ed., University of West Georgia
Barkley, Brian	Dean, School of Arts and Sciences; M.S., Jacksonville State University
Basham, Lori	Assistant Director, Enrollment; M.S., Auburn University
Billingslea, Sheila	Instructional Coordinator, Douglas Campus; M.S., Capella University
Brown, Debra	Admissions Counselor; B.S., University of West Georgia
Burke, Tyson	Director of Instruction, Carroll Campus; MAFM, Keller Graduate School of Management
Cain, Kevin	Director, High School Initiatives; B.B.A., LaGrange College
Carroll, Chris	Librarian; M.S.L.S., Valdosta State University
Chambers, Ben	Marketing Coordinator; B.A., Shorter College
Carter, Deona	Advising/Student Navigator Coordinator; M.A., Argosy University
Colton, Kim	Assistant Director, Financial Aid; B.A., University of West Georgia
Cotton, Latoya	WIA Coordinator; B.A., Savannah State University
Crockett, Kim	Student Success Coordinator, M.P.A., Columbus State University
Cromer, Steve	Senior Director, Advanced Manufacturing; M.S.E., Capella University
Cunningham, Leigh	High School Coordinator, M.B.A., University of West Georgia
Curry, Robert	Assistant Vice President, Academic Affairs; M.P.Acc., Univ. of West Georgia
Danhauser, Susan	Executive Director, Human Resources; M.H.R.A., Central Michigan Univ.
Dick, Sarah	Admissions Counselor, B.A., University of Oregon
Doney, Lisa	Executive Director of Campus Operations, Douglas Campus; M.A., Northwestern State University of Louisiana
English, Anna	Executive Director, Financial Aid; M.A., Liberty University
Enujioke, Emmanuel	Librarian; Ph.D., Georgia State University
Frizzell, Gary	Librarian; M.L.S., Florida State University
Gavin, Linda	Librarian; M.S., University of Alabama
Griffin, Ginny	High School Coordinator; B.B.A, University of West Georgia
Günay, Nihal	Executive Director, Online Teaching and Learning; Ph.D., Capella University
Gunn, Marcus-Antonio	WIOA Coordinator; M.S., Walden University
Hailey, Janierro	Enrollment Center Coordinator, Douglas; M.Ed., University of West Georgia
Hair, Diana	Manager, Advising, Student Success & Customer Care; M.Ed., Strayer Univ.
Hall, Feechi	Librarian; M.L.I.S., Valdosta State University
Hall, Joquona	Admissions Counselor, B.S., Stillman College

Harrison, Trey	Financial Aid Coordinator
Hofius, Melinda	Student Life Manager, M.Ed., University of West Georgia
Humphries, Kay	Enrollment Center Coordinator; B.A., LaGrange College
Jenkins, Farley	Librarian; M.L.I.S., University of South Florida
Jenkins, Samuel	Executive Director, Information Technology; M.S., Troy University
Jiles, Michael	Director, Facilities and Security; A.A., University of Kentucky
Jones, Anita	Manager, Continuing Education; B.S., Grambling State University
Jones, Zelma	Accessibility Services/Special Populations Coordinator.; M.S., Univ. of Phoenix
Kelly, Creighton	Director of Instruction, Coweta Campus; M.B.A., LaGrange College
Kenerly, Penny	Director of Instruction, Murphy Campus; M. Ed., University of West Georgia
Long, Angelia	Admissions Counselor; B.B.A., Brewton-Parker College
Lowe, Jacqueline	Program Manager, Adult Education; Ed.S., Lincoln Memorial University
Ludlow, Peter	Executive Director, Campus Operations; M.S., University of North Florida
McGowan, Sindi	Assistant Vice President, Curriculum; Ph.D., Capella University
McKeown, Lenora	Admissions Counselor; M.Ed., University of West Georgia
Meunier, Thomas	Enrollment Center Coordinator; B.B.A., University of West Georgia
Mitchell, Emanuel	Executive Director of Library Services; M.L.I.S, Clark Atlanta University
Mitchell, Erika	Admissions Counselor; M.B.A., American Intercontinental University
Moon, Dallas	Instructional Coordinator; B.B.A., University of West Georgia
Morgan, Susan	Admissions Counselor; Lenoir-Rhyne College
Newman, Leigh	Executive Director, Campus Operations; M.B.A., Benedictine University
Owens, Cecilia	Dean, School of Health Sciences; M.S., Georgia State University
Perry, James	Chief of Police, B.S., Columbia Southern University
Petty, Jane G	Instructional Coordinator; B.S., Lynchburg College
Pratt, Todd	Athletic Director
Reid, Carol	Executive Director, Financial Services; B.B.A., State Univ. of New York College at Buffalo
Rhine, Donald	IMEC Manager, Economic Development
Robinson, Whitney	Admissions Counselor, B.S., Jacksonville State University
Rogers, George W.	Executive Director, Campus Operations; B.B.A., University of West Georgia
Russell, Babs	Dean, School of Business and Public Services; M.Ed., Univ. of West Georgia
Saylors, Paige	Executive Director of Instruction; M.S.H.A., Independence University
Schmoke, Julian	Executive Director, Campus Operations; M.S., Georgia Institute of Technology
Schroeder, Carol	Corporate Training Coordinator
Smith, Ken	Director of Instruction, Douglas Campus; M.A., Webster University
Sones, Aaron	Sports Information Coordinator; B.A., Mississippi State University
Steadham, Amy	BBLearn System Administrator, Online Teaching and Learning; A.A.T., West Central Technical College
Stephens, Michael	Librarian; M.S.L.S, Clarion University of Pennsylvania
Sullivan, Linda	Dean, School of Trade and Technology; M.Ed., Valdosta State University
Sunrich, Matthew	Librarian; M.L.I.S., Valdosta State University
Thornton, Laura	Registrar, M.B.A., University of West Georgia
Troutt, Rosalita	Director of Instruction, Online Learning; PhD, Capella University
Welborn, Gary	Instructional Coordinator; M.B.A., Clemson University
Wheeler, Ruthie	Veterans Certifying Official; B.S.Ed., University of Georgia
Wright, Dawn	Senior Coordinator, Human Resources; B.B.A., Mercer University
Wright, Tammy R.	Enrollment Center Coordinator; M.Ed., University of West Georgia
White, Dawne	Manager, Career Services, M.S., Jacksonville State University
Witcher, Robin	Content Manager; M.S.Ed, M.S.IT, Capella University
Yeoman, Monica	Admissions Counselor; B.A., LaGrange College

Support Staff

Alexander, Virginia	Student Affairs, Registrar Assistant
Allen, Ashley	Accounting Technician
Alsip, Clay	Information Systems
Arflin, Teresa	Student Affairs
Ball, Jennifer	Student Affairs
Ball, John	Maintenance Technician
Basinger, Keith	Maintenance Technician
Benjamin, Angela	Human Resources Technician
Billingslea, Sheila	Program Specialist
Blair, Tema	Cashier
Bost, Cathy	Library Services
Bowen, David	Police Officer
Bradley, Carla	Program Specialist
Bray, Kim	Student Affairs, Admissions
Brown, Christian	Bookstore Assistant
Bryant, Christy	Economic Development
Caldwell, Angie	Business Office
Carlson, Lisa	Bookstore Assistant
Clowney, Candace	Program Assistant
Cochran, Sherry	Cashier
Corso, Diane	Information Systems
Cox, Eve-Ann	Financial Aid Specialist
Crabtree, Keri	Human Resources
Cross, Susan	Administrative Assistant
Dawe, Brandi	Cashier
Dawson, Sharlette	Human Resources
Demarest, Ethan	Maintenance Technician
Donald, Kimberly	Student Affairs, Admissions
Edmonds, Tiffany	Academic Advisor
Edwards, Kenny	Athletic Coach
Ellis, Carolyn	Bookstore Assistant
English, Cindy	Business Office
Entrekin, Kendal	Student Affairs, Admissions
Fant, Stephanie	Institutional Advancement
Farmer, Tony	Grounds Maintenance
Flagg, Joy	Student Affairs Assistant
Frazier, Catherine	Bookstore Assistant
Frith, Lori	Accounting Technician
Garrison, Teresa	Coordinator, Human Resources
Gibbs, Susan	Cashier
Gibson, Chris	Bookstore Manager
Golden, Regina	Cashier
Gooden, Patrick	Maintenance Technician
Green-Smalling, Marie	Student Affairs, Financial Aid
Griffin, Ivey	Student Affairs, Financial Aid
Griffin, Rae	Coordinator, Human Resources
Haralson, Richard	Maintenance Technician
Harrington, Tammy	Murphy Conference Center

Harrison, Niketa	Student Affairs, Financial Aid
Helton, Kay	Student Affairs, Admissions
Henry, Danette	Human Resources Technician
Huddlestun, Aaron	Information Systems
Hulsey, Ricky	Maintenance Technician
Hulsey, Teresa	Maintenance and Operations
Hutcheson, Danny	Maintenance Technician
Ingle, Angelia	Accountant
Jarrell, Regina	Accounting Technician
Jenkins, Shirley	Program Specialist
Jeter, Debra	Program Specialist
Johnson, Kathy	Academic Advisor
Johnson, Tony	Campus Police Officer
Jones, Robert Stewart	Groundkeeper
Kenerly, Mark	Maintenance and Operations
Kesler, Lisa	Student Affairs
Lane, Jessica	Accounting Technician
Lang, Misty	Academic Advisor, Athletics
Lathrop, Tina	Academic Advisor
Lawhorne, Chuck	Maintenance and Operations
Ledet, Robert	Groundskeeper
Ledford, Jenny	Conference Center
Lewis, Stephanie	Program Assistant
Littleton, Cassie	Receptionist
Lockhart, Gary	Maintenance and Operations
Lowe, Malissa	Financial Aid Specialist
McConnell, Dianne	Adult Education Program Assistant
McEntyre, Wes	Information Systems
Medas, Tabitha	Program Assistant
Minter, Gregory	Academic Advisor
Moore, Tracy	Data Management Assistant
Murray, Monica	Student Affairs, Admissions
Okolovitch, Niki	Athletic Coach
Patterson, Bob	Maintenance and Operations
Pierce, Brittany	Student Affairs
Pilgram-Smoak, Stacey M.	Financial Aid Specialist
Pollard, Erin	Academic Advisor
Pool, Annie	Program Assistant
Rainey, Patricia	Student Affairs, Admissions
Ramsey, Regina	Cashier
Rawlins, Renee	Health Sciences
Reece, Jamie	Information Technology
Reece, Sherry	Program Assistant
Reid, Betevia	Student Affairs, Admissions
Reid, John	Custodian
Riley, Robin	Program Assistant
Sanders, Pam	Institutional Effectiveness
Santelli, Penny	Customer Care Specialist
Schroeder, Carol	Program Assistant
Shadinger, Phyllis	Student Affairs, Registrar's Office

Sharpton, William	Maintenance and Operations
Shirey, Christy	Student Affairs, Registrar's Office
Simmerson, Jessica	Academic Advisor
Simpson, Loriann	Accounting Technician
Singleton, Wanda	Receptionist
Skillings, Lori	Information Systems
Smith, Eberon	Corporate Training, Training Specialist
Smith, Vickie	Student Affairs, Admissions
Snyder, Susan	Business Office
Sparkman, Tonya	Institutional Effectiveness
Spicer, Elizabeth	Adult Education Program Assistant
Stephens, Cynthia	Student Affairs Assistant
Stevens, Donald	Campus Police Sergeant
Sticher, Terri	Administrative Assistant
Tallent, Tabiatha	Student Affairs, Registrar's Office
Terry, Lynn	Information Systems
Thompson, Denise	Business Office
Thompson, Lonetha	Student Affairs, Financial Aid
Thompson, Subrena	Academic Affairs
Thomas, Cynthia	Student Affairs, Financial Aid Specialist
Tigner, Teresa	Program Assistant, WIA
Tipton, Barbara	WIA Coordinator
Tolbert, Hoyt	Maintenance and Operations
Truitt, Ben	Campus Police Officer
Turner, Jennifer	Police Officer
Vann, Troy	Maintenance and Operations
Vaughn Jr., Everett	Maintenance and Operations
Verdun, Kay	Student Affairs, Registrar's Office
Waddle, Yvonne	Program Assistant
Wagner, Richard	Administrative Assistant
Waldrip, Pattie	Program Assistant
Waldrup, Laura	Student Affairs, Admissions
Walker, Maria	Program Specialist
Walker, Staci	Receptionist
Walston, Derek	Campus Police Officer
Ward, Gary	Information Systems
Warner, Michael	Maintenance Supervisor
Waters, Vivian	Coordinator, Financial Aid
White, Tecila	Bookstore Assistant
White, Tedra	Corporate Training, Training Specialist
Williams, Terri	Receptionist
Wilson, Amber	Accountant
Wilson, Jonathon	Information Systems
Wood, Tim	Maintenance and Operations
Yarbrough, Clint	Maintenance and Operations
Yarbrough, Jacqueline	Accounting Technician

Index

D

E

F

G

H

I

L

M

N

O

P

Q

R

S

T

U

V

W

Campuses

Carroll Campus
997 South Highway 16
Carrollton, Georgia 30116
770.836.6800

Coweta Campus
200 Campus Drive
Newnan, Georgia 30265
770.755.7800

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

Instructional Sites

Carroll County College and Career Academy
1075 Newnan Road
Carrollton, Georgia 30116
770.832.8380

Central Educational Center
160 Martin Luther King, Jr. Drive
Newnan, Georgia 30263
770.755.7440

Franklin Site
13017 Georgia Highway 34 East
Franklin, Georgia 30217
706.948.0250

Greenville Site
17529 Roosevelt Highway
Greenville, Georgia 30222
706.672.3102

Administrative Site

Adamson Square Site
401 Adamson Square
Carrollton, Georgia 30117
678.664.0400