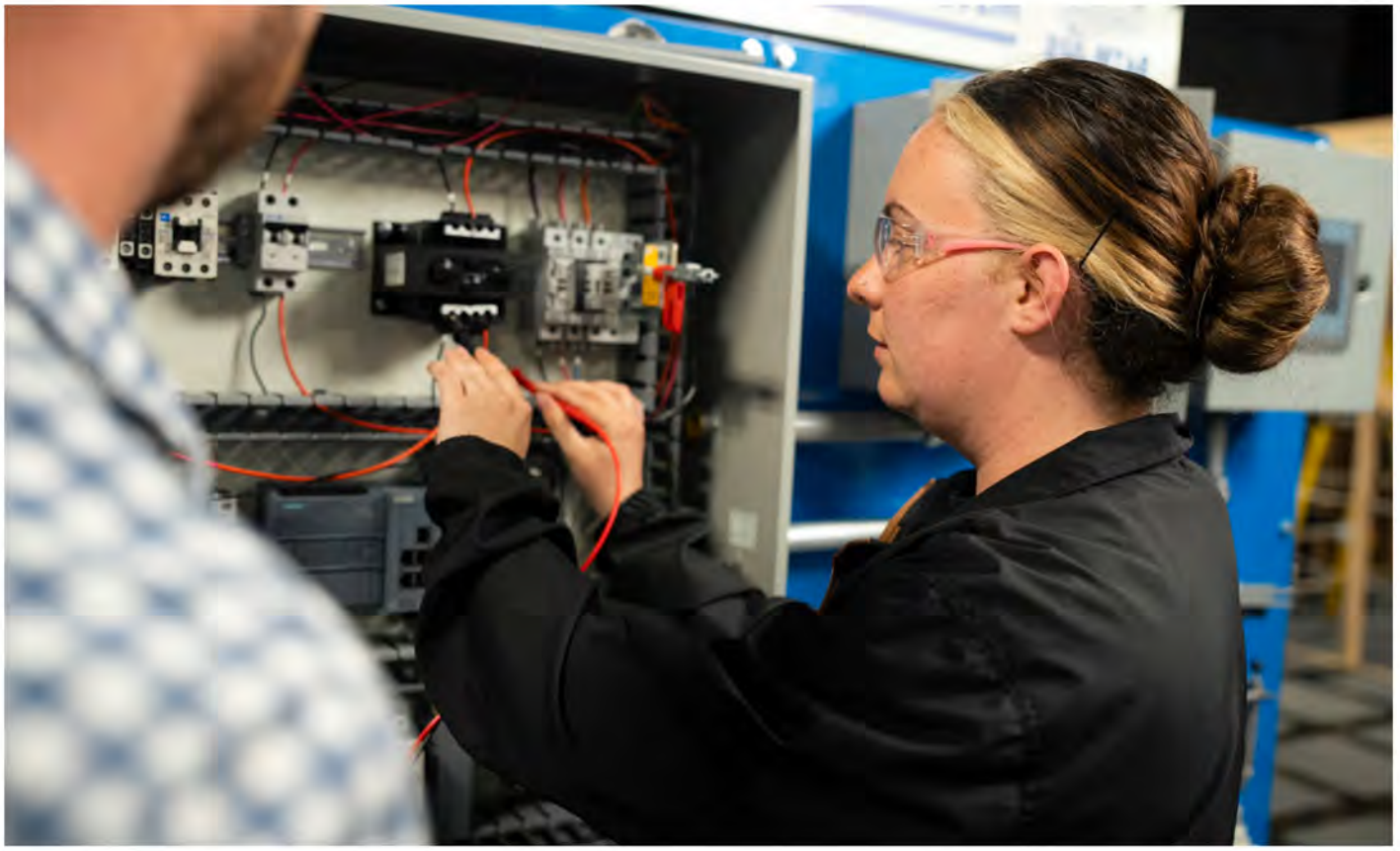
WEST GEORGIA TECHNICAL COLLEGE



Student Catalog & Handbook 2024 - 2025

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

Welcome to West Georgia Technical College!

West Georgia Technical College offers a full circle of premier workforce development opportunities through adult education, credit instruction and economic development programs.

Our goal is to help you get from wherever you are and to where you want to be.
If you need a high school credential, are interested in dual enrollment, are starting college for the first time, are looking to transfer to WGTC from another college, are an employee in need of upskilling or maybe a new career, then West Georgia Technical College is the place to be! As you approach any educational decision, our staff will be ready to assist you every step of the way. Through seamless pathways to long-term career choices, your opportunities are endless.

Join us to obtain the high-demand, high-skill, high-wage career you want, through the pathway that suits you, at any one of our five campuses in West Georgia.
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. With a broad spectrum of over 120 programs to choose from, we are ready to be your partner for success. With a 99% job placement rate, we are putting people to work in rewarding careers with businesses that need them. We value our numerous relationships with area business and industry and continue to cultivate our efforts so we can further support the workforce development needs of West Georgia.

WGTC offers an exciting, yet challenging learning environment that will prepare you for countless careers.
Come be a part of the success story being written for the 15,000 students who attend classes each year through programs at West Georgia Technical College. Our affordable tuition, small class sizes, myriad of financial aid options and superior learning environment contribute to the best value in higher education today. West Georgia Tech has been educating the community for over 50 years. You can check out some of our many successful graduates by visiting our 50 Years of Changing Lives Alumni Success Stories to understand the impact West Georgia Tech has on our community.

Are you ready to begin your next chapter? I personally invite you to start your journey here with us at West Georgia Technical College!

Sincerely,

Dr. Julie Post
President

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 (SACSCOC) to award associate degrees. West Georgia Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of West Georgia Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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 (ADA)

National Institute for 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)
National Center for Construction Education and Research (NCCER)

- Welding

Regulating Agencies:
Georgia State Board of Barbering
Georgia State Board of Cosmetology
Georgia Department of Community Health
Georgia Department of Driver Services
Georgia Firefighter Standards and Training Council

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 or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, 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 Innovation and Opportunity Act (WIOA) 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 person has been designated to manage inquiries regarding the nondiscrimination policies:

Melinda Hofius
Equity (Title IX) Coordinator,
Dean of Students, **770.537.5722**
176 Murphy Campus Blvd., Waco, GA 30182
wgtcdiscipline@westgatech.edu

ADA (Section 504) Coordinators

Students:
Zelma Jones
Career and Student Support Services Manager, **770.824.5245**
176 Murphy Campus Blvd., Waco, GA 30182
Student504@westgatech.edu

Employees:
Teresa Jiles
Human Resources Manager, **770.537.6056**
176 Murphy Campus Blvd., Waco, GA 30182
wgtcHR@westgatech.edu

Tangie Key
Accessibility Services Coordinator, **770.824.5241**
176 Murphy Campus Blvd., Waco, GA 30182
accessibilityservices@westgatech.edu

Donna Boyd-Gomez
Special Populations Coordinator, **770.838.2526**
500 Technology Pkwy., Carrollton, GA 30117
specialpopulations@westgatech.edu

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
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

AY 2025 Academic Calendar

Fall Semester 2024

August 12	Dual Enrollment (D1) Classes Begin
August 15	In Service @ Murphy Campus
August 19	Classes Begin: Full Term, A5, A7, e-Campus Graduation, Late registration August 19 - 21 - Late fee applies
August 19 - 21	Drop/Add Course scheduling changes may be made per availability (no late fee for changes)
August 26	No Show Due
August 27	Fee Payment Deadline - 6pm
August 28	Reinstatement Form Posted
September 2	Holiday - College Closed
September 3	Reinstatement Payment Due
September 7	Term A-5 Withdrawal Date
September 20	Term A-5 Classes End
September 21	Term A-7 Withdrawal Date
September 23	Term B-5 Date
October 12	Term B-5 Withdrawal Date
October 13	A-7 Classes End
October 14	Mini-mester Classes Begin Term B-7 Begin
October 15	Drop/Add – Mini-mester Classes Mini-mester Fee Payment Deadline 6 pm
October 21	Returning Student Registration Begins
October 25	Term B-5 Classes End Withdrawal Date for Full term and Term D1
October 28	Term C-5 Classes Begin
November 16	Withdrawal Date B7 Term Classes
November 22	Withdrawal Date Term C-5
November 23	End of Classes - Full Term
November 25 - 27	FALL BREAK/HOLIDAYS - No Classes Nov. 25-27 - Campuses and Offices Open

November 28 - 29	Nov. 28-29 Holidays - College Closed
December 2	Final Exams
December 3	Final Exams
December 4	Final Exams
December 5	New Student Orientation Open Registration Begins
December 6	Dual Enrollment D1 Classes End
December 6	Final Exams
December 7	Final Exams
December 8	Final ExamsEnd of Term - Full Term, B7, C5, and e-campus
December 9	Final Grades by 5:00 pm
December 12	Graduation, LaGrange Campus, 11 am Murphy Campus, 7 pm
December 23-27	College Closed HOLIDAYS
December 30	College Open
December 31	College Open
January 1, 2025	College Closed - New Year's Day
Spring Semester 2025	
January 2	College Re-opens
January 6	CLASSES BEGINTerms A5, A7, and e-Campus Dual Enrollment (D1)
January 6 - 8	Drop/AddCourse scheduling changes may be made per availability (no late fee for changes)
January 6 - 8	Late registration Late fee applies
January 13	No Show Due Date
January 14	Fee Payment Deadline - 6pm
January 15	Reinstatement Form Posted
January 20	College Closed/Holiday
January 21	Reinstatement Payment Due
January 25	Term A-5 Withdrawal Date
February 7	Term A-5 Classes End Term A-7 Withdrawal Date
February 10	Terms B-5 Begin
March 1	Term A-7 Classes End Term B-5 Withdrawal Date
March 3	Terms B-7 and Mini-mester classes begin
March 4	Drop/Add – Mini-mester classes
March 4	Mini-mester Fee Payment Deadline 6pm
March 10	Returning Student Registration Begins
March 14	Term B-5 Classes End
March 17	Term C-5 Classes Begin

March 18	Withdrawal date (Full Term Classes) and D1
April 4	Withdrawal date Term B-7 and Mini-mester
April 7 - 11	SPRING BREAK No Classes Campuses and Offices Open
April 9	Withdrawal date for Term C5
April 14	Returning Student Registration Begins
April 26	Classes End – (Full Term Classes) Classes End – Terms B7, C5, and Mini-mester
April 28	Final Exams
April 29	Final Exams
April 30	Final Exams
May 1	New Student Orientation - No Classes Open Registration begins
May 2	Dual Enrollment (D1) Classes End
May 2	Final Exams
May 3	Final Exams
May 4	Final Exams
May 5	Final Grades Due by 5 pm
May 8	Graduation, Murphy Campus, 11 am LaGrange Campus, 7 pm
May 11	e-Campus classes end
Summer Semester 2025	
May 12	Term A-10 classes Begin
May 20	e-Campus Classes Begin
May 27	CLASSES BEGIN (Full Summer Term) and e-Campus
May 27 - 29	Drop/Add – Course scheduling changes may be made per availability (no late fee for changes)
May 27 - 29	Late registration (Summer) Late fee applies
June 2	No Show Due
June 3	Fee Payment Due by 12 noon
June 4	Reinstatement Form Posted
June 10	Reinstatement Payment Due 6pm
June19	College Closed/HOLIDAY
June 24	Withdrawal date A-10 Term
June 30	Withdrawal date Full term classes
July 4	College Closed/HOLIDAY
July 19	Classes End (Full Summer Term)
July 21	Exams
July 22	Exams

July 22	Classes End for Term A-10
July 23	New Student Orientation – No Exam Testing Open Registration begins – Fall Semester
July 24	Grades are due by 5pm
July 25	Graduation at Murphy at 11 am
July 27	e-Campus Classes End

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, serves the communities of Carroll, Coweta, Douglas, Haralson, Heard, Meriwether, and Troup counties, supporting student success, economic development and the community, by providing a skilled workforce, through the delivery of relevant education and training, via high school equivalency, college credit associate degrees, diplomas, and technical certificates of credit, as well as corporate and continuing education 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).

Social Media Posting and Content Guidelines

West Georgia Technical College welcomes participation on our Facebook pages and encourages students to interact with the college. We hope to provide a forum for dialogue among the many diverse voices of our college and communities served, and we encourage comments about the content.

Posts containing personal attacks, profanity, nudity, hate speech or illegal material are prohibited. In addition, we will also remove any posts violating FERPA or the student right to confidentiality. We reserve the right, at our discretion, to remove any post or to revoke a user's privilege to post to our page. Opinions expressed in non-West Georgia Technical College posts are not necessarily those of the college and its employees, and we cannot guarantee the accuracy of these posts.

Representation of personal opinions as being endorsed by the college or any of its organizations is strictly prohibited. No one is authorized to use the West Georgia Technical College name to promote any opinion, product, cause, or political candidate.

COVID-19 and Public Health-Informed Campus Policies

West Georgia Technical College intends to perform its educational mission while protecting the health and safety of its students, faculty and staff, and minimizing the potential spread of the novel coronavirus, COVID-19, within the community.

Risks of COVID-19

In order to understand the risks that you face by returning to campus, you must understand that COVID-19 is a highly infectious, life-threatening disease declared by the World Health Organization to be a global pandemic. There is no vaccine for COVID-19 at this time.

COVID-19's highly contagious nature means that contact with others or contact with surfaces that have been exposed to the virus, may lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time or may never exhibit symptoms at all.

Because of its highly contagious and sometimes "hidden" nature, it is very difficult to control the spread of COVID-19 on campus or to determine whether, where, or how a specific individual may have been exposed to the disease. West Georgia Technical College is taking steps recommended by public health authorities to minimize the risk of spreading this disease on our campus.

West Georgia Technical College cannot and does not guarantee a COVID-19-free environment, and there remains a risk that you may contract COVID-19 if you come onto campus to live and/or attend classes. We are providing you with the following notice as well regarding the risk of contracting COVID-19 when you enter upon our campus:

Warning

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

In order to minimize the risks associated with COVID-19, the policies and guidelines below are incorporated into the West Georgia Technical College Student Code of Conduct and are applicable to all students.
Your compliance with these requirements is essential to assisting the college in minimizing the risks to you and other members of the community.

General Principles:

You are subject to all guidelines for individuals related to the COVID-19 pandemic established by the United States Centers for Disease Control and Prevention (CDC).

In addition, the State of Georgia has issued guidelines for personal behavior during the COVID-19 pandemic and you must comply with such guidelines at all times. You understand that both sets of these guidelines may change, and it is your responsibility to ensure that you understand and comply with these guidelines at all times.

From time to time the College may implement additional requirements restricting your behavior and you agree to comply with such requirements.

You understand that these conditions and limitations on your personal behavior are necessary in order to reduce the risk of transmitting and/or being infected by the COVID-19 virus and that your failure to comply with these responsibilities may jeopardize your health and safety, as well as the health and safety of others in the campus community, potentially causing severe illness and death.

Requirements:

Students will comply with governmental, state, and campus directives concerning maintaining required physical distancing (six feet) between themselves and other individuals on campus;

Students will use a face covering of their choosing that conforms to CDC guidelines anytime that they are in an indoor space where the College deems that social distancing is not practical, including but not limited to academic spaces and dining areas (except while eating) unless given different instructions by authorized college personnel;

Students will engage in frequent hand-washing and follow proper sneeze and cough etiquette, as recommended by the CDC;

Students understand and agree that they may be subject to regular testing for the COVID-19 virus and contact tracing, if testing and contact tracing is available, and they agree to submit to this testing and tracing, and the confidential reporting of the results to the College, without objection;

If students develop any symptom of COVID-19 as described by the CDC, they will immediately:

Inform the College by notifying appropriate personnel;

If living on campus, stay in their dorm room until given further instructions by the College;

Remain off campus if not currently residing on campus;

If required by the College, agree to remain in self-quarantine for a time period determined by the College, in consultation with public health authorities, and/or move to a different room in order to receive medical care and/or self-quarantine.

The above conditions may change, and students agree to follow all college directives relating to COVID-19 and public health requirements.

Any failure to adhere to any of the above directives is a violation of the Code of Conduct that may result in sanctions, including but not limited to suspension or dismissal from the College.

Student Learning Outcomes

West Georgia Technical College is committed to supporting student success through the delivery of relevant education and training. Student learning outcomes are used to assess the effectiveness and quality of academic programs and courses. The student learning outcomes reflect the knowledge, skills and behaviors individual students should possess at the completion of a course or academic program. Learning outcomes are measured across individual courses to promote continuous improvement across multiple subject matter areas. The learning outcome findings are then collected, analyzed and evaluated to promote consistent program improvement. Through this process, faculty can determine the extent to which students are mastering the expected outcomes and where interventions and improvements are required. This process is intended to enhance the student experience through continued improvement which increases the effectiveness and quality of academic programs and courses.

Student Learning Outcomes are concise, clear statements that describe what the student will do or achieve in measurable terms. Each student learning outcome is connected to one of the categories listed below. The description of each category identifies successful achievement of the intended student learning outcomes. These categories support the school's mission and have been created and selected by the faculty.

Communication
The student will generate and comprehend written, oral, and/or multi-media communication appropriate for a variety of audiences, purposes, and subjects.

Critical Thinking
The student will use cognitive skills to analyze, synthesize, or evaluate information in efforts to solve discipline-specific problems.

Logical Reasoning
The student will evaluate, organize, analyze, and synthesize information to develop a solution associated with a problem.

Professionalism/Professional Conduct
The student will demonstrate awareness of and commitment to professionalism in their chosen field (work ethics), will conduct themselves in a productive manner with all stakeholders, and will uphold and adjust (when necessary) important values, habits and attitudes.

Technical Skills
The student will demonstrate discipline-relevant competencies and skills, meeting entry-level industry standards appropriate for the field of work.

Student Warranty

West Georgia Technical College provides a guarantee of quality to all graduates of diploma, degree programs, and technical certificates. 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, associate degree or technical certificate 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, degree or technical certificate 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, degree or certificate technical program subsequent to the mandated standards implementation date beginning in the fall quarter, 1989.

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 post-secondary readiness of eligible applicants. Students are admitted on a first-to-qualify/space available basis except for Health Sciences and Nursing programs. Admission to Health Sciences and Nursing diploma and degree programs is based on a competitive selection process. There are minimum requirements for admission to individual Health Sciences and Nursing programs, and meeting minimum requirements does not guarantee admission to the program.

Individuals 16 years of age or older or dually/jointly enrolled high school students in the 10th, 11th or 12th grade who seek access to quality instruction designed to develop or improve occupational competencies are eligible for admission.

Non-Georgia residents shall be enrolled on a space-available basis and shall not displace any student desiring to enroll who is a resident of the State of Georgia. This applies to programs with limited seating, such as competitive selection Health Sciences and Nursing programs and programs that have a waiting list. Please refer to the In-State Residency section of this catalog for more information regarding residency status.

Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.

Official documents and credentials submitted to the College for admission and placement purposes become and remain the property of the College and will not be returned to the applicants, duplicated, or transferred to another institution.

As set forth in its student catalog, West Georgia Technical College complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law.

Admissions Procedures for Credit Programs

1. Complete and submit an application for admission with a one-time non-refundable $25 application fee.
2. Submit an official high school transcript or an official transcript of high school equivalency (e.g. GED, HISET, Career Plus HSE). Please refer to High School Diploma/GED Requirements section.
3. Official, electronic or sealed college transcripts must be submitted if transfer credit consideration is desired, but submission of college transcripts are not required for admission. Transcripts must be received from the college where the grade was earned. **Exception:** Students who request a HOPE Scholarship evaluation or students receiving veteran educational benefits must submit official transcripts from ALL colleges previously attended. College transcripts may also be required to satisfy financial aid requirements.
4. Submit SAT, PSAT, PACT, ACT, ACCUPLACER, ASSET, COMPASS, GED English and Math earned since 2014, HISET Math, Reading, and Language Arts, Georgia Milestones 9th grade English Language Arts test scores, or High School GPA of 2.0 or higher. If these scores are not available or do not meet the college's minimum scores, applicants will be required to take the ACCUPLACER placement test.
5. Applicants may be exempt from placement testing requirements if there is evidence of completion of appropriate college-level English and math courses with a grade of C or higher, completion of an associate degree or a higher level degree.

6. Provide documentation of lawful presence and proof of residency for determination of tuition rate. See the Admission Requirements section of the catalog for additional information.
7. Applicants to diploma and degree Health Sciences and Nursing programs must complete a competitive selection process prior to admission to the desired program. Applicants to degree programs are initially admitted to the Healthcare Professional certificate program to take core courses. However, Health Care Management degree is also an option. Applicants should contact the Admission and Financial Aid Office for additional information. Applicants to diploma level programs are initially admitted to the Healthcare Assistant certificate program to take core courses. Please refer to the Additional Procedures for Diploma and Associate Degree Level Health Sciences and Nursing Programs section of this catalog for more information. Non-Georgia residents will be considered in the competitive selection process on a space available basis, but 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 a dual/joint enrolled high school student in the 10th, 11th, or 12th grade 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 following academic readiness paths unless otherwise specified by the program's standards.

1. High school graduates must submit an official high school transcript (including graduation date and final GPA) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.

- High school diplomas/transcripts must be issued from a state-recognized secondary institution.
- Applicants with diplomas from secondary schools located outside the United States must have their transcripts translated and evaluated for equivalency by an approved outside evaluation organization such as National Association of Credential Evaluation Services (NACES).
- High school Certificate of Attendance or other certificates, credentials, or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are only recognized for programs not requiring a high school credential or equivalency.

2. Submission of an official transcript reflecting that the student has passed an examination or completed a program the state recognizes as the equivalent of a high school diploma (e.g. GED, HISET, Career Plus HSE).

3. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 or other official documentation of military service indicating high school graduate or equivalent.

4. Submission of an official transcript from one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 12 semester or 18 quarter credit hours of coursework at the postsecondary level (excluding CDL completion), or successful completion of a college level math and English course may exempt the applicant from submitting an official high school, home school, or high school equivalency (GED, HISET, Career Plus HSE) transcript. Exception: Students who request a HOPE Scholarship evaluation or students who will receive veteran educational benefits must submit all transcripts from ALL colleges attended. College transcripts may also be required to satisfy financial aid requirements.

5 Applicants who were homeschooled who attended a recognized accredited program must submit:

- Annual progress reports or a final transcript for the equivalent of the homeschooled student's junior and senior years;
- The final progress report or transcript must include the graduation date and final GPA.

6. Applicants who attended an non-accredited high school or homeschool must submit an official transcript in one of the following:

- Official Scores from an assessment instrument meeting college established required minimums;
- Successful completion of 12 semester or 18 quarter credit hours (C or better) of college coursework for credit that appears on an official college transcript.

Placement Testing

All program applicants must meet minimum placement requirements to determine regular or provisional admission status. Previous college or technical school coursework completed at an accredited institution will be reviewed for placement status. Non-degree seeking students (Special Admit) are required to meet placement test score requirements per individual course registration. Technical colleges may accept one or multiple official assessment measures on the following validated assessment instruments if the scores meet the required minimums. A student possessing an associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements. Accepted assessment instruments are:

- SAT, ACT/Pre-ACT, PSAT, Georgia Milestones Literature and Composition or Georgia Milestones American Literature and Composition (English admission requirement only)
- High School GPA of 2.0 or higher
- GED Math and Reading (earned since January 2014) must meet the minimum passing score used for placement into any certificate, diploma, or degree program
- HISET Math, Reading, or Language Arts must meet the minimum passing score used for placement into any certificate, diploma, or degree program
- Accuplacer
- Compass/Asset
- Official transcripts from a regionally or nationally accredit postsecondary institution recognized by the U.S. Department of Education documenting equivalent program level English and Math coursework completed may be used in place of placement exams

Retest Policy

Applicants who complete the ACCUPLACER 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 before the first day of the initial term of admission. Placement test scores received after the first day of the semester may not be used for placement purposes. If a student has test scores that are over five years old at the time of admission or readmission, the student may retest one time free of charge. If a student's test scores are less than five years old and/or they have taken classes at West Georgia Technical College within the past five years, the student is not eligible to retest. If a student is tested while in high school, the student is eligible to retest one time free of charge before admission.

Health

All applicants should be physically able to perform ordinary class and clinical laboratory functions that are required by the program of study. Some programs of studies require special immunizations or the submission of medical reports. These documents will be requested directly from the applicable department.

Transfers from Other Institutions

An official college transcript for all previously attended institutions in which transfer credit is sought is required for consideration of transfer credit. Students who have attended college outside the United States must have their transcripts evaluated on a course-by-course basis by an approved outside evaluation organization such as the National Association of Credential Evaluation Services (NACES).

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 immediately preceding the first day of classes for a given semester 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. *Residents of these counties must also provide documentation of lawful presence and Alabama residency for 12 months before the first day of classes to be considered for tuition reciprocity.*

Lawful Presence

TCSG Procedure 6.2.2p: "Each college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws."

How can a student verify lawful presence?

• Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process.

• A clear copy of an original or certified U.S. Birth Certificate showing the student was born in the U.S or a U.S. territory, a U.S. Certificate of Birth Abroad issued by the Department of State (DS- 1350), or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable.

• A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

• A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).

• A current U.S. Passport.

• Unexpired Georgia and select out-of-state driver's licenses and state ID cards can be accepted under certain conditions. It must be a Real ID and not contain any of the verbiages in the State DL/ID requirements for acceptance found below. If the copy received has the top portion of the card cut off the document will not satisfy lawful presence.

• A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet - A photocopy is not acceptable.

• A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the semester the student will start classes.

State DL/ID Requirements for Acceptance

Alabama Must NOT be marked "FN"

Alaska Must NOT be marked "Limited Term"

California Must NOT be marked "Limited Term." Instruction Permits, Commercial Learner's Permits, and temporary licenses cannot be accepted.

Delaware Must NOT be marked "Limited Term" or "Temporary"

Florida Must NOT be marked "Temporary"

Georgia Must NOT be marked "Limited Term"

Idaho Must NOT be marked "Limited Term"

Iowa Must NOT be marked "Limited Term"

Kentucky Must NOT be marked "Not for REAL ID purposes"

Louisiana Must NOT be marked "Limited Term"

Maryland Must NOT indicate "T" restriction

Proof of GA Residency

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 is a United States Citizen or Eligible Non-Citizen, who has not been a resident of the state of Georgia for 12 months preceding the first day of classes for a given semester. 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 of Georgia. 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-Citizen is defined as a person eligible for Federal Title IV programs by the United States Department of Education Federal Student Aid. For more information refer to https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens.West Georgia Technical College is not authorized to accept students residing in the United States while on a student visa and does not issue I-20 VISAS. 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. Furnish an official English translation of all secondary transcripts. Documentation of U.S. high school equivalency and/or post-secondary credit is required for all programs, except for Commercial Truck Driving. Students with foreign post-secondary transcripts who seek transfer credit or credit for placement requirements must have the transcript evaluated on a course-by-course basis for United States equivalency. The evaluation of those records must be performed by an independent credential evaluation company such as the National Association of Credential Evaluation (NACES).

Admissions Categories

1. Admission categories will be one of the following: Regular, Provisional, Special, Pending 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-requisites and co-requisites are satisfied.

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

Special Admit Status (Non-degree 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 requirements 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.

Pending Admit Status (High School Seniors Only)

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit status. The following specifics define the requirements of this status:

- Applicants must submit an official transcript following the fall semester of their senior year showing the applicant's current GPA and is on track to graduate.
- Will be allowed to register for classes after meeting admission placement requirements.
- These applicants are not eligible for federal financial aid until a final high school transcript with the final GPA is received.

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 an 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 confirming 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 Admissions 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 and must be submitted to the Financial Aid Office at least two weeks prior to the scheduled registration date.

Requirements for Transient Permission at WGTC:

1. Student must be a current student and eligible to register for the 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 the 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 Technical College (WGTC) and wish to re-enter must apply to the Office of Admissions no less than four (4) weeks prior to registration. Applicable information regarding the process is as follows:

- A student suspended for disciplinary reasons may be considered for readmission at the end of the suspension by making an appointment with the Dean of Students.
- If enrolled in the last three semesters, a student is not required to complete a Returning Student Admission Application unless the student changes their program of study. To change the program of study, complete the Change of Major form under the Admissions tab on the WGTC website.
- If out more than three semesters, a student must complete a returning student application.
- Submit to the Admission Office official transcripts from all institutions of higher education attended since the last enrollment at West Georgia Technical College if seeking transfer credit. College transcripts may also be required to satisfy financial aid requirements and to receive veteran educational benefits.
- Meet the West Georgia Technical College General Catalog admission requirements in effect at the time of readmission. Students being readmitted after a break in enrollment (of at least three semesters) must re-enter under the current catalog, admission requirement, and program standards.
- Returning students absent from West Georgia Technical College for more than five years may be required to submit proof of lawful presence, residency, official transcripts and/or new placement examination scores. Student documents are maintained for five years after the last date of attendance.

Students who wish to re-enroll following Academic Suspension must apply to the Admissions Office no less than four (4) weeks prior to registration.

1. Submit a Returning Student Admission Application located on the website.
2. Submit to the Admissions Office official transcripts from all institutions of higher education attended since last enrollment for consideration of transfer credit. Students who request a HOPE Scholarship evaluation or will receive veteran educational benefits must submit official college transcripts from ALL colleges attended. College transcripts may also be required to satisfy financial aid requirements.
3. Meet the West Georgia Technical College Catalog admissions requirements in effect at the time of readmission. Student being readmitted after a break in enrollment of at least three semesters must reenter under the current catalog, admissions requirements, and program standards.
4. Returning students not enrolled for more than five years may be required to submit proof of lawful presence, residency, official transcripts and/or new placement examination scores. Student documents are maintained for five years after the last date of attendance.

Dual Majors

The opportunity to pursue a dual/double major is available on a limited basis. A student may request approval of a dual/double program major by submitting the request in writing to the Admissions Office.

- Student must have regular program admission in the primary major.
- 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, two diplomas, or two associate degrees only.

- Student may not dual major in the Commercial Truck Driving program or competitive health care programs.
- Student should speak with the Financial Aid Office regarding financial aid eligibility for the additional major.

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.

Dual Enrollment

High school students may enroll in identified courses or programs which normally require a high school diploma. Students must meet all other dual enrollment 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 Dual Enrollment Program.

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.

Adult Education Dual Enrollment

Adult Education students enrolled at West Georgia Technical College who have successfully completed two of the GED subtests are eligible to become dually enrolled as credit students in an approved major. Adult Education students who are dually enrolled as credit students are not eligible for federal financial aid. Students must remain dually enrolled in Adult Education classes and obtain the GED credential within two semesters. Students must maintain successful progress in credit courses. Students who are interested in attending as an Adult Education dually enrolled student should speak with the Adult Education and Admission Offices for additional information.

Registration

West Georgia Technical College 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 website, 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. If enrolled in the last three semesters students may register during returning student registration.

Open Registration is open to newly and readmitted students.

Late Registration begins 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. Courses dropped during Drop/Add will not incur tuition.

Withdrawal 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. No refund is given for withdrawn courses and the credit hours count as attempted hours for financial aid satisfactory academic progress.

1. Any student withdrawing from ALL classes for the academic semester should contact Financial Aid and academic advisor to understand the consequences of the withdrawal. These actions are highly advised.
2. Students may withdraw from course(s) by accessing the Self Service Banner Web or emailing registrar@westgatech.edu. The date the email is sent is the effective date of withdrawal. Students receiving federal financial aid assistance will be subject to a Federal Return to Title IV calculations which may result in a financial aid over award.

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

Unofficial Withdrawals are determined when students receiving federal financial aid assistance do not pass any courses and do not officially withdraw from the college. Students considered "unofficially withdrawn" will be subject to Federal Return to Title IV calculations which may result in a financial aid over award.

'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 academic years 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 and Student User Name

At the time of admission to the College, each student is assigned a nine-digit identification number and username to be used throughout enrollment. The student username is their email address, for example, jsmith5000@student.westgatech.edu. The student email address is used for the single sign-on authentication process for Banner Web, Blackboard, student email, and other situations as students' primary means of access to their academic and financial aid 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, and through the MYWGTC link on the West Georgia Technical College website.

WGTC has transitioned to OKTA, a true single sign on system for Email, Banner and Blackboard. View the OKTA quickstart guide to learn how to access Banner, Email, and Blackboard with OKTA.

Competitive Selection Process for Health Sciences and Nursing Programs

Selection Process for Health Sciences and Nursing Programs

Programs (Health Sciences Programs - Medical Laboratory Technology Degree, Dental Hygiene Degree, Medical Assisting Diploma, Radiologic Technology Degree, Surgical Technology Degree. **Nursing Programs** – Associate Degree Nursing and Practical Nursing Certificate).

Applicants for West Georgia Technical College diplomas and degrees in Health Sciences and Nursing programs must complete a selection process before admission to the program.

Associate Degree in Health Sciences and Nursing Programs

Students who apply to a degree level Health Sciences or Nursing program are initially accepted/admitted into the Healthcare Professional certificate. Students may choose to enroll in a different primary program, but they must request a change of major. Based on the primary and intended degree program requirements, students are admitted on provisional or regular admission status. Students will take general core and health science core courses common to both the primary and intended degree programs. Students may be eligible to receive financial aid based on the type of aid available for the primary major. For additional assistance with academic requirements, contact the Student Advising Center.

Diploma in Health Sciences

Students who apply to a diploma-level Health Science program are initially accepted into the Healthcare Assistant certificate to complete prerequisite courses required for their chosen healthcare program. Students are admitted on provisional or regular admission status. Students enrolled in the Healthcare Assistant certificate may be eligible for financial aid. For additional assistance with academic requirements, contact the Student Advising Center.

Certificate in Practical Nursing

Students who apply to the Practical Nursing certificate will be admitted into the Associates of Science in Allied Health Professions degree with Practical Nursing as the intended major. Students may opt to take courses in the Allied Health Professions degree during the selection period, but it is not required for admission into the Practical Nursing program. Students must be regular admission status at the time of the submission of their Selection File Review Request Form. For additional assistance with academic requirements, contact the Student Advising Center.

Selection Process

General Applicant Requirements

The following steps are common to the selection process for each program and must be completed by the application deadline.

1. Each program has an application deadline.
2. All healthcare program applicants must attend a **mandatory** Healthcare Information Session for their chosen program.
3. Please refer to the Program Completion Checklist for your chosen program(s) on our website or contact the Student Advising Center for more information.
4. Students must submit a Selection File Review Request Form by the application deadline. All required documents must be attached to the form by the application deadline. Applications submitted without required documents will not be considered in the selection process.
5. Non-Georgia residents will be considered in the selection process on a space available basis. They will not be considered if enough qualified Georgia residents apply. Please refer to the In-State Resident section of this Catalog for more information regarding residency status.
6. The student may choose two programs on the Selection File Review Request Form if the deadlines are the same and all program requirements are met.
7. The student must be in "good academic standing" with the College.
8. The following courses must be completed within seven years of the program start date, if required for the selection process. College transcripts and AP Scores used in the application process must be received before the application deadline.

- ALHS 1040
- ALHS 1060
- ALHS 1090
- ALHS 1011
- BIOL 2113 & BIOL 2113L
- BIOL 2114 & BIOL 2114L
- BIOL 2117, BIOL 2117L

- CHEM 1211 & CHEM 1211L
- CHEM 1212 & CHEM 1212L
- CHEM 1151 & CHEM 1151L
- CHEM 1152 & CHEM 1152L

The Admissions Office must receive all official transcripts reflecting grades earned at other colleges before the application deadline. The Registrar's Office determines the transferability of classes.

Health Sciences Selection Requirements

Medical Laboratory Technology Degree

1. The application deadline is May 1.
2. The class cohort begins Summer Semester at the Murphy Campus.
3. Applicants must attend a **mandatory** Healthcare Information Session.
4. Please refer to the Program Completion Checklist for your intended program on our website or contact the Student Advising Center for more information.
5. Courses required for the selection process must be completed with a minimum grade of C. In addition to earning a minimum grade of C, an overall GPA of 2.5 must be earned in the required courses.
6. The selection score is based 100% on the letter grades earned in the required courses with a maximum score of 100. Eligible bonus points are in addition to the 100 points available for the letter grades earned in the required courses.
7. An applicant may earn a maximum of three (3) bonus points. Submit an employer letter on company letterhead designating the type of facility, including the dates of employment, job title, and a brief description of duties for consideration.

    - One (1) point for six months of healthcare clinical work experience. Clinical work experience is defined as performing the duties as a Phlebotomist, Medical Laboratory Assistant, or Specimen Processor in a hospital, clinic, or physician's office; **or**
    - Two (2) points for six (6) to twelve (12) months of work in the healthcare field as a Phlebotomist, Medical Laboratory Assistant, or Specimen Processor in the clinical laboratory ; **or**
    - Three (3) points for more than one equivalent of full-time experience as a Phlebotomist, Medical Laboratory Assistant, or Specimen Processor.
8. If a tie occurs, the GPA for Biology 2113/2113L and Biology 2114/2114L will be calculated. The student with the highest GPA for these courses will be selected.
9. A selected student who declines admission will not automatically be admitted to another class cohort. The student must reapply.
10. Any student who is selected and who does not complete the program with their class cohort must submit a written petition to the Dean of Health Sciences for approval to be readmitted or to enter the selection process a second time.

Dental Hygiene Degree

1. The application deadline is **June 1**.
2. The class cohort begins Fall semester at the Douglas Campus.
3. Applicants must attend a **mandatory** Healthcare Information Session.
4. Please refer to the Program Completion Checklist for your intended program on our website or contact the Student Advising Center for more information.

5. Courses required for the selection process must be completed with a minimum grade of C. In addition to earning a minimum grade of C, an overall GPA of 3.0 must be earned in the required courses.
6. In addition to the courses required to be completed by the application deadline, additional courses must be completed with a minimum grade of C before the cohort start date. Please refer to the Academic Programs section of the Catalog for the specific course requirements. The student must provide documentation of completion of the additional courses or that they are registered to complete the courses before the cohort start date. A student may not enroll in the cohort if the courses are not completed before the cohort start date.
7. Applicant must hold a current CPR Certification by the **American Heart Association for Healthcare Providers**. This certification must remain current throughout the duration of the program. Online CPR certification will not be accepted. A copy of the certification must be attached to the Selection File Review Request Form.
8. Applicant must earn a minimum raw score of 70% on the Test of Essential Academic Skills (ATI TEAS) Examination. The ATI TEAS raw score includes Reading, Math, Science, English, and Language Usage. The exam must be current within five years of the program start date. A student may take the ATI TEAS exam three times within a calendar year and must wait at least 14 days between attempts. A copy of the the highest ATI TEAS exam score must be attached to the Selection File Review Request Form.
9. An applicant may earn a maximum of three (3) bonus points.
    - One (1) point for any dental clinical work experience, or a minimum of 40 hours of clinical experience shadowing a Registered Dental Hygienist (RDH) within six months of the student's application submission date. Dental clinical experience is defined as physical patient care in a dental setting through an apprenticeship, observation, internship, part-time or full-time employment, or professional volunteerism completed for at least three months within three years of the student's application. Professional volunteerism is defined as volunteering in a non-virtual dental office setting; **or**
    - Two (2) points for dental-related work experience such as a lab technician or front office employee within six months to three years of the student's selection application; **or**
    - Three (3) points for more than one equivalent year of full-time experience as a chair side dental assistant within three years of the student's application date.
10. If the student requests bonus points, an employment verification letter must be attached to the Selection File Review Request Form. The letter must be on company letterhead and include the dates of employment, job title, and a brief description of the duties.
11. The selection score is based 50% on the letter grades earned in the required courses, up to 50 points. The score earned on the ATI TEAS exam determines 50% of the score, up to 50 points. Eligible bonus points are in addition to the 100 points available from the letter grades earned in the required courses and the ATI TEAS score.
12. If a tie occurs, the GPA from Biology 2113/2113L and Biology 2114/2114L will be calculated. The student with the highest GPA for these courses will be selected. The student with the highest ATI TEAS Total Raw Score will be selected if a tie remains.
13. A selected student who declines admission will not automatically be admitted to another class cohort. The student must reapply.
14.

Any student who is selected and who does not complete the program with their class cohort must submit a written petition to the Dean of Health Sciences for approval to be readmitted or to enter the selection process a second time.

Medical Assisting Diploma

1. The application deadline is **June 1**.
2. The class cohort begins Fall Semester at the Murphy Campus. '

3. Applicants must attend a **mandatory** Healthcare Information Session.
4. Please refer to the Program Completion Checklist for your intended program on our website or contact the Student Advising Center for more information.
5. Courses required for the selection process must be completed with a minimum grade of C. In addition to earning a minimum grade of C, an overall GPA of 2.5 must be earned in the required courses.
6. In addition to the courses required to be completed by the application deadline, additional courses must be completed with a minimum grade of C before the cohort start date. Please refer to the Academic Programs section of the Catalog for the specific course requirements. The student must provide documentation of completion of the additional courses or that they are registered to complete the courses before the cohort start date. A student may not enroll in the cohort if the courses are not completed before the cohort start date.
7. Students must hold a current CPR Certification by the **American Heart Association for Healthcare Providers**. This certification must remain current throughout the duration of the program. Online CPR certification will not be accepted. A copy of the certification must be attached to the Selection File Review Request Form.
8. The selection score is based 100% on the letter grades earned in the required prerequisite courses, up to 100 points. Eligible bonus points are in addition to the 100 points available for the letter grades earned.
9. An applicant may earn a maximum of two (2) bonus points.
    - One (1) point for shadowing at a medical office for a minimum of four (4) hours. Shadowing is defined as following a physician, nurse practitioner, registered nurse, practical nurse, office/practice manager, certified medical assistant, or registered medical assistant in a medical office. If the student is requesting a bonus point, an employment verification letter must be attached to the Selection File Review Request Form. The letter must be on company letterhead and include the dates and time of the shadowing experience, the job title, and a brief description of the duties of the staff member being shadowed.
    - Two (2) points for current State Certified Nursing Assistant Certification (CNA) or Registered Phlebotomy Technician (RPT) through the **American Medical Technologists** (AMT). A copy of the certification must be attached to the Selection File Review Request Form. If the certification or licensure was obtained more than five (5) years ago, documentation of a minimum of one (1) year of employment as a CNA or Phlebotomy Technician within the last five (5) years must be provided. An employment verification letter must be submitted on company letterhead, including the dates of employment, job title, and a brief description of duties.
10. If a tie occurs, the grade for ALHS 1011 will be used. The student with the highest grade for the course will be selected.
11. A selected student who declines admission will not automatically be admitted to another class cohort. The student must reapply.
12. Any student who is selected and who does not complete the program with their class cohort must submit a written petition to the Dean of Health Sciences for approval to be readmitted or to enter the selection process a second time.

Radiologic Technology Degree

1. The application deadline is **June 1**.
2. The class cohort begins Fall Semester at the Douglas Campus.
3. Applicants must attend a **mandatory** Healthcare Information Session.
4. Please refer to the Program Completion Checklist for your intended program on our website or contact the Student Advising Center for more information.

5. Courses required for the selection process must be completed with a minimum grade of C. In addition to earning a minimum grade of C, an overall GPA of 3.0 must be earned in the required prerequisite courses.
6. In addition to the courses required to be completed by the application deadline, an additional course is required to be completed with a minimum grade of C prior to the cohort start date or within the first term of the cohort start. Please refer to the Academic Programs section of the Catalog for the specific course requirement.
7. Students must hold a current CPR Certification by the **American Heart Association for Healthcare Providers**. This certification must remain current throughout the duration of the program. Online CPR certification will not be accepted. A copy of the certification must be attached to the Selection File Review Request Form.
8. Applicant must earn a minimum raw score of 70% on the Test of Essential Academic Skills (ATI TEAS) Examination. The ATI TEAS raw score includes Reading, Math, Science, English, and Language Usage. The exam must be current within five years of the program start date. A student may take the ATI TEAS exam three times within a calendar year and must wait a minimum of 14 days between attempts. A copy of the highest ATI TEAS exam must be attached to the Selection File Review Request Form.
9. The selection score is 75% of the letter grades earned in the required courses, up to 75 points. The score earned on the ATI TEAS exam determines 25% of the score, up to 25 points.
10. If a tie occurs, the GPA from Biology 2113/2113L and Biology 2114/2114L will be calculated. The student with the highest GPA for these courses will be selected. If a tie remains, the student with the highest Total Raw ATI TEAS Score will be selected.
11. A selected student who declines admission will not automatically be admitted to another class cohort. The student must reapply.
12. Any student who is admitted to a selection Health Science program, who does not complete the program with their cohort, must submit a written petition to the Dean of Health Sciences for approval to be readmitted or to enter the selection process a second time.

Surgical Technology Degree

1. The application deadline is **September 1**.
2. The class cohort begins Fall Semester at the Murphy Campus.
3. Applicants must attend a **mandatory** Healthcare Information Session.
4. Please refer to the Program Completion Checklist for your intended program on our website or contact the Student Advising Center for more information.
5. Courses required for the selection process must be completed with a minimum grade of C. In addition to earning a minimum grade of C, an overall GPA of 3.0 must be earned in the required prerequisite courses.
6. Students must hold a current CPR Certification by the **American Heart Association for Healthcare Providers**. This certification must remain current throughout the duration of the program. Online CPR certification will not be accepted. A copy of the certification must be attached to the Selection File Review Request Form.
7. The selection score is based 100% on the letter grades earned in the required courses, up to 100 points. Eligible bonus points are in addition to the 100 points available for the letter grades earned in the required courses.
8. Applicants may earn a maximum of three (3) bonus points.

- One (1) point for six months of healthcare 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, a back-office worker in a clinic or physician's office, or emergency medical technician.
- Two (2) points for six to twelve months of surgical work experience, such as a surgical technician or surgical clerk.
- Three (3) points for more than one-year equivalent of full-time work experience as a surgical technician.

9. If a tie occurs, the GPA for Biology 2113/2113L and Biology 2114/2114L will be calculated. The student with the highest GPA for these courses will be selected.
10. A selected student who declines admission will not automatically be admitted to another class cohort. The student must reapply.
11. Any student who is admitted to a selection Health Science program, who does not complete the program with their cohort, must submit a written petition to the Dean of Health Sciences for approval to be readmitted or to enter the selection process a second time.

Associate Degree Nursing

1. The application deadline is **February 1** for the class cohort that begins at the Coweta Campus Summer Semester.
2. The application deadline is **June 1** for the class cohort that begins at the Murphy Campus Fall Semester.
3. The application deadline is **September 1** for the class cohort that begins at the LaGrange Campus Spring Semester.
4. Applicants must attend a **mandatory** Healthcare Information Session.
5. Please refer to the Program Completion Checklist for your intended program on our website or contact the Student Advising Center for more information.
6. Courses required for the selection process must be completed with a minimum grade of C. In addition to earning a minimum grade of C, an overall GPA of 3.2 must be earned in the required prerequisite courses.
7. In addition to the courses required to be completed by the application deadline, additional courses are required to be completed with a minimum grade of C, prior to the cohort start date. Please refer to the academic programs section of the Catalog for the specific course requirements. The student must provide documentation of completion of the additional courses or provide documentation that they are registered to complete the courses prior to the cohort start date. A student may not enroll in the cohort if the courses are not completed prior to the cohort start date.
8. Applicants must earn an Adjusted Individual Total Score of 75% on the ATI Test of Essential Academic Skill (TEAS) exam and must earn an individual score of 65% in each of the individual exams including Reading, Math, Science, English, and Language Usage. The exam must be current within two (2) years of the program start date. A maximum of three attempts will be allowed per calendar year, with a minimum of at least 14 days between attempts. A copy of the highest TEAS scores must be attached to the Selection File Review Request Form.
9. Applicants must hold a current CPR Certification by the **American Heart Association for Healthcare Providers**. This certification must remain current throughout the duration of the program. Online CPR certification will not be accepted. A copy of the certification must be attached to the Selection File Review Request Form.

10. Applicants must possess a current State Certified Nursing Assistant Certification (CNA), be a Licensed Practical Nurse (LPN), or present one of the following certifications: EMT/Paramedic, Certified Medical Assistant (CMA), or Surgical Technician. The certification or license must have been obtained within the last five (5) years. A copy of the certification or license must be attached to the Selection File Review Request Form. If the certification or licensure was obtained more than five (5) years ago, documentation of a minimum of one (1) year of employment as a CNA, LPN, EMT/Paramedic, CMA, or Surgical Technician within the last five (5) years must be provided. An employer letter of verification must be submitted on company letterhead and include the dates of employment, job title, and a brief description of duties.
11. Applicants may earn a maximum of three (3) bonus points.
    - One (1) point for six (6) months of clinical work experience. Clinical experience is defined as actual patient care that includes the delivery of physical care such as a certified nursing assistant, nurse aide, licensed practical nurse, patient care technician, medical assistant, surgical technician, and back office worker in a clinic or physician's office, emergency medical technician or paramedic.
    - 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 beginning a current Licensed Practical Nurse (LPN).
12. The selection score is based 40% on the letter grades earned in the required prerequisite courses, up to 40 points. The score earned on the TEAS exam determines 60% of the score, up to 60 points. Eligible bonus points are in addition to the 100 points available from the letter grades earned in the required courses and the TEAS score.
13. If a tie occurs, the GPA for Biology 2113/2113L and Biology 2114/2114L will be calculated. The student with the highest GPA for these courses will be selected. If a tie remains, the student with the highest Adjusted Individual Total TEAS Score will be selected.
14. A student who is selected and declines admission will not automatically be admitted to another class cohort. The student must reapply.
15. A minimum grade of 75 is required for academic progress in the Associate Degree Nursing (ADN) program. Any nursing course completed with a grade of less than 75 or an inability to complete the course for other reasons will result in an interruption of progression in the program. Satisfactory completion of the clinical component of a nursing course is required to pass the course. Clinical and theory in any course are required to be completed concurrently. As of Fall 2022: a student who is unsuccessful in any nursing course, regardless of the reason for withdrawal, will only be allowed one (1) re-entry to the ADN program. In order to be readmitted, a student must complete the ADN Request for Readmission Form and submit it to the ADN Program Director. It is recommended that students take one (1) semester off before readmission to the program, but no longer than two (2) semesters. Any student not returning within two (2) semesters must reenter the ADN selection process and is not guaranteed a seat. Reentry is not automatic and is also dependent on the space availability.

Practical Nursing to Associate Degree Nursing Bridge Program

1. The application deadline is **October 1** for the Coweta Campus cohort that begins Spring Semester. *Murphy Campus Option: Students who wish to attend the Murphy campus for the bridge, may apply to the Coweta cohort. If accepted, the student will take the bridge courses during the Spring Semester at Coweta. Student may choose to sit out the Summer Semester and begin RNSG 2710 at Murphy with the Fall cohort.
2. The application deadline is **July 1** for the LaGrange Campus cohort that begins Fall Semester.
3. Offered to Licensed Practical Nurse (LPN) with active unencumbered licensure.
4. Applicants must attend a **mandatory** Healthcare Information Session.

5. Please refer to the Program Completion Checklist for your intended program on our website or contact the Student Advising Center for more information.
6. Courses required for the selection process must be completed with a minimum grade of C. In addition to earning a minimum grade of C, an overall GPA of 3.2 must be earned in the required courses.
7. Must complete the twelve (12) required courses and labs by the application deadline with a minimum grade of C or higher. Please refer to the academic programs section of the Catalog for the specific course requirements.
8. Applicants must earn an Adjusted Individual Total Score of 75% on the Test of Essential Academic Skill (TEAS) exam and must earn an individual score of 65% in each of the individual exams including Reading, Math, Science, English, and Language Usage. The exam must be current within two (2) years of the program start date. A maximum of three attempts will be allowed per calendar year, with a minimum of at least 14 days between attempts. A copy of the highest TEAS score must be attached to the Selection File Review Request Form.
9. Applicants must hold a current CPR Certification by the **American Heart Association for Healthcare Providers**. This certification must remain current throughout the duration of the program. Online CPR certification will not be accepted. A copy of the certification must be attached to the Selection File Review Request Form.
10. Applicants must possess a current unencumbered Georgia and/or eNLC Practical Nurse (LPN) licensure. The license must have been obtained within the past five (5) years. If the licensure was obtained more than five (5) years ago, documentation of a minimum of one (1) year of employment as an LPN within the past five (5) years must be provided. An employer letter of verification must be submitted on company letterhead and include the dates of employment, job title, and a brief description of duties. A copy of the license must be attached to the Selection File Review Request Form.
11. Non-Georgia residents will be considered in the selection process on a space available basis. Georgia Licensed LPNs will have priority than the an out-of-state LPN licensure. eNLC Licensure with Georgia residence will have the same priority as Georgia Licensed LPNs. eNLC Licensure with Georgia residency will have priority over eNLC licensure with other states of residency.
12. Applicants may earn a maximum of one (1) bonus point.
    - West Georgia Technical College LPN graduates will earn one extra point in the selection calculation.
13. The selection score is based 40% on the letter grades earned in the required prerequisite courses, up to 40 points. The score earned on the TEAS exam determines 60% of the score, up to 60 points. The eligible bonus point is in addition to the 100 points available for the letter grades earned in the required courses and the TEAS score.
14. If a tie occurs, the GPA for Biology 2113/2113L and Biology 2114/2114L will be calculated. The student with the highest GPA for these courses will be selected. If a tie remains, the student with the highest Adjusted Individual Total TEAS Score will be selected.
15. A student who is selected and declines admission will not automatically be admitted to another class cohort. The student must reapply.

16. A minimum grade of 75 is required for academic progress in the Associate Degree Nursing (ADN) program. Any nursing course completed with a grade of less than 75 or an inability to complete the course for other reasons will result in an interruption of progression in the program. Satisfactory completion of the clinical component of a nursing course is required to pass the course. Clinical and theory in any course are required to be completed concurrently. As of Fall 2022: a student who is unsuccessful in any nursing course, regardless of the reason for withdrawal, will only be allowed one (1) re-entry to the ADN program. In order to be readmitted, a student must complete the ADN Request for Readmission Form and submit it to the ADN Program Director. It is recommended that students take one (1) semester off before readmission to the program, but no longer than two (2) semesters. Any student not returning within two (2) semesters must reenter the selection process for the ADN program and is not guaranteed a seat. Reentry is not automatic and is also dependent space availability.

Practical Nursing Certificate

1. The application deadline is firm for each of the three cohorts.

2. The PN program will admit once each year at the Coweta Campus, the Murphy Campus, and the LaGrange Campus:

Coweta - **September 1st** deadline for Spring Semester annual admission and cohort start date

Murphy - **June 1st** deadline for Fall Semester annual admission and cohort start date

LaGrange - **February 1st** deadline for Summer Semester annual admission and cohort start date

3. Applicants must attend a **mandatory** Healthcare Information Session.

4. Students must hold a current CPR Certification from the **American Heart Association for Healthcare Providers**. This certification must remain current throughout the duration of the program. Online CPR certification will not be accepted. A copy of the certification must be attached to the Selection File Review Request Form.

5. Applicants must earn an Adjusted Individual Total Score of 65% on the Test of Essential Academic Skill (TEAS) exam. The exam must be current within two (2) years of the program start date. A maximum of three attempts will be allowed per calendar year, with a minimum of at least 14 days between attempts. A copy of the highest TEAS score report must be attached to the Selection File Review Request Form.

6. Applicants will be ranked on a point scale for selection criteria based on their TEAS score.

7. Applicants may earn a maximum of five (5) bonus points.

- Three (3) point for a verified current Allied Health license/certification or education. Certification would be CNA, CMA, EMT, Paramedic, Phlebotomy, Medical Coding, etc. College certificate or Diploma. Points will not be awarded for having multiple licensures/certifications.
- Four (4) points for an Associate degree
- Five (5)Points for a Bachelor degree or higher

Completed college certificate, college diploma, or degree (in the event of multiple awards, points from the highest earned award will be applied to the ranking score. Official transcripts showing the conferment of the award must be received before the application deadline.

8. If a tie occurs, the student with the highest score on the TEAS exam will be selected.

9. If a tie remains, the applicant who submitted their Selection File Review Request Form application earliest will be selected.

10. A student who is selected and declines admission will not automatically be admitted to another class cohort. The student must reapply.

11. A minimum grade of 75 is required for academic progress in the Practical Nursing program. Any nursing course completed with a grade of less than 75 or an inability to complete the course for other reasons will result in an interruption of progression in the program. Satisfactory completion of the clinical component of a nursing course is required to pass the course. Clinical and theory in any course are required to be completed concurrently. As of Fall 2022: a student who is unsuccessful in any nursing course, regardless of the reason for withdrawal, will only be allowed one (1) re-entry to the Practical Nursing program. In order to be readmitted, a student must complete the Practical Nursing Request for Readmission Form and submit it to the Practical Nursing Program Director. It is recommended that students take one (1) semester off before readmission to the program, but no longer than two (2) semesters. Any student not returning within two (2) semesters must reenter the selection process for the Practical Nursing program and is not guaranteed a seat. Reentry is not automatic and is on a space availability.

Selection Scoring Process

Students may apply for up to **two programs** on the Selection Review Request Form. Selected programs **must have the same application deadline** to be evaluated. All requirements for the intended major must be met to be considered for inclusion in the selection applicant pool.

As stated in the General Applicant Requirements, specific prerequisite courses must be completed within seven (7) years of the program cohort start date. Courses that expire prior to the cohort start date will not be accepted or included in the GPA calculation. The GPA calculation will be based strictly on the courses required for selection. If a course has been repeated, the higher earned grade 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 Admissions Office for information regarding the scoring of the course. For example, an AP score of 3 correlates to a C in the Selection Process.

Each completed Selection File Review Request Form 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 Selection File Review Request Form to be considered.

Applicants will receive their file evaluation score through their **WGTC student email account**. After all files are evaluated, the students with the highest scores will be notified by student email and invited to accept the seat in the program. A student who declines the invitation to enroll will not be admitted to another class cohort and must reapply.

Students not selected will be notified of their status by their **WGTC student email account**. A student must submit a new Selection File Review Request Form and the required documentation to be included in the next selection process for the same program or the selection process for another program.

Health Sciences and Nursing Program Admission

A student selected for admission 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 before registering for any health science course with a clinical rotation. Students will receive information regarding the submission of the documents from the program department and will not be allowed to register for classes 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 the student must show evidence 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 the administration of tetanus immunization is required.
- Hepatitis vaccine series or signed declination form
- Flu shots for the current season
- CPR Certification by American Heart Association for Healthcare Provider (not required for Medical Laboratory Technology)
- Criminal background check and urine drug screen completed by Student Advantage
- Criminal background checks and urine drug tests will be evaluated by clinical sites. The clinical site decides 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

Tuition and Fees

A student must be a United States Citizen or Eligible Non-Citizen, and a resident of the state of Georgia for 12 months immediately preceding the first day of classes for a given term to qualify as an "in-state resident" for admission and tuition purposes. 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.

Residents of Chambers, Cleburne and Randolph counties in Alabama will be considered "in-state residents" for admission and tuition purposes. *Residents of these counties must also provide documentation of lawful presence to be considered for tuition reciprocity.*

Lawful Presence
TCSG Procedure 6.2.2p: "Each college shall be responsible for the verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws."

How can a student verify lawful presence?

• Students who file a FAFSA (Free Application for Federal Student Aid) and are eligible for federal student aid will have their lawful presence verified as part of the FAFSA process.

• A clear copy of an original or certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory, A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). The copy must very clearly show the raised or written seal to be acceptable.

• A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

• A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).

• A current U.S. Passport.

• Unexpired Georgia and select out of state Driver's license and state ID cards can be accepted under certain conditions. It must be a Real ID and not contain any of the verbiage in the State DL/ID requirements for Acceptance found below. If the copy received has the top portion of the card cut off the document will not satisfy lawful presence.

• A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet - A photocopy is not acceptable.

• A current, valid Permanent Resident Card (USCIS form I-151 or I-551). We require both the front & back sides of your Permanent Resident Card to be submitted. It must not expire before the first day of class of the term the student will start classes.

State DL/ID Requirements for Acceptance

Alabama Must NOT be marked "FN"

Alaska Must NOT be marked "Limited Term"

California Must NOT be marked "Limited Term." Instruction Permits, Commercial Learner's Permits, and temporary licenses cannot be accepted.

Delaware Must NOT be marked "Limited Term" or "Temporary"

Florida Must NOT be marked "Temporary"

Georgia Must NOT be marked "Limited Term"

Idaho Must NOT be marked "Limited Term"

Iowa Must NOT be marked "Limited Term"

Kentucky Must NOT be marked "Not for REAL ID purposes"

Louisiana Must NOT be marked "Limited Term"

Maryland Must NOT indicate "T" restriction

Proof of GA Residency.

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.

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 $75 registration fee each semester.

Student Activity Fee: Students are required to pay a student activity fee of $60 each semester.

Tuition: All students will be assessed fees at the rate of $107 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.

Graduation Fee: All graduating students must pay a $40 graduation fee.

Student Accident Insurance Fee: Students are required to pay a student accident insurance fee of $6 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 $60 will be charged each semester to every full-time and part-time student.

Technology Support Fee: A fee of $110 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: A check return fee of $30 is charged for handling each check returned to the College.

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

Facilities Fee: A fee of $50 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.

Campus Safety Fee: A fee of $60 per semester will be charged to all students regardless of how many hours a student is enrolled. These funds will be used to support West Georgia Technical College's POST-Certified Police Department, consisting of full- and part-time officers, providing police protection to WGTC students, faculty, staff and facilities. Additionally, the campus safety fee is used to support training activities, acquisition and maintenance of security systems, and police equipment including but not limited to security cameras, access control and emergency broadcast systems.

Lab Fee: A fee of $40 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 and welding
- The programs of Early Childhood Care and Education, 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	$107	$421	$528
2	$214	$421	$635
3	$321	$421	$742

4	$428	$421	$849
5	$535	$421	$956
6	$642	$421	$1,063
7	$749	$421	$1,170
8	$856	$421	$1,277
9	$963	$421	$1,384
10	$1,070	$421	$1,491
11	$1,177	$421	$1,598
12	$1,284	$421	$1,705
13	$1,391	$421	$1,812
14	$1,498	$421	$1,919
15+	$1,605	$421	$2,026

Full-time status= 12 or more credits

Please note that tuition and fees are subject to change at the end of any academic term without prior notice to comply with federal, state, and institutional policies.

*Programs below have a higher rate of tuition per credit hour (plus fees):

*Commercial Truck Driving	$139 per credit hour

**Fee totals are based on the following:

Activity	$60
Facilities	$50
Insurance	$6
Registration	$75
Technology Support Fee	$110
Instructional Fee	$60
Campus Safety Fee	$60

***Other fees associated with enrollment in certain programs of study:

Diesel Fuel Surcharge	$225
Student Malpractice Insurance	$6
CDL Testing Fee	$160
Lab Fee	$40
Student Malpractice Insurance for EMT	$27
Biology and Chemistry Lab Fee	$50
Culinary Arts Supply Fee	$30
Radiology Badge Fee	$12
Welding Supply Fee	$30

Welding Test Fee	$24
Associate Degree Nursing Assessment Fee	$505
Licensed Practical Nursing Assessment Fee	$659
Basic EMT Assessment Fee	$49
Advanced EMT Assessment Fee	$66.50
Paramedic Technology Assessment Fee	$182.50
Basic EMT Testing Fee	$98
Advance EMT Testing Fee	$136
Paramedic Technology Testing Fee	$152
National Healthcare Assoc. Pharmacy Certification Exam Fee - DE	$125
Pharmacy Technician Certification Board Exam Fee	$129
Registered Health Information Technician Exam Fee	$299

Students will not be charged the student insurance fee for each semester they are totally online.

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 may take up to 30 days for processing. All registered students should receive a refund selection kit from BankMobile. We have partnered with BankMobile to deliver your financial aid refund. For more information about BankMobile, visit bankmobiledisbursements.com/refundchoices. Please ensure mailing addresses are kept current with WGTC and BankMobile to receive information regarding refunds.

View our institution's contract with BankMobile, a Division of Customer Bank.

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. The student will be responsible for any reasonable collection fees, up to 33.333 percent of the delinquent amount. 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.

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 the Student Affairs area 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 in the student's best interest that the Admissions process is completed in a timely manner. A student must be admitted to the college before Financial Aid awards can be determined. The student's financial aid file must be complete prior to early registration in order to ensure no delays in receiving financial assistance for which the student is eligible.

WGTC's Financial Aid priority deadlines are posted on the WGTC web site.

Applying for Financial Aid

In order to apply for financial assistance you must complete and submit the following:

- A current application for admission to West Georgia Technical College (WGTC);
- High School, GED, and all previous college transcripts;
- Apply online with the GSFAPP (state aid only) if you are a Georgia resident at www.GAFutures.org; or
- Apply for the Free Application for Federal Student Aid (FAFSA) for federal aid (PELL, FSEOG, FWS) and/or state aid (HOPE) at studentaid.gov, which must be renewed yearly.

Verification

It is the Policy of the Financial Aid Office at WGTC to verify all FAFSA Submission Summaries (FSS) selected by the Department of Education (ED) prior to awarding financial aid. This verification process 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. Verification requirements must be completed online utilizing WGTC's CampusLogic platform.

A student's financial aid award package is determined yearly and is based on the current student aid index (SAI), cost of attendance, residency, and other financial aid eligibility requirements. Once the financial aid award package is complete, students are notified by text, mail, or student email of the financial aid award. Students can also view his or her financial aid award eligibility through their Self-Service Banner Web account.

Notice of Availability of Institutional and Financial Aid Information

West Georgia Technical College must annually distribute to all enrolled students a notice setting forth the information required to be made available to students and/or employees under the Family Education Rights and Privacy Act of 1974 (FERPA) and under the Higher Education Act of 1965 (HEA) Sec. 485(a)(1), Sec. 485(f), Sec. 485(g), [Sec. 485(h)] and Sec. 485(j)., as amended by the Higher Education Opportunity Act of 2008 (HEOA). The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on an institution's website, the notice must include the exact electronic address and a statement that the institution will provide a paper copy upon request. This information is available through the West Georgia Technical College Registrar's Office and Financial Aid Office. Paper copies are available upon request from those offices.

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 (WGTC) 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 for state assistance (HOPE). Male 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 student loan or owe a repayment to any other college, state or federal program.
- A student must maintain satisfactory academic progress (SAP) 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 and FSEOG) and the state's HOPE Scholarship or Grant.

FATV - Related Videos

Are non-US citizens eligible for federal financial aid?

What does SAP stand for?

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, etc.) 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.

State Grant & Scholarship Programs

HOPE (Helping Outstanding Pupils Educationally) is a program for Georgia residents that provides 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, HOPE Career Grant, Zell Miller Grant, and the Zell Miller Scholarship.

HOPE Grant (Diploma and Certificate Programs)

The HOPE Grant is available to Georgia residents pursuing a certificate or diploma at an eligible Technical College System of Georgia (TCSG) institution. The HOPE Grant covers a portion of assessed tuition on a per credit hour basis. Students must maintain a 2.0 grade point average at the 30 and 60 paid-hour checkpoints in order to maintain eligibility.

HOPE Scholarship (Degree Programs)

The HOPE Scholarship covers a portion of assessed tuition on a per credit hour basis for students seeking a degree at a technical college or university. The student must be a 1993 or later high school graduate with a 3.0 grade point average (GPA) in a college preparatory track or a 3.2 GPA in a technical curriculum track to be eligible for the HOPE Scholarship. A nontraditional student may qualify for the HOPE Scholarship after completing 30 semester hours in a degree program with a 3.0 GPA. GPAs are reviewed at the 30, 60 and 90 semester hours checkpoint, at which time the student must maintain a 3.0 GPA to retain the HOPE Scholarship. The student must be Georgia resident and not be in default of a student loan.

HOPE Career Grant (Diploma and Certificate Programs)

Students who are receiving the HOPE Grant may also be eligible for additional financial assistance from Georgia's HOPE Career Grant. In order to qualify, the student must be fully admitted to the college, enrolled in one of the eligible programs and be receiving the HOPE Grant for the same term.

For a list of the applicable programs, please visit: HOPE Career Grant

Zell Miller Grant (Diploma and Certificate Programs)

Zell Miller Grant is available to Georgia residents pursuing a certificate or diploma at an eligible Technical College System of Georgia (TCSG) institution who maintain a 3.5 grade point average or higher for each term of attendance. Zell Miller Grant recipients will receive 100 percent of assessed tuition each semester of eligibility.

Zell Miller Scholarship (Degree Programs)

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.

Georgia College Completion Grant

The Georgia College Completion Grant (GCCG) assists eligible students experiencing a financial aid gap with their cost of education. Eligible students must have already completed 80% of their program of study and must owe a balance of direct costs - tuition, fees, etc. - to the institution. Grant awards are based on available allocated funds.

HERO Scholarship

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.

Public Safety Memorial Grant

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 and Work Programs

The **Pell Grant** is a federal need-based grant. Pell is awarded depending on information reported on the FAFSA 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 the Federal Pell Grant.

Pell Grant awards are calculated based on the number of credit hours as determined on the **Pell Recalculation Date**. Each term, the financial aid office will set the Pell Recalculation Date to coincide with the end of the official drop/add period. Any changes to enrollment after this date will not change a student's calculated Pell award. Exceptions to this policy include when a student adds a class for the first time in the semester as their initial enrollment, fails to begin attendance in a class, or when the college receives an initial FAFSA for the student. In these cases, Pell must be recalculated.

In addition, students must attend classes for 60 percent of the semester before they are eligible for the full Pell award. Withdrawing from all classes classes before completing 60 percent of the term will result in calculations being performed to reduce 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. FATV: What is a Pell Grant?

The **Federal Supplemental Education 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. FATV: What is FSEOG?

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-serve basis. Students are allowed to work up to 20 hours per week as determined by job description and demonstrated unmet need. All FWS employment opportunities are listed in the WGTC Financial Aid section of the website. All FWS participants must submit to a criminal background check before employment. FATV: What is a federal work-study job?

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. Students usually qualify for a loan if enrolled for at least six (6) credit hours in a program that is eligible for federal financial aid and meets WGTC's Financial Aid Satisfactory Academic Progress (SAP).

Taking out a loan is a serious commitment. Students must sign a legal contract called the Master Promissory Note (MPN) that declares certain rights and responsibilities. Please view the following William D. Ford Federal Direct Loan Program document: Borrower's Right and Responsibilities for more information.

Direct Loans are meant to help pay for your education. If you are interested in a student loan you must complete the following:

FAFSA Application
Master Promissory Application
Entrance Counseling

What You Can Use the Money For

If you receive a federal loan, you can only use it to pay for educational expenses at WGTC. These include:

Tuition and fees
Books, supplies, and equipment
The rental or purchase of a personal computer
Food and Housing
Dependent child care expenses
Transportation
Miscellaneous expenses

Track Your Loan

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

Exit Counseling

Exit counseling is required when a student graduates, leaves school, or drops below half-time enrollment. Exit counseling ensures students understand their loan obligations and prepares students for repayment by providing information and guidance on how best to proceed. Exit counseling can be completed at https://studentaid.gov/exit-counseling/.

Federal Loans vs. Private Loans

Federal loans are a better deal than loans from private lenders. Federal student loans generally have lower interest rates that are fixed, generous repayment plans, no repayment penalties, and no credit checks (except for PLUS Loans).

Veteran Education Benefits

Veteran Education Benefits are provided through the Post 9/11 G. I. Bill ®, Montgomery G. I. Bill ®, Survivors and Dependents Benefits, Veterans' Rehabilitation Benefits, and Federal Tuition Assistance. 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 21.4253 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.
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 completing the proper withdrawal forms

Information 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.

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.

GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at http://www.benefits.va.gov/gibill.

Other Types of Financial Assistance

Vocational Rehabilitation

Funds provided may cover the cost of training at WGTC for students with certain permanent disabilities that prevent employment. Vocational Rehabilitation 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 Rehabilitation funds must also meet WGTC's admission requirements and must apply for financial aid. Contact the Georgia Vocational Rehabilitation Agency at (844) 367-4872 or https://gvs.georgia.gov for more information.

Other Types of Financial Assistance

Workforce Innovation and Opportunity Act (WIOA)

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

Contact the WIOA representative in your county of residence for assistance.

- Carroll and Heard Counties 770.830.2202
- Troup, Coweta, and Meriwether Counties 706.756.4653
- Haralson, Paulding, and Polk Counties 770.824.5246
- Douglas County 770.920.4104

Other Types of Financial Assistance

Foundation Scholarships

Foundation scholarships are available each semester for students at West Georgia Technical College. 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 https://www.westgatech.edu/discover-wgtc/foundation/foundation-scholarship/. Students with demonstrated financial need will be given priority.

Book Awards

Students who have been awarded aid (i.e. Pell Grant, state aid, student loans, scholarship, etc.) prior to registration will have financial aid awards credited to the student's account at the time of registration. If an overage exists after tuition and fees have been deducted from the student's financial aid award the student will receive a credit in the campus bookstore to use towards book and supply purchases.

Availability of Funds

Financial Aid credits will be made available in the campus and online bookstore one week prior to the first day of classes. Students may charge against their Pell Grant award, scholarships, loans and other financial aid to help pay for books and supplies in the campus bookstore through the first week of classes.

Part Of Term Classes

Books needed for part of term classes should be purchased at the beginning of the semester when funds are available in the bookstore.

Note: Students who complete the verification requirements after the Priority Deadline may not have aid available for book purchases at the time classes begin. In the event that this occurs, the student is responsible for all tuition, fees, and book purchases. Once the student's file is complete and aid awarded the student may be eligible for a refund.

Financial Aid Refunds

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 28th day of the term. The first disbursement of Pell Grant refunds are made to students no later than the 28th day of the term and every 14th day thereafter. Should a Pell Grant recipient withdraw from all classes before the 60 percent (60%) time frame entitlement period, he or she will be required to pay back funds* not earned. Note that federal student loan disbursements are subject to the terms indicated in the required entrance counseling and Master Promissory Note (MPN).

*This amount cannot be provided prior to the student's withdrawal.

Overaward and Indebtedness

It is expected that every student will discharge any indebtedness to the college as quickly as possible. When at all possible, West Georgia Technical College (WGTC) will attempt to resolve the over-payment during the next term(s). If the over-payment is due to student error and cannot be resolved, WGTC must report the over-award to the National Student Loan Data System (NSLDS). Students who are in over-award status are ineligible for financial assistance at any post secondary college until the over-payment 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 (WGTC) 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 sixty (60%) of a payment period or term.** The federal Title IV financial aid awards 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 Federal Return of Title IV funds formula.

If a student earned less aid than what was disbursed, the College is required to return a portion of the funds and the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student 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. The student will be responsible for paying any balance of tuition, fees, and book charges not covered by the prorated Title IV award or other aid received.

Unofficial Withdrawals are determined when students receiving federal financial aid assistance do not pass any courses and do not officially withdraw from the college. Students considered "unofficially withdrawn" will be subject to Federal Return to Title IV calculations which may result in a financial aid over award.

Financial Aid Satisfactory Academic Progress

In accordance with federal and state financial aid regulations, financial aid recipients are required to make Satisfactory Academic Progress (SAP) towards completion of their educational goals in a program of study in order to receive financial aid. This SAP policy is separate from West Georgia Technical College's (WGTC) academic progress policies. **Additionally, federal and state rules indicate 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 (3) SAP requirements that students must meet or they may become ineligible to receive financial aid due to unsatisfactory academic progress.

The three requirements are as follows:

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 minimum 2.0 cumulative GPA. 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. Transfer credit, exemption exam credit, credit for previous experience, audited courses, W grades and articulated credit are exempt from the qualitative component. Successful completion of learning support coursework is required to meet qualitative progress.

Quantity — this is monitored by calculating the percentage of attempted credits in which passing grades are earned. The minimum satisfactory completion rate is 66.6 percent. 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. 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 one hundred fifty percent (150%) 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. Maximum timeframe resets for each major.

SAP is monitored at the end of each semester. Students who do not meet satisfactory academic progress requirements will be placed on financial aid warning and may become ineligible for financial aid after one (1) 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 Financial Aid Warning semester, the student must have successfully 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 progress. 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, including federal work study. 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 lost his/her 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 Satisfactory Academic Progress standing. 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 may 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** through the **WGTC CampusLogic** web portal. A link can be found on the WGTC website under the "**FAFSA Verification**" tab.
- Use the form on the website to answer the following two questions:

1. What were the circumstances that caused you to fail to meet Satisfactory Academic Progress?
2. What has changed and what steps have you taken to ensure you will meet Satisfactory Academic Progress at the next evaluation?

The student should submit/upload all supporting documents along with the initial appeal. 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 may be placed on Financial Aid Probation. Students placed on Financial Aid Probation will be allowed one additional term to meet Satisfactory Academic Progress requirements. If it is not possible for the student to meet satisfactory academic progress within one term of enrollment, the student may be placed on an Academic Plan. An Academic Plan provides the student with detailed guidance during a specified period of time allowing the student opportunity to meet satisfactory progress. If a students fails to follow the specified academic plan, the plan is voided and the student's status reverts back to Financial Aid Suspension. The decision of the Financial Aid Appeal Committee is final.

Please note the deadline to submit an appeal for the requested term is one week prior to the first day of the requested term.

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 cumulative GPA at the end of a semester of less than 2.0 are placed on academic probation. The 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 the college catalog. Students who are placed on academic probation must earn a minimum of a 2.0 GPA the following term of attendance. Students who fail to earn a 2.0 GPA while on probation are subject to academic suspension. A student who receives an academic suspension may apply for re-admission after one full term. During the first semester of enrollment after academic suspension, a student is placed on academic probation. Overall GPA must be 2.0 or better before graduation can occur.

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) to the Registrar's Office.
- Settle all financial obligations with West Georgia Technical College, including the $40 graduation fee.

A separate application and fee of $40 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 $40 fee for the embedded certificate.

When all academic requirements and financial obligations are met, the student will receive his/her diploma through the U.S. mail and certificates will be sent digitally via the WGTC student email.

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.

Prior Learning Assessment

Prior Learning Assessment (PLA) is a pathway for assessing learning gained outside of a traditional academic environment; this could be learning acquired through prior employment, CLEP, Advanced Placement (AP), International Baccalaureate Credit (IB), military, corporate training, or other relevant experience. Please reference the PLA handbook for grade equivalency used in competitive selection. Through PLA, your prior experience is evaluated to determine if it translates to college-level knowledge and how that knowledge might equate to college credit. Complete information on the PLA process is available in the online Prior Learning Assessment handbook via www.westgatech.edu.

If applicable, some prior learning criteria may require a $50 processing fee. See Cashier for current fees. The processing fee is non-refundable and non-transferable. The Cashier will provide a receipt for the payment and note payment on the Application for Prior Learning Assessment.

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. A Career Interest Assessment is available at https://gcis.intocareers.org/materials/portal/home.html with user name: *wgatc* and password *gcis617* at no cost.

Another career interest exploration opportunity is available at *mynextmove.org*. Select the Interests icon (top right) to complete the O*Net Interest Profiler.

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. Integrity is one of our college's core values and it is the responsibility of the college to ensure the integrity and the confidentiality of student records.

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, city of residence, county of residence, 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), 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 also maintains contact with the instructional staff and acts as a conduit for referrals.

Career Services is designed to:

- Assist students in preparing for the job search process and locating major-related employment upon graduation
- Provide individual career counseling
- Conduct career workshops - including interviewing tips, resume and cover letter preparation, and job market information
- Administer interest-inventory assessments
- Offer online career resources
- Plan and coordinate campus hiring events and employer informational sessions
- Maintain Handshake - the career services job search platform

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

Questions: Contact the Manager of Career Services, 770.824.5245 or careerservices@westgatech.edu.

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.

The Northwest Georgia Regional Commission WIOA Program provides services to individuals who are economically disadvantaged and dislocated workers through the One-Stop Center. It is a way of providing services so that employers and job seekers can receive more comprehensive service in one location, without having to navigate through a bureaucratic maze of programs and services.

Career development resources include access to computers, printers, internet access, the WinWay resume program, and O*NET.

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

Accessibility Services

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, autism, acquired brain injury and specific learning disability. To receive special accommodations, a student must provide recent documentation from a qualified professional (evaluations or reports which clearly indicate the presence of a physical, psychological or learning impairment) compliant with the Verification Form.

Specific 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 Coordinator. Accommodations may include but are not limited to the following:

- Extended time for timed assessments
- Preferred seating in classrooms
- Permission to use recording devices for classroom lectures
- Remote interpretive services
- Magnification software

To request testing or classroom accommodations based on valid documentation or to schedule an appointment, students may contact the Accessibility Services Coordinator at 770.824.5241 or email accessibilityservices@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
- Dislocated workers
- Individuals who are experiencing homelessness
- Armed forces or active duty dependents
- Foster care participants

Services include resources that will enhance or improve the academic, technical, and employability skills of special population students, and provide a lending library of textbooks, calculators, program specific gear, and laptops. Special Populations conducts a monthly virtual support group for single parents. For more information please contact the Special Populations Coordinator at 770.838.2526.

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
- Individuals who are experiencing homelessness
- Armed forces or active duty dependents

Services include programs that will enhance or improve the academic, technical and employability skills of special population students. For more information, please contact the Special Populations Coordinator at 770.838.2526 or donna.boyd@westgatech.edu .

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.

To Register to vote online, please click here.

Drug Free Schools and Communities Act

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

WGTC shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction. Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

1. Take additional appropriate action against such student up to and including expulsion as it deems necessary.
2. Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

WGTC is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

1. The dangers of drug and alcohol abuse on the campus and elsewhere.
2. Any available drug and alcohol counseling, rehabilitation and assistance programs.
3. Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Academic Affairs

Each student at West Georgia Technical College must be a responsible partner in the learning process and should observe all current published regulations and procedures required by the College and by the program in which he or she is enrolled. Published information may be found in the student catalog and 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 academic or faculty 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 Advisement System

Students admitted to West Georgia Technical College are assigned to 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 30 percent of academic program progression, the student will be reassigned to the appropriate faculty advisor for that program. Exceptions to advisor reassignment:

1. Healthcare Professional, Healthcare Management, and Healthcare Assistant students will be assigned to the Advising Center until they change their program or are accepted into another degree or diploma healthcare program;
2. Technical Specialist students will remain under the advising services 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 make an appointment and seek advice from an advising coach and then contact the Office of Admissions to submit the program change request.

The role of the advising coach 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 advising coach can assist by providing detailed program course completion requirements, work with students to identify and assess alternatives, and provide guidance for additional opportunities for academic completion and success.

An advising coach'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 their advisor and are encouraged to contact advisors early in the semester prior to the registration period for academic advising.

Advising Coaches may be reached via email, phone, advisement kiosk, in person, or virtually by appointment via *Web Ex* teleconferencing platform. Walk-in visits should be during posted office hours of the Enrollment Center. Enrollment centers are available in designated areas on each campus.

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 or adjust class offerings due to low enrollment, efficiency, 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 in a required program course must repeat the course and obtain a final grade higher than D. The first grade will, however, still be recorded on the transcript and calculated into cumulative grade point average (GPA). A minimum cumulative GPA of 2.0 is required for graduation.

All School of Health Sciences programs require a minimum grade of C for progression from specified courses to more advanced courses. Students unable to meet these academic progression requirements in any cohorted Health Science program cannot complete the program and will be withdrawn from their cohorted program. For consideration for readmission the student must submit a written petition to the Dean of Health Sciences petitioning for readmission consideration or to enter the selection process a second time.

To fulfill the academic requirements of the School of Nursing, a minimum grade of 75 is required for academic course progression. This applies to both the Registered Nursing and Licensed Practical Nursing programs. Students unable to meet the academic progression requirements in any cohorted nursing program will not be allowed to continue in the program and must withdraw from the program. As of Fall 2022: a student who is unsuccessful in any nursing course, regardless of the reason for withdrawal, will only be allowed one (1) re-entry to the Associate Degree of Nursing or Practical Nursing programs. In order to be readmitted, a student must complete the Request for Readmission Form and submit it to the Associate Degree of Nursing or Practical Nursing Program Director. It is recommended that students take one (1) semester off before readmission to the program, but no longer than two (2) semesters. Any student not returning within two (2) semesters must reenter the competitive selection process for the Associate Degree of Nursing or Practical Nursing program and is not guaranteed a seat. Reentry is not automatic and is also dependent on the availability of space in the requested course.

Alternatively, students may apply immediately to other School of Health Science competitive selection programs, provided competitive selection requirements for those programs have been met.

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. 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
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
Z	COVID - 19 withdraw	Not Computed
AC	Articulated Credit	Not Computed

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

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

Grade Point Average (GPA)

A grade point average (GPA) is calculated by (1) multiplying the credits for each 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. Grades for courses numbered 0-0999 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. In addition, a grade of *W* can be given to students with extenuating circumstances if withdrawing after the withdrawal date of the semester.

Z (COVID - 19 withdrawal) The grade of "Z" is only available during designated semesters as directed by TCSG. The grade of "Z" represents withdrawal from a course before completion due to the COVID-19 emergency. This grade does not have numerical equivalents and will not be calculated in the GPA.

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).

Attendance

West Georgia Technical College strongly encourages regular and punctual class attendance. Research shows a strong correlation between class attendance and grades earned. Absences prevent students from receiving full course benefits, disrupt orderly course progress, impact the quality of group interaction in class, and may result in diminished class material comprehension. The highest chance of academic success is achieved by attending all scheduled classes throughout the semester.

Although West Georgia Technical College is a non-attendance taking institution, students are responsible for missing scheduled instructional time and must understand the potential impact for that missed time. Students anticipating an absence or tardiness should contact the instructor and provide notification as soon as possible to determine any make-up work if available. Make-up work is at the discretion of the instructor and classroom procedures defining the eligibility of make-up must be specifically outlined in the course syllabus with procedures applied fairly and consistently to all enrolled students. An instructor may also establish a grade based on a student's class participation which may include quizzes, classroom discussion, and other participation assignments. Absences and tardiness during such assessments will impact participation and likely impact your overall class grade and may not be eligible for make-up.

Students who are called to military or jury duty should inform their instructors and, if applicable, the Financial Aid office prior to their absence, and provide appropriate documentation. In the event of class cancellation or school closure due to severe weather or other emergencies, students are expected to continue participating in learning activities via Blackboard, their official college email account, or other modality. Instructors will provide information on their continuation of instruction plans in their syllabus.

Specific participation and hour requirements policies may be mandated and enforced in certain courses as a condition of accreditation or licensure\certification eligibility compliance. These requirements will be detailed in individual course syllabi and program handbooks for such courses. Students taking online courses must complete the Course Agreement Form within the first week of class to avoid being dropped from their class as a No Show.

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" has been developed and will be assessed in selected courses within a student's program. Work ethics characteristics are taught and assessed in each selected course with the grade provided as a component of each academic grade.

Characteristics

The following work ethics characteristics are emphasized:

1. Attendance
2. Character
3. Teamwork
6. Productivity
7. Organizational Skills
8. Communication

4. Appearance
5. Attitude
9. Cooperation
10. Respect

Throughout the semester emphasis is given to each of these traits to include presentation of the trait followed by assessment of understanding and demonstration of the trait by each instructor. Each assessment contributes to an overall work ethics grade to be provided for the class and average with other assessments for the class.

Grading

The grade for work ethics is a component of the overall academic course grade.

Academic Honors

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

Honor Graduate – These graduation honors are awarded based on a 3.5 to 4.0 cumulative grade point average.

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 who earn a cumulative GPA at the end of a semester of less than 2.0 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 the college catalog.

Students who are placed on academic probation must earn a minimum of a 2.0 GPA the following term of attendance to remove themselves from probation. Students who fail to earn a 2.0 GPA while on probation are subject to academic suspension. A student who receives an academic suspension may apply for re-admission after one full term. During the first semester of enrollment after academic suspension, a student is placed on academic probation.

Overall GPA must be 2.0 or better before graduation can occur. Graduation grade point average is calculated only on those courses required for graduation. When a course is taken more than once, the final attempt will be used in calculating the grade point average for graduation.

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

NOTE: Students enrolled in the Health Science programs must meet continuous semester academic progression requirements as outlined in the Course Progress or Competitive Selection sections of the catalog. Students who fail to earn a program-defined satisfactory grade in any course and cannot complete the program with their cohort, must submit a written petition to the Dean of Health Sciences for approval to be readmitted or to enter the selection process a second time. Alternatively, students may apply immediately to other School of Health Science competitive selection programs, provided competitive selection requirements for those programs have been met.

Students enrolled in the Registered Nursing (RN) or Practical Nursing (PN) programs must meet continuous semester academic progression requirements as outlined in the Course Progress or Competitive Selection sections of the catalog. Students who fail to earn a program-defined satisfactory grade in any course required for their selected program will not be allowed to continue in the program and must withdraw from the program. As of Fall 2022: a student who is unsuccessful in any nursing course, regardless of the reason for withdrawal, will only be allowed one (1) re-entry to the Associate Degree of Nursing or Practical Nursing programs. In order to be readmitted, a student must complete the Request for Readmission Form and submit it to the Associate Degree of Nursing or Practical Nursing Program Director. It is recommended that students take one (1) semester off before readmission to the program, but no longer than two (2) semesters. Any student not returning within two (2) semesters must reenter the competitive selection process for the Associate Degree of Nursing or Practical Nursing program and is not guaranteed a seat. Reentry is not automatic and is also dependent on the availability of space in the requested course.

Students should refer to specific procedures and requirements for all Health Science and Nursing programs before entering and throughout completion progression (See Course Progression (p. 64))

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 or smart phones) 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 (p. 83)) is enforced for traditional, hybrid, web-enhanced, and online classes regardless of whether courses are taught on campus, virtually, or at an offsite location.

Syllabus Statement on Ethical Use of AI/ChatGPT

As part of our commitment to fostering a learning environment that encourages critical thinking and responsible technological engagement, West Georgia Technical College (WGTC) recognizes the importance of addressing ethical considerations in the use of Artificial Intelligence (AI), including tools such as ChatGPT. This statement outlines our expectations for the ethical use of AI in academic settings. WGTC's plagiarism policy prohibits the use of AI-generated content unless noted by the instructor.

Course Overview:

This course may involve the use of AI technologies, including ChatGPT, as tools for enhancing learning experiences and facilitating communication. The responsible and ethical use of these technologies is paramount, and students are expected to engage with them in a manner that aligns with the principles of integrity, fairness, and respect for ethical standards. Individual instructors have the right to allow or disallow the use of AI tools for classroom, lab, homework, and/or testing. Please refer to this syllabus to identify what is allowable for this course. When utilization is allowed, the following expectations apply:

1. Academic Integrity: Students must uphold the principles of academic integrity when using AI tools. Plagiarism, cheating, or any form of dishonesty in the creation of AI-generated content is strictly prohibited.

2. Respect for Diversity: Students should be mindful of the potential biases in AI systems and ensure that their use of ChatGPT and other AI tools does not perpetuate stereotypes or discriminate against any individual or group based on characteristics such as race, gender, ethnicity, or other protected attributes.

3. Transparency and Attribution: When incorporating AI-generated content in assignments or projects, students must clearly indicate its origin. Proper attribution and acknowledgment of AI assistance is essential for academic integrity. Any unauthorized or misuse of AI technology will constitute a violation of the WGTC Academic Integrity Policy and Student Code of Conduct. This may result in disciplinary action.

4. Data Privacy: Students should be aware of and respect privacy considerations when using AI tools. Avoid sharing sensitive personal information or using AI systems in ways that may compromise the privacy of individuals.

5. Ethical Decision-Making: In the context of AI, ethical decision-making is crucial. Students are encouraged to critically assess the impact of AI applications on society, considering factors such as fairness, accountability, and societal implications.

6. Professionalism: Maintain a professional and respectful tone when interacting with AI systems, instructors, and peers. Any misuse, harassment, or inappropriate behavior involving AI tools will not be tolerated.

Consequences:

Failure to follow ethical guidelines may lead to academic repercussions, which may include a "0" for an assignment, up to failure of the course per the student code of conduct and may be reported as integrity violations, in accordance with the Academic Integrity Policy. By enrolling in this course, students commit to using AI technologies responsibly to foster a positive and inclusive learning environment.

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 or coordinating a busy schedule.

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 courses offered at West Georgia Technical College all of which have some component of online:

> ***On Campus –*** course that is taught primarily in the classroom or lab with 50% or less of instruction online. On campus courses may include lecture, labs, internships, clinicals and other in-person instructional modalities. On campus courses are not considered distance learning courses even though as much as half of the course contact time is devoted to online instruction. The Banner classification for this class type is "CA".

Blended - A course that is classified as a distance learning course with a majority of the course content, activities, and interactions occurring online (greater than 50% but less than 100% online). To satisfy course contact and competencies students may be required to come on campus for specific labs, assignments, activities, or events. Blended courses must detail any on-site course components in the course catalog and syllabus. The Banner classification for this class type is "BL".

Asynchronous Online – A course that is taught completely online allowing a student the ability to complete course content, activities, and interactions occurring entirely online. The delivery method does not require students to be online at a specific date or time and students may participate in class activities and complete course assignments asynchronously within the limits of posted submission deadlines. Any instructional component that allows students to come on campus for assignments or assessments, participate in synchronous activities, or any other course participation must be completely optional and just as easily achievable asynchronously. Online asynchronous courses will require at least one proctored event, which must be detailed in the course syllabus. The Banner classification for this class type is "OA".

Synchronous Online – A course that is taught fully online synchronously with course content, activities, and interactions occurring entirely online. This delivery method requires students to be online at specific dates/times during the term. Online synchronous courses will require at least one proctored event, which must be detailed in the course syllabus. The Banner classification for this class type is "OS".

Requirements

The content, assessments, and student learning outcomes of online courses are of the same content, instructional quality and rigor as those of blended or on campus courses. The primary difference is online courses offer students an alternative form of course delivery that is more flexible and convenient since students can complete most or all of their coursework on their own schedule, within material completion deadlines. As a trade-off, however, online courses generally require a greater time commitment than courses requiring on campus participation. Students who take online courses need strong skills in studying, time management, Internet navigation, and reading comprehension to be successful. It is not recommended for students with difficulty in learning independently to register for online courses. 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), updated software and operating system, and a reliable Internet provider. Outdated operating systems or certain internet browsers may not be compatible with the online platform. (For more information on appropriate providers and online requirements, see our Online Learning web page.)

WGTC supports the choice of students to take online courses from the institution of their choice and participates as a National Council for State Authorization Reciprocity Agreements (NC-SARA) approved institution. The State Authorization Reciprocity Agreement (SARA) is an agreement among its member states, districts and U.S. territories that establishes comparable national standards for interstate offering of post-secondary distance-education courses and programs. This agreement affords students expanded access to online education offered by post-secondary institutions outside their state of residence.

In addition to traditional online course offerings, West Georgia Technical College offers online courses through the "eCampus" platform which allows students to enroll in online courses that are not currently offered at WGTC, there home college, but are offered by another Technical College System of Georgia (TCSG) college. Upon completion of the eCampus course, students will earn credit at their WGTC home college. eCampus courses are designed to ensure a seamless experience for the student regardless of which technical college they call home. For more information and a list of available eCampus courses, visit the eCampus page on the West Georgia Technical College web site.

Library Services

The Library serves as a central location for many needed college-wide academic resources. A full service 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, DVDs, audio media, 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 for student usage and for proctored course examinations. 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 general education courses and programs. In acquiring new materials, the Library includes the continuing education and personal enrichment needs and interests of student, faculty, staff, and public users.

Libraries located on the Murphy and Coweta campuses have been redesigned to provide a centralized and open learning area allowing easier access to academic and support services for students. Academic Resource Centers (ARC), located in each of these libraries provides meeting, lab, and supplemental instructional areas with up-to-date technology for individual and group student usage.

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, and academic coaching. These services are free for all WGTC students. Information concerning services and available resources provided by the Student Academic Success department maybe found on the school website or by contacting 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:

Writing and Math Labs available on each campus include a computer lab equipped with instructional software and a tutoring area for all levels of English, math, and other subject areas. Resource labs provide standard software including internet access for virtual learning and coursework completion. The computer labs also provide a private and monitored area that can be used by students to take online course required proctored exams.

Tutorial Services are provided free of charge to students enrolled in credit courses on all campuses and also are available to all dual enrolled students taking WGTC courses at external instructional sites. Tutoring services are offered at convenient times throughout the semester and are also available through the Upswing online tutoring platform. A basic computer literacy tutor is also available for all students. In addition, students may access online tutoring services that may be linked from the student's online course learning platform or directly from the school website. Students may also receive assistance in Math and Writing available in an open instructional lab within available hours on all campuses. Information on tutoring services can be found on the College website or by contacting academic support at wgtcsuccess@westgatech.edu.

Academic Resource Centers (ARC) are housed in the Murphy and Coweta Campus libraries. They provide tutoring service locations and available meeting spaces for small meetings for student organizations or for group study collaboration. The ARCs also contain a learning resource lab with a smart board and audio\video connectivity that can be used for tutoring and internet connected group meetings via WebEx. They are designed to provide easy access to students in a centralized, service oriented, and learning conducive atmosphere.

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, 0091,0096, 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 66.6 percent hours attempted completion rate.

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, 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 advisor the semester before the course is needed in order to begin the process.

Institutional Course Exemption

For students with previously acquired knowledge and skills, course credit may be obtained by demonstrating mastery of the subject and related individual course competencies through written and/or performance tests. Exemption examinations are available for several, but not all, courses at West Georgia Technical College. Students are charged a non-refundable fee of 25% of normal tuition to take an exemption exam attempting to receive exemption credit. Courses currently available for exemption course testing includes: ALHS 1011, ALHS 1040, ALHS 1090, BUSN 1300, CISM 2201, COSM 1000, COSM 1020, ECCE 1101, FRSC 1121, FRSC 1132, FRSC 1141, FRSC 2130, FRSC 2141, MATH 1012, MATH 1013, PHAR 1000, IDSY 1005, IDSY 1101, IDSY 1130, BUSN 1300. Students should contact the specific Program Chair or 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. See cashier for current fees.
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.)

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

Any student who wishes to contest a final course grade, must follow the formal grade appeal process set forth here. All communication related to the grade appeal, in all steps, will be provided to the student through their student email address

Step 1: The student must first initiate the formal grade appeal process with the instructor of record. The grade appeal must be received, in writing, no later than 10 instructional days after the start of the semester after the grade was earned. An instructor will have 7 instructional days to research and respond to the grade appeal request, in writing. If the instructor is no longer employed with the college, the student may appeal to the program director/chair or move to step 2 in the process.

Step 2: If the grade appeal is denied, the student may then appeal to the Academic Dean of the school in which the course was taught. The written appeal must state the course in which the grade was received, corresponding semester, the instructor of the class, grade received, reason for the appeal with supporting documentation, and student contact information. This request must be filed with the Academic Dean no later no later than 5 days after the denial was issued by the instructor of record. The Academic Dean will respond to the student within 10 instructional days of receiving the written request.

Step 3: If the student is not satisfied with the Dean's decision, the student may appeal in writing to the Vice President of Academic Affairs within 5 instructional days of receiving the Dean's decision. The Vice President of Academic Affairs (VPAA) will respond to the student's request within 10 instructional days. The decision of the Vice President for Academic Affairs shall be final.

Please Note: Students in programs or courses with prerequisite requirements must continue the next course(s) in the sequence during the appeal process to avoid losing academic progress. If a failing grade is not overturned, however, they are responsible for all tuition and fees incurred (subject to financial aid policies related to withdrawal). Failure to file an appeal by the stated deadlines above may result in forfeiture of the grade appeal.

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, Newnan, and Waco.

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 LaGrange Campus, Coweta Campus, and the Southwire Center for Manufacturing Excellence located on the 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 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 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, are in need of a GED credential, or are non-native speakers lacking English language skills. Our programs offer flexible schedules that can meet the needs of adults, 16 years and older, who are eligible to participate. The Adult Education department offers high quality educational assistance, providing the following:

- Basic skills instruction in reading, math, and writing.
- Basic skills remediation for students needing to improve Accuplacer scores for college admission. (This requires a referral from the WGTC Office of Admissions.)
- GED Preparation
- English Language Acquisition (ELA) classes

All classes offered by the program are free, and instructional materials are provided. Classes are available at all WGTC locations, as well as other sites throughout the community. Morning, afternoon, and evening class options are available. Students must complete the registration process in order to participate in classes. To learn more about the program and class or registration options, call the Adult Education Department toll-free at 1.855.500.GEDS or go to: https://www.westgatech.edu/adult-education/.

College/Workplace Transition Support

Students participating in the Adult Education program have access to transition services, assisting them with transition to post-secondary education or employment. Transitions staff work one-on-one with students providing guidance and support through the process. Guidance in completing college applications and financial aid paperwork is coupled with career exploration, resume development, and employability skills instruction.

Adult Education Career Pathways

WGTC Adult Education students have the opportunity to begin pursuing a post-secondary credential or diploma even before earning a GED credential. Students must meet minimum program entrance requirements and have passed at least two of the four GED subtests in order to be eligible. While not all WGTC credential and diploma programs are part of the Adult Education Career Pathways program, about 80 different programs of study are open to qualifying Adult Education students.

Youth Services Program

WGTC Adult Education students who are 16 -24 years of age may be eligible to participate in the Youth Services Program (YSP). The program provides additional support to these students as they move toward GED credential attainment. Career Coaches work with participants individually to create a "next steps" plan and then support them in movement to post-secondary education or employment. Additionally, participants are eligible for a variety of financial incentives for achievement of milestones such as the GED credential, entry to post-secondary education, or employment. YSP is only available in Carroll, Coweta, and Troup counties.

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, all TCSG colleges, and many other post-secondary 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 https://ged.com/. For more information on GED testing call toll-free 1.855.500.GEDS or visit the GED testing page on the WGTC website: https://www.westgatech.edu/adult-education/ged/ged-testing/.

Student Information

Student Code of Conduct

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. Technical Colleges must provide opportunities for intellectual, emotional, social, and physical growth. West Georgia Technical College students assume an obligation to act in a manner compatible with the fulfillment of the mission. The Technical College community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the Technical College System of Georgia establishes this Student Code of Conduct.

Academic Misconduct

Academic Misconduct includes, but is not limited to, the following:

1. **Aiding and Abetting Academic Misconduct**
    a. Knowingly helping, procuring or encouraging another person to engage in academic misconduct.
2. **Cheating**
    a. Use and/or possession of unauthorized material or technology during an examination any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, artificial intelligence programs, cell phones and/or smart phones, or other electronic devices.
    b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
    c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
    d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
    e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
    f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
    g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
    h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or Faculty Member.
3. **Fabrication**

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. **Plagiarism**
    a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
    b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

c. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Non-Academic Misconduct

Non-Academic Misconduct includes, but is not limited to, the following:

1. Behavior

a. Indecent Conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.

b. Violence: physical abuse of any person (including dating violence, domestic violence or sexual violence) on West Georgia Technical College premises or at technical college-sponsored or technical college-supervised functions, including physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college. Note: certain physical abuse may also be considered unlawful harassment.

c. Harassment: The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The technical college also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct.

d. Disruption: prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings or other technical college activities, including public service functions and other duly authorized activities on West Georgia Technical College premises or at the college-sponsored activity sites.

e. Failure to Comply: Failure to comply with lawful directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism

a. Personal Appearance: Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.

b. The wearing of work-related headgear is restricted to department area in which the student is enrolled. An exception to this policy is if the headgear is part of a College recognized uniform such as the nurse cap. It is inappropriate for headgear (baseball caps, stocking caps, etc.) with the exception of religious headgear, to be worn indoors by either male or female students. A primary mission of the West Georgia Technical College is to prepare Students for workplace success; appearance is a major concern employers identify as an area of needed emphasis.

3. Use of Technical College Property

a. Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college Premises or at a technical college function.

b. Occupation or Seizure: illegal occupation or seizure in any manner of technical college property, a technical college Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

c. Presence on technical college Premises: prohibits unauthorized entry upon technical college Premises; unauthorized entry into technical college Premises or a portion thereof which has been restricted in use; unauthorized presence in technical college Premises after closing hours; or furnishing false information to gain entry upon technical college Premises.

d. Assembly: prohibits participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the technical college.

e. Fire Alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college Premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.

f. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college Premises or at technical college sponsored or supervised functions. Refer to College Parking Policy and Regulations.

4. Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages and misused legal drugs (both prescription and over the counter).

a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on technical college Premises or at college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities or in a college-owned vehicle is prohibited.

b. Controlled substances, illegal drugs and drug paraphernalia: The technical college prohibits possession, use, sale or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.

c. Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college Premises, unless otherwise permitted by technical college officials.

d. Tobacco: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices and other forms of tobacco products in buildings, classrooms, shops, and labs or other unauthorized areas on West Georgia Technical College Premises.

5. Use of Technology

a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the technical college or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improper access to the technical college's network, and disconnection of technical college computers or devices.

b. Electronic Devices: Unless otherwise permitted by technical college officials, the College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on technical college Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The College also prohibits attaching personal electronic devices to college computers under any circumstances.

c. Harassment: The College prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment (obscene messages, jokes, communications or other materials) based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status.

d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member or technical college official. This includes the unauthorized use of another individual's identification and password. West Georgia Technical College prohibits any additional violation to the Department’s Acceptable Computer and Internet Use Policy.

6. Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A.§ 16-8-12(a)(6)(A)(iii)

O.C.G.A.§ 16-7-80

O.C.G.A.§ 16-7-81

O.C.G.A.§ 16-7-85

O.C.G.A.§ 16-11-121

O.C.G.A.§ 16-11-125.1

O.C.G.A.§ 16-11-126

O.C.G.A.§ 16-11-127

O.C.G.A.§ 16-11-127.1

O.C.G.A.§ 16-11-129

O.C.G.A.§ 16-11-130

O.C.G.A.§ 16-11-133

O.C.G.A.§ 16-11-135

O.C.G.A.§ 16-11-137

O.C.G.A.§ 43-38-10

7. Gambling
The Technical College System of Georgia prohibits the violation of federal, state or local gambling laws on technical college Premises or at technical college sponsored or supervised activities.

8. Financial Irresponsibility
The technical college prohibits the theft or misappropriation of any technical college, student organization or other assets.

9. Violation of Technical College Policy
Violation of published System or West Georgia Technical College Policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, student organizations or students who reside in on-campus housing.

10. Aiding and Abetting
Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

11. Falsification of Documentation
Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college

12. Violation of Law

a. If a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but not has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to the technical college's vital interests and stated mission and purpose.

b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

13. Abuse of the Student Judicial Process , including, but not limited to:

a. Failure to obey the notification of the Vice President for Student Affairs or the technical college president's designee, Hearing Body, Appellate Board or Technical College Official.

b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.

c. Disruption or interference with the orderly conduct of a disciplinary proceeding.

d. Initiating a disciplinary proceeding knowingly without cause.

e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.

f. Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.

g. Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.

h. Failure to comply with the sanction(s) imposed under the Student Code.

Records Retention
Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance.

Disciplinary Policy and Procedure

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, in the judgment of college officials, when a student's conduct disrupts or threatens to disrupt the Technical College Community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

Definitions:

1. Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct section of this Student Handbook.
2. Business days: weekdays that the technical college administrative offices are open.
3. Hearing Body: any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.

4. Member of the technical college community: any person who is a student, faculty member, technical college official or any other person/s involved with the technical college community or employed by the technical college.
5. Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
6. Student: all persons taking courses at the technical college full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students".
7. Student Organization: any number of persons who have complied with the formal requirements for technical college recognition.
8. Technical college: any college within the Technical College System of Georgia.
9. Technical college official: any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
10. Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

Procedures:

A. Filing a Complaint

1. Any person may file a complaint with the Vice President for Student Affairs or the technical college president's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Student Affairs or the technical college president's designee.
2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the technical college president.
3. Investigation and Decision
    a. Within five business days after the Student Code of Conduct Complaint Form (the "complaint") is filed, the Vice President for Student Affairs or the technical college president's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or the technical college president's designee shall determine whether the student committed the alleged conduct and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
    b. The student shall have 5 business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the technical college president's designee within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Vice President for Student Affairs or the technical college president's designee will consider the available evidence without student input and make a determination.
    c. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.

d. If the Vice President for Student Affairs or the technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the technical college president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of the two actions:

1. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.
   a. **Restitution** – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
   b. **Reprimand** – A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community and that any further violation may result in more serious sanctions.
   c. **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
   d. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
   e. **Failing or lowered grade** – In cases of academic misconduct, the Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination.
   f. **Other related sanctions** - Sanctions that are deemed appropriate by the Vice President for Student Affairs or the technical college president's designee.
2. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint:
   a. **Disciplinary Suspension** – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

b. **Disciplinary Expulsion** –Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president's designee.

c. **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

3. **Violation of Federal, State, or Local Law**

a. If a student is convicted or pleads nolo contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the technical college's vital interests and stated mission and purpose.

b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

c. When a student is charged by federal, state, or local authorities with a violation of law, the technical college will not request or agree to special consideration for that individual because of his/her status as a student. The technical college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

4. **Interim Disciplinary Suspension** – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or the technical college president's designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

5. **Conditions of Disciplinary Suspension and Expulsion**

a. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Vice President for Student Affairs or the technical college president's designee.

b. In addition, after vacating the technical college Premises, a suspended or expelled student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the technical college president's designee for permission to enter the technical college Premises for a limited, specified purpose.

c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the technical college president's designee must accept the form by mail or fax if he/she refuses the student's request to enter the technical college Premises for that specified purpose.

d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the technical college president's designee for a student to enter the technical college Premises for the duration of that hearing.

C. Mediation

1. At the discretion of the technical college president the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

D. Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical college president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.
2. If the Vice President for Student Affairs or technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.
3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within 5 days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision
4. If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.
5. If the student appeared before the Hearing Body after the Vice President for Student Affairs or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.

6. If entitled to an appeal to the technical college president, the student shall have 5 business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with the request. The person who filed the original complaint shall be notified of the student's appeal.
7. The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new fact not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original compliant within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

E. Children on Campus

Children of currently-enrolled students are allowed on campus only with direct supervision of that parent. Children will not be allowed to roam the campus or be left unattended by their parent(s) at any time at any location. Students who are parents of unattended children found on campus will be removed from their class to attend to their children and may be asked to take the children home if other arrangements cannot be made. Children may be present for some recreation events (such as certain Student Activities functions and events open to the community) but must be approved by the Student Life Manager prior to the event. Children are NOT allowed in the classroom.

Student Grievances

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their grievances, the resolution of these grievances, and is subject to clear guidelines. This procedure does not address grievances related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

Definitions

1. Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically grievable are issues related to student advisement, improper disclosure of grades, unfair testing procedures and poor treatment of students; this is a representative list and is not meant to be exhaustive.
2. Non-grievable issues: Issues which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, discrimination, harassment, etc.) are not grievable and a student must take advantage of the process in place.
3. Business days: Weekdays that the college administrative offices are open.
4. Vice President for Student Affairs (VPSA): The staff member in charge of the student affairs division at the College.
5. Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

Student Grievances Procedures

1. For all timelines established herein, if a student will need additional time, an extension may be granted at the Vice President for Student Affairs' discretion.
2. **Informal Grievance Procedure:** Students with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

a. A student has 10 business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
b. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure.

3. **Formal Grievance Procedure:** where a student cannot resolve their grievance informally, he or she may use this formal grievance procedure.
   a. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) or the technical college president's designee with the following information:
      1. Name
      2. Date
      3. Brief description of incident being grieved
      4. Remedy requested
      5. Signed, and;
      6. Informal remedy attempted by student; and outcome
   b. If the grievance is against the VPSA, the student shall file the grievance with the technical college president.
   c. The VPSA, or the technical college president's designee, will investigate the matter and supply a written response to the student within 10 business days.
   d. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
   e. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedure, the proceedings under the Unlawful Harassment and Discrimination of Students procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
   f. The VPSA, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.
4. **Appeal:** The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.
   a. A student shall file a written appeal to the technical college president within 5 business days of receiving the response referenced above.
   b. The appeal will be decided based entirely on documents provided by the student and the administration; therefore the student must ensure that he or she has provided all relevant documents with his or her appeal.
   c. At the sole discretion of the technical college president, grievance appeals at the institution may be held in one of the following two ways:
      i. The technical college president may review the information provided by the student and administration and make the final decision; or
      ii. The technical college president may appoint a cross-functional committee to make the final decision.
      iii. The decision of either the technical college president or the cross-functional committee shall be made within 10 business days of receipt of the appeal.

d. Whichever process is chosen by the technical college president, the decision of the grievance appeal is final.

5. **Retaliation -** against a student for filing a grievance is strictly prohibited.

Unlawful Harassment and Discrimination of Students

It is the policy of the West Georgia Technical College (WGTC) that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual misconduct - please refer to section Sexual Harassment and Misconduct), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of unlawful harassing, discriminating, intimidating or retaliatory behavior or conduct ("prohibited conduct") in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct and may be barred for such prohibited conduct if other corrective measures are ineffective. Allegations of prohibited conduct (other than sexual harassment and sexual misconduct) occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner.

West Georgia Technical College will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of unlawful harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment (other than sexual harassment or sexual misconduct) or discrimination shall be conducted pursuant to the process outlined in Procedure III.A.1, Unlawful Harassment of Staff.

PROCEDURE:

I. PURPOSE:

It is the purpose of this procedure to ensure that all students within the West Georgia Technical College shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

II. RELATED AUTHORITY:

State Board Policy 2.1.1. Statement of Equal Opportunity

Title IX of the Educational Amendments of 1972

20 U.S.C. §§ 1681 et seq.

Violence Against Women Reauthorization Act of 2013

Campus Sexual Violence Elimination Act (Campus SaVE)

O.C.G.A. § 19-7-5

Titles VI and VII of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Rehabilitation Act of 1973, as amended

Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act (ADAAA) of 2008

Genetic Information Nondiscrimination Act (GINA) of 2008 Procedure: Student Grievances

III. DEFINITIONS:

Unlawful Harassment (Other Than Sexual Harassment): unlawful verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, genetic information or disability and which:

1. Has the purpose or effect of creating an objectively and unreasonably intimidating, hostile or offensive educational environment, or

2. Has the purpose or effect of objectively and unreasonably interfering with an individual's educational performance.

Unlawful harassing conduct or behavior can include, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, genetic information, age or disability. Unlawful harassing conduct can include jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability. Unlawful harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

Conduct which threatens, coerces, harasses or intimidates another person or identifiable group of persons, in a manner that is considered unlawful under state and federal laws pertaining to stalking or dating/domestic violence while on college premises or at college sponsored activities may also be considered unlawful harassment under this procedure.

Remaining Definitions are in alphabetical order

Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

Compliance Officer: the individual designated by the Deputy Commissioner to coordinate WGTC compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

Employees: any individual employed in a full or part time capacity in any WGTC work unit or technical college.

Human Resources Director: the highest ranking employee responsible for the human resources function at a technical college or WGTC work unit.

Local Investigator: the individual(s) at the technical college who is responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.

Preponderance of the Evidence: means the fact in dispute is more likely than not to be true.

President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

Retaliation: unfavorable action taken, unfavorable condition created, or other action taken by a

student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of sexual misconduct or participated in an investigation of an allegation.

Section 504 Coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 Coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability and ensuring equal access to facilities, services and programs.

Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

TCSG Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

Unlawful Discrimination: the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, genetic information or disability.

Unlawful Retaliation: unfavorable action taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.

Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

V.PROCEDURE FOR UNLAWFUL HARASSMENT AND DISCRIMINATION FOR STUDENTS:

A. Administration and Implementation

1. Each college president shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 Coordinator and ensure the designated officials have received appropriate training.

2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and educational materials described in the TCSG Usage for Statement of Equal Opportunity.

3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (including classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from unlawful discrimination or harassment.

4. The Compliance Officer will conduct training programs and monitor the colleges to ensure the correct administration and implementation of this procedure and will 4 ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or retaliation ("prohibited conduct") against themselves or others.

2. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent harassment and retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.

3. Colleges may weigh a request for anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged harasser's rights to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the student if the request cannot be granted.

4. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.

5. Allegations or suspicions of unlawful harassment (including sexual harassment or sexual misconduct), discrimination, or unlawful retaliation may be reported to the technical college's Title IX or Section 504 Coordinators, the president, or the Human Resources Director (should the complaint involve employees). Complaints may also be emailed to unlawfulharassment@TCSG.edu.

6. Complaints under this procedure can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express complaints in writing to ensure all concerns are addressed.

7. If an allegation of unlawful harassment, discrimination, (including sexual harassment or sexual misconduct) or retaliation is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation as provided in number 5 above.

8. Students or employees may be suspended, transferred, or reassigned in order to prevent possible further harassment(including sexual harassment or sexual misconduct), discrimination, or retaliation to facilitate the investigation or to implement preventive or corrective actions under this procedure.

9. Any allegation of unlawful harassment, discrimination (including sexual harassment and sexual misconduct), or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation a) in conjunction with other local investigators or b) if Sexual Harassment and Sexual Misconduct, according to the TCSG policy as listed in the Sexual Harassment and Misconduct section).

B. Investigation

1. Local investigators shall investigate all prohibited conduct complaints under these procedures thoroughly and expeditiously.

2. A complaining party will be notified if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, or retaliation. A formal investigation will not be conducted under this procedure. a. In writing, the complaining party may appeal the decision to the President 5 within five business days of receiving the notice. After that, the President's decision will be final.

3. Individuals designated to investigate or recommend corrective actions in response to allegations will be trained to conduct investigations in a manner that protects the safety of victims and promotes accountability. Individuals assigned as the investigator for a particular incident shall disclose to the president any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The president will reassign alternate individuals if necessary.

4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice. However, the advisor may not speak on behalf of the party.

5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates unlawful discrimination, unlawful harassment, and/or unlawful retaliation.

6. Investigations and summary findings will be documented appropriately.

C. Corrective Actions

1. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

2. If prohibited conduct is determined to have occurred following the investigation, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation or reassignment of students or employees.

3. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs as provided by the college's Student Code of Conduct and Disciplinary Procedure.

4. Individuals who are responsible for conducting investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.

5. Even in the absence of sufficient evidence to substantiate a finding that unlawful harassment, discrimination, or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful harassment, discrimination, or retaliation.

D. Reviews and Dispositions

1. Any of the parties to a complaint under this procedure may request a review of the investigative findings within 5 business days of receiving notice of the investigative results by submitting a written request to the President.

2. The President shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.

3. Within 10 business days of receiving a request for a review of the investigative findings, the President of the college will notify the parties in writing of his/her final determination, including any change in the result of the findings. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Office of Legal Services by submitting a written request within 3 business days by regular mail or email to one of the following:

Technical College System of Georgia
Office of Legal Services
1800 Century Place, N.E.
Suite 400
Atlanta, Georgia 30345

OR

Unlawfulharassment@TCSG.edu

4. The Office of Legal Services will convene a panel of at least 3 individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint. Both parties will be notified in writing simultaneously of the results of the review and any changes in the results of the investigative findings under appeal.

VI. RECORD RETENTION:

Documents relating to formal complaints, including investigations, dispositions, and the complaint itself, shall be held for five years after the student's graduation or the date of the student's last attendance. Any confidential information documents shall be held in a secure location under the custody and control of the Vice President of Student Affairs or the President's designee. Documents about employees maintained by the Office of Human Resources shall be maintained in a secure location under the Georgia State Archives records retention schedule but in no case fewer than five years.

VII. SOURCES OF COUNSELING, ADVOCACY AND SUPPORT

The Golden Program is sponsored by the Student Life Department at West Georgia Technical College and is a student counseling resource.

https://www.westgatech.edu/wp-content/uploads/2017/12/6.6-GOLDEN-flier.pdf

770-834-8327

The information below provides contact information for off-campus resources following incidents of sexual violence, dating/domestic violence or stalking:

1. Rape Crisis Center

http://gnesa.org/page/rape-crisis-centers-georgia

West Georgia Prevention & Advocacy Resource Center

Carrollton, GA 30112

(770) 834-7273 Crisis

(770) 834-8905 Admin

(770) 834-9655 Fax

email: wgrccdirector@gmail.com

website: www.wgaparc.org

Counties:
Carroll, Coweta, Haralson, Heard

Douglas County Task Force

Douglasville, GA 30133

(678) 715-1196 Crisis

(678) 715-1196 Admin

email: dctaskforce@yahoo.com

website: www.douglastaskforce.com

Counties:
Douglas

Harmony House Domestic Violence Shelter, Inc

LaGrange, GA 30240

(706) 885-1525 Crisis

(706) 882-4173 Admin

(706) 882-4175 Fax

website: harmonyhousega.org

email: breakthecycle@harmonyhousega.org

Counties:
Heard, Meriwether, Troup

2. National Sexual Assault Hotline

1-800-656-HOPE

https://hotline.rainn.org/online/terms-of-service.jsp

3. Domestic Violence

http://gcadv.org/general-resources/domestic-violence-centers/

Share House
Social services organization in Douglasville, Georgia

8460 Courthouse Square E #4
Douglasville, GA 30134
770-949-0626
24 Hour Crisis: 770.489.7513[JZ13]
http://www.sharehousedouglas.org/

4. Protective Orders. Each county within the service area's Sherriff's Department is listed below. For contact information to other Sherriff Department's, please click the link
http://www.womenslaw.org/gethelp_state_type.php?type_id=1277&state_code=GA

Carroll

Carroll County Sheriff's Office
1000 Newman Road
Carrollton, GA 30116

Phone:
(770) 830-5888

Fax:
(770) 830-5309

Coweta

Coweta County Sheriff's Office
560 Greison Trail
Newnan, GA 30264

Phone:
(770) 253-1502

Fax:
(770) 254-1043

URL:
http://www.coweta.ga.us/

Douglas

Douglas County Sheriff's Office
8470 Earl D. Lee Blvd.
Douglasville, GA 30134

Phone:
(770) 949-5656

Fax:
(770) 920-3120

URL:
https://sheriff.douglas.ga.us/

Haralson

Haralson County Sheriff's Office
224 Holly Street
P.O. Box 309
Buchanan, GA 30113

Phone:
(770) 646-2011

Fax:
(770) 646-1514

URL:
http://www.sheriffhcga.com/

Heard

Heard County Sheriff's Office
11820 Hwy. 100 North
P.O. Box 339
Franklin, GA 30217

Phone:
(706) 675-3329

Fax:
(706) 675-0244

Meriwether

Meriwether County Sheriff's Office
17400 Roosevelt Hwy.
P.O. Box 476
Greenville, GA 30222

Phone:
(706) 672-4489

Fax:
(706) 672-1560

URL:

https://www.meriwethercountyga.gov/184/Sheriff

Troup

Troup County Sheriff's Office
130 Sam Walker Drive
Lagrange, GA 30240

Phone:
(706) 883-1616

Fax:
(706) 883-1694

URL:
http://www.troupcountysheriff.org/

5. Legal Services
https://www.womenslaw.org/laws/ga
https://www.womenslaw.org/find-help/ga/finding-lawyer/legal-assistance

6. National Teen Dating Abuse Helpline
1-866-331-9474

7. National Domestic Violence Hotline
1-800-799-SAFE (7233) | 1-800-787-3224
[TTY]

8. Psychologists or Counselors
The Golden Program is sponsored by the Student Life Department at West Georgia Technical College and is a student counseling resource.
https://www.westgatech.edu/wp-content/uploads/2017/12/6.6-GOLDEN-flier.pdf
770-834-8327

Also search Psychologists or Counselors in your city for a list of qualified individuals.

9. Local Hospitals

CARROLL:
Tanner Medical Center
Address: 705 Dixie St, Carrollton, GA 30117
Phone: (770) 812-9666

COWETA:
Piedmont Newnan Hospital
Address: 745 Poplar Rd., Newnan, GA 30265
Phone: (770) 400-1000

DOUGLAS:
WellStar Douglas Hospital
Address: 8954 Hospital Dr, Douglasville, GA 30134
Phone: (770) 949-1500

HARALSON:
Higgins General Hospital
Address: 2012, 200 Allen Memorial Dr, Bremen, GA 30110
Open 24 hours
Phone: (770) 812-2000

MERIWETHER:
Warm Springs Medical Center
Address: 5995 Spring St, Warm Springs, GA 31830
Phone: (706) 655-3331
Address: 6135 Roosevelt Hwy, Warm Springs, GA 31830
Phone: (706) 655-5255

TROUP:
WellStar West Georgia Medical Center
Address: 1514 Vernon Rd, LaGrange, GA 30240
Departments: West Georgia Medical Center: Emergency Room
Phone: (706) 882-1411

10. Student Counseling Service

The Golden Program is sponsored by the Student Life Department at West Georgia Technical College and is a student counseling resource.

https://www.westgatech.edu/wp-content/uploads/2017/12/6.6-GOLDEN-flier.pdf

770-834-8327

Sexual Harassment and Misconduct

1. **PURPOSE:**

It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) and its colleges are provided access to a safe educational environment free from any discrimination on the basis of sex. To that end, this procedure prohibits sex discrimination of any kind, including sexual harassment and sexual misconduct ("prohibited conduct"). Sexual misconduct includes, but is not limited to, domestic violence, sexual violence, dating violence, sexual assault, sexual exploitation, and stalking.

All students and employees are expressly prohibited from engaging in any form of prohibited conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses also shall not engage in prohibited conduct, and may be barred from campus.

Any student or employee who has engaged in prohibited conduct will be subject to disciplinary action up to and including expulsion or dismissal. Nothing in this procedure shall be interpreted to interfere with any person's right to free speech as provided by the First Amendment to the Constitution of the United States of America.

TCSG strongly encourages all students and requires employees to report any instances of sexual harassment or sexual misconduct promptly and accurately. TCSG will not tolerate retaliation for having filed a good faith complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination, and Retaliation in Employment.

2. **RELATED AUTHORITY:**

20 U.S.C. §§ 1681 et seq.
O.C.G.A. § 19-7-5
Violence Against Women Reauthorization Act of 2013
Campus Sexual Violence Elimination Act (Campus SaVE)
Titles VI and VII of the Civil Rights Act of 1964
Title IX of the Educational Amendments of 1972

3. **APPLICABILITY:**

All work units and technical colleges associated with the Technical College System of Georgia.

4. **DEFINITIONS**:

Advisor: the person who will attend the Hearing with a Party and conduct the oral cross-examination of the other Party and Witnesses. This person may also offer advice and support from the time the Notice of Formal Complaint is issued and may attend any meetings involved in the investigatory process, but may not speak on behalf of the party during such meetings. The Advisor may be chosen by the Party and is permitted to be, but need not be, an attorney. If either Party is unable to select an Advisor, TCSG will furnish an Advisor to the Party. The Advisors are intended to maintain Privacy and confidentiality to the extent permitted by law.

Affirmative Consent: affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean Affirmative Consent, nor does silence or incapacitation mean Affirmative Consent. Affirmative Consent also cannot be procured by duress or intimidation, or by the use of anesthetizing or intoxicating substances. Affirmative Consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative Consent may be based on a condition(s), e.g., the use of a condom, and that condition(s) must continue to be met throughout an activity, unless there is mutual agreement to forego or change the condition. When there is no Affirmative Consent present during sexual activity, the activity at issue necessarily occurred "against the person's will."

Appeal Officer: the Commissioner of TCSG or his designee, who will review the Parties' appeals and issue the Notice of Outcome of Appeal.

Clinical Site: any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

Complainant: the Party to the process who has allegedly experienced the alleged Title IX Prohibited Conduct at issue.

Confidential Resource: a person who, by law, is exempted from the obligation to report an allegation of conduct that could constitute Title IX Prohibited Conduct to any entity, including the College's Title IX Coordinator or law enforcement in circumstances in which the reported conduct could be a crime (except, as to law enforcement, if the Complainant is a minor or if there is a belief that there is an imminent threat of harm to self or others).

Confidentiality: exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.

Court Order: any formal order issued by a state or federal court or authorized police officer that restricts a person's access to another TCSG community member, such as an emergency, temporary or permanent restraining order.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or the threat of such abuse, but excluding acts covered under the definition of Domestic Violence.

Decision-Maker: a professional appointed by the TCSG Commissioner experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure who will preside over the Hearing and will issue the Written Determination Regarding Responsibility

Domestic Violence: a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the Complainant; (ii) by a person with whom the Complainant shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Georgia; (v) by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Georgia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Duress: a direct or implied threat of force, violence, danger, hardship, or retribution that is enough to cause a reasonable person of ordinary sensitivity to do or submit to something that they would not otherwise do or submit to. When deciding whether the act was accomplished by duress, all the circumstances, including the age of the Complainant and their relationship to the Respondent, are relevant factors.

Employee: any individual employed in a full or part time capacity in any TCSG work unit or technical college.

Expert Witness: a Witness identified by a Party or the Title IX Office that has special expertise in a technical matter, such as forensic evidence.

Force: an act is accomplished by force if a person overcomes the other person's will by use of physical force or induces reasonable fear of immediate bodily injury.

Formal Complaint: a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.

Hearing: a live hearing conducted with all Parties physically present in the same geographic location or with participants appearing virtually with technology enabling participants simultaneously to see and hear each other. During the Hearing, the Decision-Maker permits each Party's Advisor to ask the other Party and Witnesses all relevant questions and follow-up questions, including those challenging credibility. A recording or transcript of the hearing will be made.

Hearing Coordinator: the person who manages Hearings under this Title IX Procedure.

Hearing File: the information collected during the Investigation that is deemed relevant to be considered by the Decision-Maker.

Hearing Schedule: a time-table specific to each matter that schedules key dates for the matter after it has been charged.

Human Resources Director: the highest ranking employee responsible for the human resources function at a technical college or TCSG work unit.

Incapacitation: a state where a person lacks the ability to voluntarily agree (that is, to give Affirmative Consent) to sexual activity because the person is asleep, unconscious, under the influence of an anesthetizing or intoxicating substance such that the person does not have control over their body, is otherwise unaware that sexual activity is occurring, or is unable to appreciate the nature and quality of the act. Incapacitation is not necessarily the same as legal intoxication.

Informal Resolution: a voluntary process that the Parties may consent to participate in, as described in Section IV.F.

Initial Report: a report of conduct that may constitute Title IX Prohibited Conduct, which may be made by any individual, even if not the person alleged to have experienced the conduct. An Initial Report is made prior to a Formal Complaint, and triggers the Title IX Coordinator's obligation to contact the Complainant and inform the Complainant of Supportive Measures, as described in Section IV.A.1.

Intimidation: includes any threatening statement or conduct made with the intent to prevent or dissuade any Party or Witness from reporting or participating in the Title IX Procedure. Intimidation also includes the use of implied threats to overcome a person's freedom of will to choose whether or not to participate in sexual activity or provide affirmative consent.

Investigation: the phase of the Title IX Procedure when the Parties are invited to provide evidence and identify Witnesses to the Investigator related to the allegations in the Notice of Formal Complaint.

Investigative Report: a formal written document that fairly summarizes the relevant evidence gathered during the Investigation, including the parties' responses to the preliminary report.

Investigator: the person assigned by TCSG to investigate Formal Complaints under this Title IX Procedure. The Investigator shall have been trained on all elements of an Investigation as required by federal and state law.

Menace: a threat, statement, or act showing intent to injure someone.

New Evidence: evidence that was not available at the time of the charge decision, could not have been available based on reasonable and diligent inquiry, and is relevant to the matter.

Nonforcible Sexual Violations: Any of the following acts:

a. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
b. Statutory Intercourse Violation: nonforcible sexual intercourse with a person who is under the statutory age of consent of Georgia.

Notice of Charge: the formal notification issued by the Title IX Coordinator following an Investigation that the matter will be charged and will proceed to a Hearing.

Notice of Dismissal: the formal notification issued by the Title IX Coordinator following a determination that the matter does not meet the definitional or jurisdictional standards of Title IX and stating the reasons for dismissal.

Notice of Formal Complaint: the formal notification issued by the Title IX Coordinator that a Formal Complaint has been filed and including the details set forth in Section IV.C.1.

Notice of Outcome of Appeal: a written determination describing the Appeal Officer's final decision of a matter brought forward on appeal.

Party/Parties: the generic or collective term used to refer to Complainant(s) and Respondent(s).

Preponderance of the Evidence: the standard of proof used by the Investigator and the Decision-Maker. A finding by the Preponderance of the Evidence means that the credible evidence on one side outweighs the credible evidence on the other side, such that, as a whole, it is more likely than not that the alleged fact or conduct occurred. It does not mean that a greater number of Witnesses or documents is offered on one side or the other, but that the quality or significance of the evidence offered in support of one side is more convincing than the evidence in opposition.

President: the chief executive officer responsible for the management and operation of the technical college where the complainant and/or accused violator are enrolled or employed.

Privacy: means that information related to a complaint will be shared with only a limited number of TCSG employees who "need to know" in order to assist in the assessment, Investigation, and resolution of the report. All employees who are responsible for TCSG's response to Title IX Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), and the privacy of employee records will be protected in accordance with Georgia law and TCSG policy.

Rebuttal Evidence: evidence presented to contradict other evidence in the Hearing File, which could not have been reasonably anticipated by a Party to be relevant information at the time of the Investigation.

Remedies: individualized measures implemented after a Hearing or as part of an Informal Resolution that are designed to restore or preserve equal access to College Programs or Activities, and may include Supportive Measures, but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

Respondent: the person alleged to have engaged in Title IX Prohibited Conduct.

Retaliation: includes, but is not limited to, adverse action related to employment, academic opportunities, participation in TCSG and/or College programs or activities, or similar punitive action taken against an individual because that person has made an Initial Report or Formal Complaint, responded to a Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding, or Hearing.

Sanctions: individualized measures implemented after a Hearing that may be disciplinary in nature.

Sexual Assault: any of the following acts:

a. Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
b. Sodomy: oral or anal sexual intercourse with another person:
    - forcibly and/or against that person's will; OR
    - not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
c. Sexual Assault with an Object: to use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person:
    - forcibly and/or against that person's will; OR

- not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

d. Fondling: the touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification:
   - forcibly and/or against that person's will (non-consensually); OR
   - not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to TCSG Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the TCSG educational environment, or deter sexual harassment. Supportive measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Title IX Prohibited Conduct: the collective term used in this Title IX Procedure to refer to the conduct described in the definitions for Title IX Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

Title IX Sexual Harassment: conduct, on the basis of sex that satisfies one or more of the following:

a. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
b. an employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

TCSG Compliance Officer: the individual designated by the Deputy Commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment and educational access by disabled individuals.

TCSG Program or Activity: locations, events, or circumstances over which TCSG and/or the College exercised substantial control over both the alleged Respondent and the context in which the Title IX Prohibited Conduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by TCSG and/or the College.

Technical College System of Georgia: all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.

Title IX Coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX Coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of Education.

Violence: the use of physical force to cause harm or injury.

Visitor: any third party (e.g. volunteer, vendor, contractor, member of the general public etc.) who conducts business or regularly interacts with a work unit or technical college.

Witness: a person asked to give information or a statement under this Title IX Procedure.

Written Determination Regarding Responsibility: the formal written notification issued by the Decision-Maker after a Hearing that includes: (i) identification of the allegations potentially constituting Title IX Prohibited Conduct; (ii) a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearing held; (iii) findings of fact; (iv) conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts; (v) the rationale for the result as to each allegation; (vi) any disciplinary Sanctions imposed on the Respondent; (vii) whether Remedies or Supportive Measures will be provided to the Complainant; and (viii) information about how to file an appeal.

5. **PROCEDURE:**
   a. Administration and Implementation
      i. Each college president shall designate one or more officials to serve as the Title IX Coordinator and post contact information for the coordinator and the TCSG's Statement of Equal Opportunity in electronic or written college publications and academic materials as described in the TCSG Usage for Statement of Equal Opportunity (e.g. bulletin boards, the college website, catalogs, student and employee handbooks, orientation materials, and flyers). The college president will ensure the designated officials have received appropriate training.
      ii. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of sex discrimination or harassment.
      iii. The Compliance Officer will coordinate training programs and monitor the colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent sex discrimination and sexual misconduct. The training materials will be posted on the college's website or made available for members of the public to inspect.
      iiii. Colleges are required to provide sexual harassment and sexual violence prevention training to students and employees and to provide programs for ongoing awareness training as required by VAWA and the Clery Act. As of the effective date of this procedure, colleges have been provided the Haven training modules for this purpose and are required to incorporate the training in new student and employee orientation activities.
      iiiii. Each technical college shall publish a list of local sources for counseling, support and advocacy in conjunction with the publishing of this procedure. (See attachment for sample format) Individuals who report sexual violence, sexual assault, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.
   b. Reporting and Management Action

i. All students are encouraged to report incidents of sex discrimination and sexual misconduct against themselves or others to the Title IX Coordinator at the technical college. The Title IX regulations define "sexual harassment" to include three types of misconduct on the basis of sex which jeopardize the equal access to education that Title IX is designed to protect. These types of misconduct include: any instance of quid pro quo harassment by a TCSG and/or College employee; any conduct on the basis of sex that in the view of a reasonable person is so severe and pervasive and objectively offensive that it effectively denies a person equal access to a TCSG and/or College education program or activity; and any instance of sexual assault, dating violence, domestic violence, or stalking (collectively "Title IX Prohibited Conduct," as defined in this Procedure). Students may find contact information for the Title IX Coordinator on the technical college website, and in the student handbook and college catalog. Complaints may also be emailed to unlawfulharassment@tcsg.edu.

ii. To utilize this procedure, a Complainant must file a Formal Complaint which is defined herein as a document filed and signed by a Complainant or filed and signed by the Title IX Coordinator alleging Title IX Prohibited Conduct against a Respondent and requesting that TCSG investigate the allegations.

iii. Any allegation of sex discrimination, sexual misconduct or retaliation against employees must be reported to the Human Resources Director and the Title IX Coordinator.

iiii. All allegations of sex discrimination and sexual misconduct on one of TCSG's college campuses or clinical locations must be reported to the Title IX Coordinator regardless of whether the allegations involve students or employees. All students, faculty, staff, and others participating in TCSG and/or College programs and activities in the United States are subject to this Title IX Procedure. If the allegations do not fall within the jurisdiction under this procedure, they may be referred and processed under the student code of conduct procedure.

iiiii. Students have the right to file (or not to file) a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The investigation under this procedure shall not be unreasonably delayed to await the outcome of any criminal investigation. Sexual violence reports made to the Title IX Coordinator will be investigated and adjudicated separately from any criminal complaints. A student may request that the Title IX Coordinator and/or the Investigator assist the student with notifying local law enforcement authorities. If a technical college's campus law enforcement receives a complaint alleging sexual harassment and/or sexual misconduct as defined in this procedure, the Title IX Coordinator for the college shall be immediately notified so that appropriate action may be taken by the Title IX Coordinator regarding the complaint.

iiiiii. If a student filing a complaint alleging sexual misconduct requests confidentiality, anonymity or asks that the complaint not be pursued, the college must inform the complainant that its ability to respond may be limited, that retaliation for filing a complaint is prohibited, and that steps to prevent harassment and retaliation will be taken. Consistent with the request, all reasonable steps to investigate and respond to the complaint should be made and other steps to limit the effects or recurrence of the alleged misconduct will be taken.

1. Regardless of a student's request for confidentiality, anonymity of a complaint, or a request that a complaint not be pursued, if the complaint includes allegations of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the Title IX Coordinator must report the incident to campus law enforcement for inclusion in the college's Annual Security Report("ASR"). The complainant should be informed that their name will not be disclosed to campus law enforcement if they have requested confidentiality during the processing of the complaint.

iiiiiii. Colleges may weigh a request for confidentiality, anonymity or a request they not pursue a complaint considering the following factors: the seriousness of the alleged conduct, the complainant's age, and the respondent's right to receive information about the allegations if the information is maintained as an "education record" under FERPA. The college must inform the complainant if the request cannot be granted and the reasons for the denial.

iiiiiiii. Reports concerning all prohibited conduct referenced in this procedure will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate corrective actions are considered and taken.

iiiiiiiii. If an allegation of sex discrimination or sexual misconduct is made to an employee not designated to receive such reports, the employee receiving the complaint must report the allegation to the Title IX Coordinator. The College must take corrective actions to stop harassment to which it has notice, prevent recurrence of the harassment, and remedy the effects on the complainant promptly and effectively. The College will be deemed to have notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee includes any employee who has the authority to take action to redress the harassment, who has a duty to report the harassment to the Title IX Coordinator, or who a student could reasonably believe has this authority or responsibility, including instructors and staff at the college.

iiiiiiiii. Allegations of any sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.

iiiiiiiiii. Supportive measures must be offered to the complainant by the college president or the Title IX Coordinator or his/her designee before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the complainant, the respondent, or other members of the college, or to ensure equal access to the college's programs and activities. Supportive measures may include: adjustments to academic workload (including extending deadlines); adjustment to class or work schedules; no contact orders; and suspensions, transfers or reassignments in order to prevent further harassment, discrimination, sexual violence or retaliation, to facilitate the investigation, or to implement preventive or corrective actions under this procedure; informal resolutions or discretionary dismissals

iiiiiiiiiii. Discretionary Dismissal.

1. TCSG and/or the College may dismiss the Formal Complaint if:
    a. the Respondent is no longer enrolled or employed by TCSG and/or the College;
    b. specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination; or
    c. the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.
2. A Complainant may notify the Title IX Coordinator at any time that the Complainant does not wish to proceed with the Investigation and/or Hearing process. If such a request is received, the Title IX Coordinator will inform the Complainant that the TCSG and/or the College's ability to respond to the allegation may be limited if the allegations are withdrawn.

3. The Title IX Coordinator will consider the relevant factors in reaching a determination as to whether to terminate the Investigation and/or Hearing process. In the event that the Title IX Coordinator determines that the Investigation will continue, the Title IX Coordinator will notify the Complainant of that determination. The Title IX Coordinator will include in that notification statement that the Complainant is not required to participate in the Investigation and/or Hearing process but that the process will continue. In the event that the Title IX Coordinator determines that the Investigation will be terminated, both Parties will be notified.

c. Investigations
   i. All complaints of prohibited conduct under this procedure will be reported immediately to the Investigator who will be responsible for conducting the investigation in a fair, prompt, and impartial manner.
   ii. The Investigator shall disclose to the TCSG Compliance Officer any relationship with the parties that could call into question his/her ability to be objective prior to taking any action with respect to the investigation. The TCSG Compliance Officer will reassign alternate individuals if necessary.
   iii. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
   iiii. Either the complaining party or the respondent may challenge the Investigator or designee to recommend corrective action on the grounds of personal bias by submitting a written statement to the TCSG Compliance Officer setting forth the basis for the challenge no later than 3 business days after the party reasonably should have known of the alleged bias. The TCSG Compliance Officer will determine whether to sustain or deny the challenge.
   iiiii. The investigation should be completed within 45 business days of the receipt of the complaint by the Investigator. The investigator will notify the parties and the Title IX Coordinator, in writing (typically by email), if extraordinary circumstances exist requiring additional time.
   iiiiii. The parties will be notified within 5 business days of receipt of the complaint by the Investigator if the complaint does not specify facts sufficient to allege sex discrimination, harassment, sexual violence or retaliation, or if the allegations of sexual misconduct did not occur in the college's education program or activity against the complaining party while he or she was located in the United States, and that a formal investigation will not be conducted pursuant to this procedure, although a referral and investigation may be made by the Title IX Coordinator as to some or all of the matter for consideration under other applicable TCSG policy or procedure, if any. The complaining party may appeal the decision in writing to the president within 5 business days of receiving the notice. The president's decision will be final.
   iiiiiii. Individuals designated to investigate or recommend corrective actions in response to allegations of sexual misconduct will be trained annually to conduct investigations in a manner that protects the safety of complainants, promotes fairness of the process and accountability.
   iiiiiiii. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.
      1. It is important that all parties preserve any documents or other evidence which may pertain to the investigation.
      2. Any medically related evidence is best preserved by trained medical personnel.
      3. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.

iiiiiiiii. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties. If a witness identified by either party is not interviewed during the investigation, an explanation for the decision not to interview the witness should be documented in the investigatory report. Both parties will be given timely notice of meetings at which one or the other or both parties may be present. Both the complaining party and the respondent may be accompanied by an advisor of his or her choice during any meetings involved in the investigatory process in which the advisee is also eligible to be present. However, the advisor may not speak on behalf of the party.

iiiiiiiiii. Any evidence collected during the investigation should be maintained in accordance with the record retention requirements below. Personally-identifiable information, including, but not limited to home address, telephone number, student ID or social security number should not be maintained in investigative records.

iiiiiiiiii. A report of investigation will be provided to the college's Title IX Coordinator within five (5) business days of completion of the investigation. The Title IX Coordinator will provide both parties simultaneously with a copy of the report and any supporting evidence. The parties shall be given ten (10) calendar days from receipt of the report to respond to the report and the supporting evidence, which must be considered by the Investigator before finalizing the report. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution. With regard to complaints of sexual misconduct, disclosures made to comply with the Violence Against Women Reauthorization Act ("VAWA") do not constitute a violation of FERPA.

iiiiiiiiiii. If the Investigator determines that all or some of the allegations made in the complaint are substantiated and that the conduct at issue constitutes a violation of this or other applicable procedure, the Title IX Coordinator shall forward the report to the appropriate officials at the college for further action in accordance with the provisions below and the college's Student Code of Conduct and Disciplinary Procedure or the Positive Discipline Procedure for employees.

d. Hearings

i. Format of Hearing:

1. Hearings may be conducted with all Parties physically present in the same geographic location or, at the discretion of the Decision-Maker, any or all Parties, Witnesses, and other participants may appear at the live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
2. At the request of either Party, TCSG will provide for the Hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker(s) and Parties to simultaneously see and hear the Party or the Witness answering questions.

ii. Recording of Hearing:

1. Hearings will be transcribed or recorded through audio or audiovisual means, and TCSG and/or the College will make the transcript or recording available to the Parties for inspection and review upon request.

iii. Role of Advisor:

1. If a Party does not have an Advisor present at the Hearing, TCSG and/or the College will provide, without fee or charge to that Party, an Advisor of TCSG and/or the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party.

iiii. Role of the Decision-Maker:

1. The Decision-Maker will:
    a. be a professional appointed by the TCSG Commissioner who is experienced and trained in adjudicating matters of civil rights, sexual harassment and/or sexual violence and trained on this Title IX Procedure;
    b. preside over the Hearing and will issue the Written Determination Regarding Responsibility;
    c. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.
2. Conflict of Interest:
    a. No person who has a conflict of interest may serve as the Decision-Maker.
    b. A conflict of interest exists if the Decision-Maker has prior involvement in or knowledge of the allegations at issue in the case, has a personal relationship with one of the Parties or Witnesses, or has some other source of bias.
    c. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.
    d. A request to recuse a Decision-Maker based on a conflict must be submitted to the Hearing Coordinator within 1 business day's receipt of the name of the Decision-Maker.
    e. A determination will be made by the Commissioner or his designee whether a Decision-Maker has a conflict of interest, and if so that Decision-Maker will be replaced by an alternate.
3. At the Hearing, the Decision-Maker will:
    a. Permit Cross-examination. At the Hearing, the Decision-Maker will permit each Party's Advisor to ask the other Party and any Witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally. The Parties may, however, jointly agree in advance to waive oral cross-examination and instead submit written cross-examination to the Decision-Maker to conduct the examination. Even if the Parties so agree, the Parties are still required to have a Advisor present at the Hearing. The Decision-Maker has discretion to otherwise restrict the extent to which Advisor may participate in the proceedings.
    b. Determine Relevance of Questions. Only relevant cross-examination and other questions may be asked of a Party or Witness. Before a Complainant, Respondent, or Witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
    c. Provide Rape Shield Protections for Complainants. The Decision-Maker will prohibit any questions and evidence about the Complainant's sexual predisposition or prior sexual behavior as not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

d. Exclude Statements, as Relevant, in Reaching a Determination Regarding Responsibility. If a Party or Witness does not submit to cross-examination at the live Hearing, the Decision-Maker must not rely on any statement of that Party or Witness in reaching a determination regarding responsibility. The Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or Witness's absence from the live Hearing or refusal to answer cross-examination or other questions.

iiiii. Hearing Process:

1. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.
2. The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.
3. The Parties and Witnesses may not speak to matters beyond the scope of the Hearing File (for example, by raising potential misconduct allegations that go beyond the scope of the charged conduct).
4. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.
5. The Decision-Maker may ask questions of the Parties and/or Witnesses.
6. Parties are permitted to listen to Witnesses as they are speaking to the Decision-Maker. The Decision-Maker is not obligated to speak to all Witnesses.
7. Written Determination Regarding Responsibility:
   a. The Decision-Maker shall issue a Written Determination Regarding Responsibility within 10 business days of the hearing, applying the Preponderance of the Evidence standard (as required by Georgia law), which shall include:
   •identification of the allegations potentially constituting Title IX Prohibited Conduct;
   •a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held;
   •findings of fact;
   •conclusions about whether the alleged Title IX Prohibited Conduct occurred, applying the definitions set forth in this Title IX Procedure to the facts;
   •the rationale for the result as to each allegation;
   •any disciplinary Sanctions imposed on the Respondent;
   •whether Remedies or Supportive Measures will be provided to the Complainant; and
   •information about how to file an appeal.
   b. Sanctions:
   •The Decision-Maker may ask the Parties to submit Sanctions statements at the conclusion of the Hearing.
   •The Decision-Maker may also consult with TCSG and/or College personnel, including the Human Resources Director or Vice President of Student Affairs, regarding any Sanctions and Remedies appropriate to the specific Respondent and Complainant under the circumstances of the case.
   •The Sanction determination will be provided to the Title IX Coordinator who will be responsible for implementing the Supportive Measures and/or Remedies, including the continuation of any Supportive Measures and/or any additional or on-going accommodations for both Parties.
   c. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.
   d. The Title IX Coordinator will provide copies of the Written Determination Regarding Responsibility and Sanctions and/or Remedies (if any) for the purpose of maintaining records as follows:
   •For students, to the Office of Student Affairs

•For staff, to Human Resources
•For faculty, to the Office of Academic Affairs

e. The Decision-Maker must explain decisions on responsibility and Sanctions (if applicable) and Remedies with enough specificity for the Parties to be able to file meaningful appeals.

f. The consideration of whether Remedies and Sanctions go into immediate effect or are temporarily delayed pending appeal or some combination thereof, will be determined on a case-by-case basis by the Title IX Coordinator.

g. The Written Determination Regarding Responsibility becomes final:
•if an appeal is not filed, the date on which an appeal would no longer be considered timely; or
•if an appeal is filed, on the date that TCSG and/or the College provides the Parties with the written determination of the result of the appeal.

e. Corrective Actions

i. Colleges will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.

ii. If prohibited conduct is determined to have occurred following the investigation, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate.

1. Steps may include, but are not limited to mandating training or evaluation, disciplinary sanctions, policy implementation, issuing no-contact orders, or reassignment of students or employees.
2. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.
3. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.

iii. The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous college response to similar conduct, and the college's interests in performing its education mission.

1. Should recommended disciplinary sanctions involve academic suspension or expulsion, the matter must be referred to the Vice President for Student Affairs, as provided by the college's Student Code of Conduct and Disciplinary Procedure.

iiii. Even in the absence of sufficient evidence to substantiate a finding that sex discrimination, sexual misconduct or retaliation has occurred, colleges are expected to address any inappropriate conduct and take all reasonable steps to prevent any future sex discrimination, harassment, sexual violence or retaliation.

iiiii. Individuals who are responsible for conducting investigations, under this procedure, may not also serve as reviewing officials or Decision-Makers in the appeal of sanctions arising from an investigation.

f. Appeals

i. Appeal of a Written Determination Regarding Responsibility

1. Submission of Appeal

a. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.

   b. Appeals may be submitted by a Complainant or Respondent in writing to the Hearing Coordinator, who will forward the appeal to a designated Appeal Officer to decide the appeal.
   c. The Appeal Officer will be the Commissioner of TCSG or his designee.
   d. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.
   e. The Parties must submit the appeal to the Commissioner within ten (10) calendar days from the receipt of the Written Determination Regarding Responsibility (if any).
2. Grounds for appeal are limited to the following:
   a. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
   b. Was there any substantive new evidence that was not available at the time of the decision or Hearing and that could not have been available based on reasonable and diligent inquiry that would substantially affect the outcome of the decision?
   c. Did the Title IX Coordinator, Investigator(s), or Decision-Maker have a conflict of interest or bias for or against Complainants or Respondents that affected the outcome of the matter?
   d. For matters that proceeded to Sanctioning and imposition of Remedies, are the Sanction and/or Remedies ones that could have been issued by reasonable persons given the findings of the case?

NOTE: In composing appeals, Parties should format their arguments following these four grounds as the organizational structure.

3. Receipt of Appeal
   a. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
   b. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
   c. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.
   d. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.
4. Response to Appeal
   a. The Title IX Coordinator is permitted, but not required, to file a response to a Party's appeal to respond to concerns relating to procedural irregularities or bias in the Investigation and Hearing process.
   b. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
   c. Each response by the Title IX Coordinator should be no more than 1,500 words.
   d. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.
5. Appeal Decision
   a. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.
   b. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.

c. The Appeal Officer may reject the appeal in whole or in part, issue a new decision regarding responsibility, issue new or revised Sanctions and Remedies, or refer the matter to a new Decision-maker.

. **RECORD RETENTION:**

Documents relating to formal complaints including investigations, the investigatory report, witness statements, evidence, dispositions and the complaint itself shall be held for 7 years after the graduation of the student or the date of the student's last attendance. Any of the documents containing confidential information shall be held in a secure location under the custody and control of the Investigator, Vice President of Student Affairs or the President's designee. Documents pertaining to employees that are maintained by the Office of Human Resources shall be maintained in a secure location and in accordance with the Georgia Archives records retention schedule, but in no case fewer than 7 years.

. **SOURCES OF COUNSELING, ADVOCACY AND SUPPORT**

The Golden Program is sponsored by the Student Life Department at West Georgia Technical College and is a student counseling resource.

https://www.westgatech.edu/wp-content/uploads/2017/12/6.6-GOLDEN-flier.pdf

770-834-8327

The information below provides contact information for off-campus resources following incidents of sexual violence, dating/domestic violence or stalking:

1. 1. Rape Crisis Center

http://gnesa.org/page/rape-crisis-centers-georgia

West Georgia Prevention & Advocacy Resource Center

Carrollton, GA 30112

(770) 834-7273 Crisis

(770) 834-8905 Admin

(770) 834-9655 Fax

email: wgrccdirector@gmail.com

website: www.wgaparc.org

Counties:
Carroll, Coweta, Haralson, Heard

Douglas County Task Force

Douglasville, GA 30133

(678) 715-1196 Crisis

(678) 715-1196 Admin

email: dctaskforce@yahoo.com

website: www.douglastaskforce.com

Counties:
Douglas

Harmony House Domestic Violence Shelter, Inc

LaGrange, GA 30240

(706) 885-1525 Crisis

(706) 882-4173 Admin

(706) 882-4175 Fax

website: harmonyhousega.org

email: breakthecycle@harmonyhousega.org

Counties:
Heard, Meriwether, Troup

2. 2. National Sexual Assault Hotline

1-800-656-HOPE

https://hotline.rainn.org/online/terms-of-service.jsp

3. 3. Domestic Violence

http://gcadv.org/general-resources/domestic-violence-centers/

Share House
Social services organization in Douglasville, Georgia

8460 Courthouse Square E #4
Douglasville, GA 30134
770-949-0626
24 Hour Crisis: 770.489.7513[JZ13]
http://www.sharehousedouglas.org/

4. 4. Protective Orders. Each county within the service area's Sherriff's Department is listed below. For contact information to other Sherriff Department's, please click the link http://www.womenslaw.org/gethelp_state_type.php?type_id=1277&state_code=GA

Carroll

Carroll County Sheriff's Office
1000 Newman Road
Carrollton, GA 30116

Phone:
(770) 830-5888

Fax:
(770) 830-5309

Coweta

Coweta County Sheriff's Office
560 Greison Trail
Newnan, GA 30264

Phone:
(770) 253-1502

Fax:
(770) 254-1043

URL:
http://www.coweta.ga.us/

Douglas

Douglas County Sheriff's Office
8470 Earl D. Lee Blvd.
Douglasville, GA 30134

Phone:
(770) 949-5656

Fax:
(770) 920-3120

URL:
https://sheriff.douglas.ga.us/

Haralson

Haralson County Sheriff's Office
224 Holly Street
P.O. Box 309
Buchanan, GA 30113

Phone:
(770) 646-2011

Fax:
(770) 646-1514

URL:
http://www.sheriffhcga.com/

Heard

Heard County Sheriff's Office
11820 Hwy. 100 North
P.O. Box 339
Franklin, GA 30217

Phone:
(706) 675-3329

Fax:
(706) 675-0244

Meriwether

Meriwether County Sheriff's Office
17400 Roosevelt Hwy.
P.O. Box 476
Greenville, GA 30222

Phone:
(706) 672-4489

Fax:
(706) 672-1560

URL:
https://www.meriwethercountyga.gov/184/Sheriff

Troup

Troup County Sheriff's Office
130 Sam Walker Drive
Lagrange, GA 30240

Phone:
(706) 883-1616

Fax:
(706) 883-1694

URL:
http://www.troupcountysheriff.org/

5. 5. Legal Services

https://www.womenslaw.org/laws/ga
https://www.womenslaw.org/find-help/ga/finding-lawyer/legal-assistance

6. 6. National Teen Dating Abuse Helpline

1-866-331-9474

7. 7. National Domestic Violence Hotline

1-800-799-SAFE (7233) | 1-800-787-3224
[TTY]

8. 8. Psychologists or Counselors

The Golden Program is sponsored by the Student Life Department at West Georgia Technical College and is a student counseling resource.
https://www.westgatech.edu/wp-content/uploads/2017/12/6.6-GOLDEN-flier.pdf
770-834-8327

Also search Psychologists or Counselors in your city for a list of qualified individuals.

9. 9. Local Hospitals

CARROLL:

Tanner Medical Center
Address: 705 Dixie St, Carrollton, GA 30117
Phone: (770) 812-9666

COWETA:
Piedmont Newnan Hospital
Address: 745 Poplar Rd., Newnan, GA 30265
Phone: (770) 400-1000

DOUGLAS:
WellStar Douglas Hospital
Address: 8954 Hospital Dr, Douglasville, GA 30134
Phone: (770) 949-1500

HARALSON:
Higgins General Hospital
Address: 2012, 200 Allen Memorial Dr, Bremen, GA 30110
Open 24 hours
Phone: (770) 812-2000

MERIWETHER:
Warm Springs Medical Center
Address: 5995 Spring St, Warm Springs, GA 31830
Phone: (706) 655-3331
Address: 6135 Roosevelt Hwy, Warm Springs, GA 31830
Phone: (706) 655-5255

TROUP:
WellStar West Georgia Medical Center
Address: 1514 Vernon Rd, LaGrange, GA 30240
Departments: West Georgia Medical Center: Emergency Room
Phone: (706) 882-1411

10. Student Counseling Service

The Golden Program is sponsored by the Student Life Department at West Georgia Technical College and is a student counseling resource.

https://www.westgatech.edu/wp-content/uploads/2017/12/6.6-GOLDEN-flier.pdf

770-834-8327

Freedom of Expression

Introduction

West Georgia Technical College (WGTC) recognizes and upholds First Amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. Demonstrations and assemblies can be valid expression for dissenting opinions provided they do not disrupt academic and administrative functions of the College.

The opinions expressed by organizations, groups, or individuals using West Georgia Technical College facilities do not necessarily reflect the position of West Georgia Technical College.

West Georgia Technical College affirms its commitment to the freedom of speech, assembly and expression even though the language or ideas of those seeking a venue for free expression may contradict College ideals or the personal views of the College employees and students. WGTC expects members of the faculty, staff, student body and community to refrain from and discourage behaviors that threaten the rights, freedoms and the respect every individual deserves. WGTC maintains a position of neutrality as to the content of expression and any written materials distributed on campus under this procedure.

This procedure applies to visitors to campus, not West Georgia Technical College faculty, staff, students or student organizations. This procedure shall apply to all non-commercial speech on the West Georgia Technical College campus and other WGTC facilities.

Scope

Any visiting person or group who desires to use the designated campus area for an assembly or expression event must submit a completed ***Freedom of Expression Request Form*** at least five (5) business days in advance of the event. Request forms are available electronically. The applicant must submit an agenda including the exact names of the speakers for the assembly. The applicant will be notified within two (2) business days of receiving the request if the request is approved or denied. Notifications will also be forwarded to the College President, the Campus Police Department, the Vice President of Student Affairs and the Dean of Students so that appropriate Safety and Security provisions can be arranged. If denied, the applicant may appeal to the President of the College within five (5) business days to review the decision. The President's decision is final.

Upon approval of a request, applicants must agree to the following guidelines and provisions:

- The activities may be conducted on Monday through Thursday from 10:00 A.M. to 1:00 P.M. in a designated **Free Expression Area** only.
    - Consecutive day reservations are not permitted.
    - No approvals will be granted for the **first full week of classes** and **Final Exam Week** of each semester.
- Reasonable limitations may be placed on the time, manner, and place of the event in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against threats to the rights of others.
- Activities must not obstruct, or aggressively confront, vehicular, pedestrian, or other traffic.
- Use of sound amplifiers or unreasonable noise on the College campus is prohibited if it disrupts College activities.
    - Failure to promptly comply with WGTC directives to reduce sound levels may result in the immediate cancellation of the reservation and/or event.
- There must be no disruption to classroom/lab instruction.
- There must be no obstruction of entrances or exits to the buildings.
- There must be no interference with educational activities inside or outside the buildings.
- There must be no interference with scheduled College ceremonies, events or activities.
- Malicious or unwarranted damage or destruction of property owned or operated by the College or property belonging to students, student organizations, faculty, staff or visitors of the College is prohibited.Persons or organizations causing such damage may be held financially responsible.

- Scatter marketing (throwing multiple copies of documents on the ground for them to be seen and/or picked up) and other forms of marketing that violate ***O.C.G.A 16-7-43*** and ***O.C.G.A 16-7-58*** or any ***Carroll County, Troup County, Haralson County, Heard County, Douglas County, Meriwether County or Coweta County anti-litter and other applicable ordinances*** are prohibited.
  - The individuals or groups are required to remove signs, placards, litter, and other materials when the approved activity period ends.
- Compliance with the West Georgia Technical College student conduct regulations (see ***WGTC Catalog & Handbook***), The Technical College System of Georgia State Board Policies and TCSG & WGTC Procedures Manual, state laws of Georgia, and federal laws is required.
- Public speech that is likely to incite or produce imminent lawless action or under the current legal standards is either defamatory or obscene is prohibited.

Free Expression Areas:

- Carroll Campus – In the Tech and Trade parking area
- Coweta Campus – Parking lot, Building B
- Douglas Campus – Between Building B and D in the parking area
- Franklin Site – in the parking lot
- Greenville Site – in the parking lot
- LaGrange Campus – in the main parking lot
- Murphy Campus – in the back-parking lot behind the main classroom building

Procedure:

1. Fill out the ***Freedom of Expression Request Form.***
   a. Forms are available online here: https://wgtcstulife.wufoo.com/forms/zmm0jrt03tuyu6/
2. Submit a completed ***Freedom of Expression Request Form*** at least five (5) business days in advance of the event electronically.
3. If **approved**, the VPSA or designee will notify the applicant in writing by email within two (2) business days of receipt of the request.
   a. The applicants must agree in writing to the guidelines and provisions stated above in the **Scope**.
   b. The VPSA or designee will also notify the WGTC Administration and Campus Police Department of the approved request immediately so that appropriate precautions can be arranged.
4. If **denied**, the VPSA or designee will notify the applicant in writing by email within two (2) business days of receipt of the request.
   a. The applicant may appeal the denial in writing to the President of West Georgia Technical College at President@westgatech.edu within five (5) business days of receipt of the denial.
   b. The WGTC President will notify the applicant of his/her final decision in writing by email.
      i. The President's decision is final.

Campus Safety and Emergency Evacuation Procedures

Building and Grounds Security - Security personnel are located at all campuses. Damage of any nature to school property, whether willful or otherwise, will be reported upon detection to the Campus Police Department. The name(s) of the person(s) responsible will be submitted, if known. Any break-ins will be reported without delay, whether damage is noted or not. Care will be taken to avoid disturbing prints and other evidence.

If there is a serious accident or disaster, a case of vandalism, break-in, or unusual damage to buildings and equipment, the administrative office will first contact the local police and then prepare a written report, giving a brief statement of the circumstances of the incident and listing equipment and supplies damaged or stolen.

Fire Evacuation Plan - In the event of a fire; faculty, staff, and students will follow the established evacuation procedure.

1. Fire Alarm Emergency Signal sounded (check with your instructor for specific signals on each campus).
2. Students and instructors will proceed to their designated assembly area when the alarm is sounded. Disabled students who are limited in mobility will be assigned a partner by the instructor and/or the person in charge.
3. Classroom and lab doors/windows will be closed by the instructor and/or persons designated.
4. All equipment will be turned off at the time the alarm sounds.
5. No one will return to the building until the return signal is given.
6. After students are assembled at a designated area outside the building, roll call will be conducted. Instructors will report the status of roll call to the administrator in charge of the area.
7. The "ALL CLEAR" will be indicated.
8. Word to dismiss (or close the college) will be passed personally by the president or his/her designee.

Tornado Evacuation Plan - In the event of severe weather; faculty, staff, and students will follow the established evacuation procedure.

1. Tornado Emergency Signal will be sounded (check with your instructor for specific signals on each campus).
2. Students and instructors will proceed to the designated posted areas.
3. Leave area immediately. Do not take time to close windows and doors.
4. Instructors will ensure that all students proceed to the designated area.
5. Sit down against interior wall and cover head, if possible.
6. No one will return to the area until the return signal is given.

Bomb Threat Procedures - Personal announcement to evacuate will be made by staff. Students and staff will evacuate using institutional fire evacuation routes. Students and other individuals should be assembled by class and/or group at a distance of 500 feet from the buildings. "All clear" signal will be indicated when it is safe to re-enter the building.

Health Services/Emergencies - First aid kits, safety equipment, and staff trained in first aid are available on campus. In the event of injury or other medical emergency, the nearest instructor or first aid monitor should be notified. Professional emergency care, if needed, will be secured by an administrator. In case of serious accident or illness, the college will refer the student to the nearest hospital for emergency care and will notify the person specified by the student as their emergency contact.

It is to be understood that the student or his/her family will be responsible for the cost of emergency care, including ambulance services. An incident report must be filed with the office of the Vice President of Administrative Services. Students should always follow the emergency procedures posted in each classroom, lab and office.

Traffic and Parking Regulations - Regulations are designed to make traffic and parking on campus as safe and convenient as possible. Regulations apply to all students and College employees.

The following are violations of school policy as well as county and state laws:

1. exceeding speed limit posted;
2. parking in illegal, restricted, or reserved zones;
3. parking on lawns or walks;
4. driving on sidewalks, walkways, shrubs, or lawn;
5. backing into parking space (front parking only);
6. running a stop sign; and
7. any other violation of county and state laws.

These regulations are in effect 24 hours a day.

Violations can be enforced and are subject to penalties and fines as imposed by county and state laws. Hazardous and improperly parked vehicles may be towed at the owner's expense.

The Student Right to Know

Campus Security Act - (Public Law 101-542) is a consumer protection measure that requires th disclosure of certain campus statistics to students and employees. In compliance with this legislation, Georgia's technical colleges and colleges will provide:

1. Information on completion or graduation rates of diploma and degree seeking full-time student to current students and to prospective students enrolling or entering into any financial obligation at the college.
2. Statistics for all current and prospective students and employees concerning the occurrence of campus crime, including the following:
    a. Murder
    b. Rape
    c. Robbery
    d. Aggravated Assault
    e. Burglary
    f. Motor Vehicle Theft
    g. Liquor Law Violations
    h. Drug Abuse Violations
    i. Weapons Possessions
    j. Sexual Assault

All information is published annually and may be obtained through the office of Student Affairs and is also available at http://ope.ed.gov/security/GetOneInstitutionData.aspx

Campus Sex Crimes Prevention - This Act requires convicted sex offenders to notify states of each institution of higher education at which the individual is a student or an employee. Information concerning registered sex offenders may be obtained through each the county sheriff department or on the following website, http://www.ganet.org/gbi/sorsch.cgi.

Drugs and Narcotics

The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, and any other dangerous or controlled drugs not prescribed by a physician is prohibited on the college's property or at college-sponsored events.

Parking Information

Parking

The authority for administering and enforcing traffic and parking regulations on the West Georgia Technical College campus rests with the Campus Police Department. The administration reserves the authority to make changes as needed in parking areas, traffic flow, and other changes as related to traffic conditions. The purpose of these regulations is to facilitate safety, maintain orderly conduct of the College's business and to provide parking facilities in support of this function within the limits of available space. These regulations are intended only to supplement the State of Georgia Motor Vehicle Laws, all provisions of which apply to this campus. These rules and regulations apply to all vehicles, which are self-propelled. The owner or person to whom the vehicle is registered is ultimately responsible for the safe operation and proper parking of the vehicle, regardless of who the operator may be. **"WGTC shall have no responsibility for loss or damage to any vehicle or its contents while operated or parked on College property."**

Who must obtain a permit?

Each student (including full-time, part-time, evening) taking courses, and each member of the faculty, staff and administration of West Georgia Technical College must obtain a parking permit issued to the person and is transferable from vehicle to vehicle as needed. ***During the first five (5) days of each term, new students are expected to obtain a parking permit from the Police Office and properly display it hanging from the rear view mirror of their vehicle.*** All motor vehicles operated by students in connection with their attendance at West Georgia Technical College must properly display the required current permit. To secure a WGTC parking permit the following information is required at the time of registration:

1. Name and phone number

2. Driver's license number

3. Address (present and home)

4. Valid student/staff ID number

Permits

1. Permits are valid for two years from issue date.

2. Permits are non-transferable and must be returned to the Police department upon completion of attendance or employment with West Georgia Technical College.

3. Permit must be affixed to the inside of the rear view mirror. The use of tape or any other adhesive to secure the decal is prohibited. Violators will be cited.

4. Parking permits allow the operator to park only in specified parking areas during the hours of 7:00 am to 10:30 pm daily during scheduled classes and examinations. Parking is relaxed on weekends with the exception of ADA and yellow-curbed areas, which will be strictly enforced.

5. Employees or students with disabilities, either permanent or temporary, who operate a motor vehicle must display a handicap permit/license plate as issued by the Georgia State Patrol to legally park in a handicap marked spot.

Parking Rules

1. No parking is permitted within fifteen (15) feet of fire hydrants or street entrances to sidewalks or buildings.

2. Parking on the lawn or driving on campus where campus streets are not provided is forbidden.

3. All ADA parking spaces must be observed and are subject to state enforcement.

4. Littering violations will be enforced.

5. Parking in service drives is not permitted. (Rear access to Conference Center)

6. The speed limit for campus is 15 mph / 10 mph for parking lots.

7. Motorcycles are not to be driven or parked on the sidewalks.

8. Disabled vehicles are to be removed within seven (7) days after notification from the Campus Police Department.

Persons enrolled in Continuing Education or Business & Industry training programs will be required to obtain a special parking permit through Continuing Education/ Economic Development offices.

Note: It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of convenient space is not considered a valid excuse for violation of any parking regulations. Rain or inclement weather will not alter any of the provisions of these regulations.

Vehicle Operation

All persons operating a vehicle on WGTC property must be properly licensed at all times. WGTC identification and driver's license (if available) must be presented when requested by WGTC Campus Police Department. Pedestrians have the right-of-way on campus except where traffic is regulated by mechanical devices. Under normal conditions, the maximum speed limit on campus is 15 mph; however, vehicles may not be operated at any speed that is excessive for the conditions, which may exist as a result of weather, traffic, congestion, pedestrians, etc. Traffic control signals, devices and directions of West Georgia Technical College shall be obeyed. All persons operating vehicles are responsible for maintaining control and safe operation of their vehicle and observance of traffic control signs, barriers and devices. All accidents occurring on campus shall be reported to the Campus Police Department before the vehicles are moved. There is a charge for copies of accident reports.

Enforcement and Appeals

West Georgia Technical College parking citations should be paid at the Campus Police Office within five business days after issuance. Failure to comply will result in a onetime $10.00 late fee added to the citation. All persons receiving a parking citation are entitled to appeal the citation within the same 5-day time period of receiving the citation. The appeal should be submitted in writing to the Campus Police Chiefs Office. If an appeal is granted for a citation, no payment is required. If the appeal is denied the fine is to be satisfied in the Campus Police Office. Persons submitting appeals will be notified within five working days of the outcome. Failure to file an appeal within the five days forfeits all rights of appeal. In general, such circumstances as ignorance of the law, inability to find a proper parking space, late to class, or work appointment or financial hardships caused by fines do not constitute sufficient basis for the approval of an appeal. All fines not paid within the specified time become financial obligations payable to West Georgia Technical College. Persons who display a pattern of disregard for parking regulations are subject to having their parking privileges revoked for one calendar year. Vehicles of persons arrested for operating a motor vehicle under the influence of alcohol or other drugs will be towed and stored with a local towing service. Operators of vehicles that have been towed should contact the Campus Police Office for information to assist with the release of the vehicle by the towing company. Excessive noises by car radios, loud speakers, faulty mufflers or cut mufflers are prohibited on campus.

Towing Policy

Certain areas on campus are designated as TOW ZONES. These areas include disabled persons' parking spaces, parking along the curb. When parked in an area where the curb is painted yellow and or red "no parking" is labeled, a vehicle is subject to immediate tow. All vehicles towed from campus are towed at the expense of the owner. The Campus Police Office will have the towing information on file.

Special Events

On special occasions, emergency parking and traffic limitations may be imposed by the Campus Police Department.

Restrictions

Campus streets may not be used by any group, corporation, or persons for commercial use or advertising without proper authorization.

Permit/Decal Violations/Fines

Parking permit not properly affixed. $10.00

Failure to display current parking permit. $10.00

Alteration or reproduction of parking decal.....$10.00

Knowingly falsifies information on parking permit application…...$10.00

Unauthorized possession of a WGTC parking permit..... $10.00

Parking Violations

Parking in a no parking zone, service and delivery zone, yellow or red curb areas, and crosswalks. $10.00

Parking in the wrong direction on any street. $10.00

Not parking within a marked space. $10.00

Blocking or obstructing traffic, street, dumpster, sidewalk, building entrance or exit, or another vehicle....$10.00

Double parking $10.00

Parking in unauthorized areas. $10.00

Students parking in faculty/staff or visitor parking areas. $10.00

Occupying more than one space. $10.00

Stopping, standing, or parking where prohibited. $10.00

Parking in Disabled/ADA areas. $100.00

Property Violations

Defacing, altering, knocking down or removing any parking or traffic signal, sign or structure. $10.00

Littering violations will be enforced for dropping litter in parking areas and on the campus grounds. $10.00

Traffic Violations

All serious or felony motor vehicle violations such as DUI, serious injury by motor vehicle, fleeing and attempting to elude and others will be prosecuted in the local appropriate court of law.

Speeding - Under normal conditions the maximum speed limit on campus is 15 mph. *The maximum speed limit in parking lots is 10 mph. Vehicles may not be operated at any speed that is excessive for the conditions, which may exist as a result of weather, traffic congestion, pedestrians, etc*.....$25.00

Failure to obey stop or yield signs. $25.00

Improper change of lanes. $25.00

Driving the wrong way on a one-way street. $25.00

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 Manager of Student Engagement at 770.537.6023 or studentlife@westgatech.edu.

Governance

Georgia Student Government Association (GSGA): Students on GSGA 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 Georgia Student Government Association. Student Government is comprised of an Executive Board (President, Vice President, Etc.), campus Representatives, and general members. All students are encouraged to participate through contact with their campus representatives as well as attendance at meetings. For more information about the Georgia Student Government Association, email GSGA@westgatech.edu

Academic and Professional

FBLA Collegiate: Students who are interested in developing leadership, communication, and teamwork skills, or simply looking for an organization to meet and network with others at local, state, or national levels may want to join FBLA Collegiate! FBLA Collegiate 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. FBLA Collegiate 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 FBLA Collegiate, 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 : 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 employ-ability 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. 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 SADHA@westgatech.edu

Student Nursing Association (SNA): 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

Health Information Technology Student Association (HITSA): HITSA membership is available to any student enrolled in the Health Information Technology program. Members organize events and seminars to stay current in the HIMT field. For more information email HITSA@westgatech.edu

Honorary

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

• 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

New Organizations

Don't see anything that interests you? Want to form your own organization? Here's how!

Applications for new student organizations are accepted throughout the year. Minimum requirements to form a new organization include at least 10 interested members, a faculty/staff advisor, and a constitution. For more information and to receive a copy of the complete New Student Organization Process application, please contact the Student Life Department, studentlife@westgatech.edu.

Flyer Posting Guidelines

General Provisions

1. Departments and officially registered campus organizations may post notices, handbills, non-commercial advertisements and posters on the bulletin boards located in the buildings and snack room bulletin boards.
2. All postings with the College name and/or logo require prior approval by the department of Institutional Advancement.
3. Those desiring to place notices on bulletin boards must have them approved by the Student Life Department by filling out the Event & Poster Registration electronic form that can be found on the forms, policies and procedures page on the Student Life website: https://www.westgatech.edu/student-life/
4. Do NOT post flyers on top of official WGTC advertisements.

5. Notices, handbills, and posters are to be placed only on bulletin boards. They may not be taped to doors, windows, light posts, or walls (interior or exterior of buildings), or stapled to trees or placed on cars.
6. All materials must have the name of the sponsoring department/student organization and the date of the event along with contact information printed on all materials, and must include the Title 9 statement. All materials advertising social events must have beginning and ending times listed.
7. Material should not contain any alcoholic words/pictures or any material that could be viewed as offensive. The Student Life Department will have final authority regarding questionable flyers (i.e. parties, & nontraditional events, etc.).
8. There is a TWO week maximum posting time unless approval is given for an extension by the Student Life Department.
9. Boards will be checked weekly for compliance.

Posters

1. Posters are defined as standard poster boards not to exceed 14x24.
2. Placement of posters is restricted to bulletin boards and must be fastened with tape or tacks.

Handbills

1. Handbills are any printed material smaller than 14 x 24.
2. Handbills may not be distributed on campus; they must be posted on bulletin boards.
3. Handbills may not be placed on cars.

Advertising

1. Any index sized (3 x 5) sheet may be used for personal advertising, including book sales.
2. Commercial advertising is not permitted.

Posting by Off-Campus Groups

1. All off-campus organizations must check with the Student Life Department or Vice President of Student Affairs before posting any material on any campus.
2. Off-campus organizations must comply with the same guidelines set for campus organizations.

Posting by Individuals

1. The privilege to post is extended to officially recognized campus organizations and departments only. Students are allowed to post book sales on index card sized sheets in designated areas in the Student Centers.
2. All other individual posting is not allowed, unless specifically approved by the Student Life Department.

NOTE: Some bulletin boards have been designated for use by certain organizations/departments. No other organization or individuals will be allowed to use these bulletin boards.

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 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:

General Core Courses

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and 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

Area I requirements (minimum 3 credit hours; must include successful completion of ENGL 1101)

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

Courses that address Social Sciences/Behavioral Sciences learning outcomes:

General Core Courses

ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I (to 1500)	3
HIST 1112	World History II (since 1500)	3
HIST 2111	U.S. History I (to 1877)	3
HIST 2112	U.S. History II (since 1865)	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:

General Core Courses

BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
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
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MATH 1132	Calculus II	4
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

Area III requirements (minimum 3 credit hours; must include successful completion of MATH 1101 or MATH 1111)

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

Courses that address Humanities/Fine Arts learning outcomes:

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
RELG 1101	World Religions	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.

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.

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.

The following designations are used for academic programs:

AS Degree – Associate of Science Degree

AAS Degree – Associate of Applied Science Degree

TCC or Certificate – Technical Certificate of Credit

School of Arts and Sciences

AAS Degree in Interdisciplinary Studies (AF53)
AS Degree in General Studies (AIG3)
Early College Essentials Certificate (EC21)
Technical Specialist Certificate (TC31)

Interdisciplinary Studies AAS Degree (AF53)

The Associate of Applied Science Degree in Interdisciplinary Studies (AIS) allows customization of the program of study based on each student's academic and professional goals. The AIS requires completion of 61 semester credit hours (21 hours of general education requirements and 40 hours distributed among one or more areas of emphasis). Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences. The program curriculum may be strategically selected to build upon the student's goals and objectives. Learning opportunities develop academic and professional knowledge and skills required for job acquisition or continued education. A student might choose an interdisciplinary studies program if his or her specific goals and interests cannot be met through a school's existing majors, minors and electives.

Career Opportunities

This program provides flexible yet focused curriculum to prepare students in strategic, high demand industries such as computer technology, business, industrial/engineering, health care, education and public safety. Because of the range of cross-disciplinary training, there are numerous career opportunities associated with this program.

Credit Required for Graduation: Minimum of 61 credit hours

Curriculum

The Associate of Applied Science in Interdisciplinary Studies requires a minimum of 21 credit hours of general education courses as specified below (all course prerequisites must be met) and 40 hours distributed among one or more areas listed below.

Area I Language Arts/Communication Requirement (minimum 6 hours; must include ENGL 1101)

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
ENGL 1105	Workplace and Technical Communication	3
SPCH 1101	Public Speaking	3

Area II Social/Behavioral Sciences Requirement (minimum 6 hours)

ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
HIST 1111	World History I (to 1500)	3
HIST 1112	World History II (since 1500)	3
HIST 2111	U.S. History I (to 1877)	3
HIST 2112	U.S. History II (since 1865)	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3

Area III Natural Sciences/Mathematics Requirement (minimum 6 hours)

Choose one MATH course below.

MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3

and

Choose 3 or more credit hours from the Area III courses below.

BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
	-or-	
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
	-or-	
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
	-or-	
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
	-or-	
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3

Area IV Humanities/Fine Arts Requirement (minimum 3 hours)

ARTS 1101	Art Appreciation	3
ENGL 2130	American Literature	3
HUMN 1101	Introduction to Humanities	3
MUSC 1101	Music Appreciation	3

Occupational Courses (40 credits)

Areas of concentration include education, public safety, business and computer/information technology, industrial/engineering technology, and health sciences.

General Studies AS Degree (AIG3)

The Associate of Science Degree in General Studies provides an opportunity for students to earn specific occupational and general education credits in math, humanities, social sciences and natural sciences that can transfer toward a four year degree. This two-year degree program includes a specialization in biology, criminal justice, political science, psychology, sociology, or economics. The degree requires completion of 62 semester credit hours (41 hours of general education requirements and a minimum of 21 hours of specific occupational courses).

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, https://www.westgatech.edu/admissions/registrars-office/articulation-agreements/. 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 related to biology, criminal justice, political science, psychology, sociology, or economics.

Credit Required for Graduation: Minimum of 62 credit hours

Curriculum

The Associate of Science in General Studies degree requires a minimum of 41 credit hours of general education courses as specified below **(all course prerequisites must be met).**

Area I Language Arts/Communication Requirement (minimum 9 hours)

ENGL 1101	Composition and Rhetoric	3
ENGL 1102	Literature and Composition	3
SPAN 1101	Introduction to Spanish Language and Culture I	3
	-or-	
SPAN 1102	Introduction to Spanish Language and Culture II	3
	-or-	
SPCH 1101	Public Speaking	3

Area II Social/Behavioral Sciences Requirement (minimum 12 hours)

HIST 1111	World History I (to 1500)	3
	-or-	
HIST 1112	World History II (since 1500)	3
HIST 2111	U.S. History I (to 1877)	3
	-or-	
HIST 2112	U.S. History II (since 1865)	3
POLS 1101	American Government	3
PSYC 1101	Introductory Psychology	3

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

CHEM Sequence (Non-Science majors).

PHYS Sequence (Required for BIOL specialization).

MATH 1103	Quantitative Skills and Reasoning	3
	-or-	
MATH 1111	College Algebra	3
MATH 1127	Introduction to Statistics	3
	-or-	
MATH 1131	Calculus I	4

and

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

BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	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 Lab I	1
PHYS 1112	Introductory Physics II	3
PHYS 1112L	Introductory Physics Lab II	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

Occupational Courses (minimum of 21 credit hours)

Choose the of the following specializations.

Specific Occupational Courses (Biology Specialization – 22 credits)

BIOL 2107	Biological Principles I	3
BIOL 2107L	Biological Principles I Lab	1

BIOL 2108	Biological Principles II	3
BIOL 2108L	Biological Principles II Lab	1
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
MATH 1113	Precalculus	3

and

Choose 3 or 4 hour science class/lab sequence listed below.

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
	-or-	
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
	-or-	
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
	-or-	
BIOL 2120	Research Methods in Biology	3
BIOL 2300	Biological Research	3

Specific Occupational Courses (Criminal Justice Specialization – 21 credits)

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 2050	Criminal Procedure	3
CRJU 2060	Criminology	3
CRJU 2070	Juvenile Justice	3
SOCI 1101	Introduction to Sociology	3
CRJU 1030	Corrections	3
	-or-	
CRJU 1065	Community-Oriented Policing	3
	-or-	
CRJU 2201	Criminal Courts	3

Specific Occupational Courses (Economics Specialization - 23 credits)

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
POLS 2401	Global Issues	3

and

Occupational Electives (select 3 credits from the list below)

CISM 2201	Foundations of Computer Applications	3
HIST 1111	World History I (to 1500)	3
HIST 1112	World History II (since 1500)	3
MGMT 2160	Legal and Ethical Environment of Business	3
SOCI 1101	Introduction to Sociology	3
SOCI 2600	Introduction to Social Problems	3

Specific Occupational Courses (Political Science Specialization - 21 hours)

POLS 2401	Global Issues	3
SOCI 1101	Introduction to Sociology	3

and

Choose 9 hours from the courses below

CRJU 2050	Criminal Procedure	3
CRJU 2060	Criminology	3
CRJU 2070	Juvenile Justice	3
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3

and

Choose 6 hours from the courses below

HIST 2111	U.S. History I (to 1877)	3
HIST 2112	U.S. History II (since 1865)	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3

Specific Occupational Courses (Psychology Specialization - 21 credits)

CISM 2201	Foundations of Computer Applications	3
CRJU 2060	Criminology	3
PSYC 1150	Industrial/Organizational Psychology	3
PSYC 2103	Human Development	3
PSYC 2250	Abnormal Psychology	3
SOCI 1101	Introduction to Sociology	3

and

Choose 3 hours from the courses below

CRJU 2050	Criminal Procedure	3
CRJU 2070	Juvenile Justice	3
SOCI 2600	Introduction to Social Problems	3
SPAN 1101	Introduction to Spanish Language and Culture I	3
SPAN 1102	Introduction to Spanish Language and Culture II	3

Specific Occupational Courses (Sociology Specialization - 21 credits)

SOCI 1101	Introduction to Sociology	3

SOCI 2600	Introduction to Social Problems	3

and

Choose 6 hours from the courses below

CRJU 2050	Criminal Procedure	3
CRJU 2060	Criminology	3
CRJU 2070	Juvenile Justice	3
PSYC 1150	Industrial/Organizational Psychology	3
PSYC 2103	Human Development	3
PSYC 2250	Abnormal Psychology	3

and

Choose 6 hours from the courses below

ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3

and

Choose 3 hours from the courses below

CRJU 1065	Community-Oriented Policing	3
ECCE 2202	Social Issues and Family Involvement	3
POLS 2401	Global Issues	3

Early College Essentials Certificate (EC21)

This Technical Certificate of Credit is designed for a cooperative agreement between technical colleges and four-year colleges/universities in the area. The Early College Essentials certificate provides students with a greater opportunity for gaining college credits. 28 of the general education courses listed below are transferable to any University System of Georgia (USG) institution.

The Board of Regents of the University System of Georgia (USG) has approved 28 of the general education courses for transfer between the Technical College System of Georgia and the University System of Georgia.

Note: The Technical College System of Georgia Articulation Agreements.

Note: Only high school students participating in the Dual Enrollment program are eligible to apply to this certificate.

Career Opportunities

Graduates are encouraged to continue working toward their associate degree at the technical college. Students would then have the opportunity to attend a four-year college or university after completing the associate degree.

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

Required

ENGL 1101	Composition and Rhetoric	3

Select 15-16 hours from the list of courses below.

ARTS 1101	Art Appreciation	3
BIOL 1111	Biology I	3
BIOL 1111L	Biology Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	1
BIOL 2107	Biological Principles I	3
BIOL 2107L	Biological Principles I Lab	1
BIOL 2108	Biological Principles II	3
BIOL 2108L	Biological Principles II Lab	1
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
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
CHEM 1211	Chemistry I	3

CHEM 1211L	Chemistry Lab I	1
CHEM 1212	Chemistry II	3
CHEM 1212L	Chemistry Lab II	1
ECON 1101	Principles of Economics	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3
ENGL 1102	Literature and Composition	3
ENGL 2110	World Literature	3
ENGL 2130	American Literature	3
ENGL 2310	English Literature from the Beginnings to 1700	3
HIST 1111	World History I (to 1500)	3
HIST 1112	World History II (since 1500)	3
HIST 2111	U.S. History I (to 1877)	3
HIST 2112	U.S. History II (since 1865)	3
HUMN 1101	Introduction to Humanities	3
MATH 1101	Mathematical Modeling	3
MATH 1103	Quantitative Skills and Reasoning	3
MATH 1111	College Algebra	3
MATH 1112	College Trigonometry	3
MATH 1113	Precalculus	3
MATH 1127	Introduction to Statistics	3
MATH 1131	Calculus I	4
MATH 1132	Calculus II	4
MUSC 1101	Music Appreciation	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
POLS 1101	American Government	3
POLS 2401	Global Issues	3
PSYC 1101	Introductory Psychology	3
RELG 1101	World Religions	3
SOCI 1101	Introduction to Sociology	3
SPCH 1101	Public Speaking	3
THEA 1101	Theater Appreciation	3

-Optional-

Optional Elective Course: Students may count one of the following courses toward total hours for certificate. See Advisor for additional information.

PSYC 1150	Industrial/Organizational Psychology	3
PSYC 2103	Human Development	3
PSYC 2250	Abnormal Psychology	3
SPAN 1101	Introduction to Spanish Language and Culture I	3
SPAN 1102	Introduction to Spanish Language and Culture II	3

SOCI 2600	Introduction to Social Problems	3

Technical Specialist Certificate (TC31)

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2350, and BUSN 2375 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 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

Occupational Courses (12 credits)

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

BUSN 1300	Introduction to Business	3
BUSN 2190	Business Document Proofreading and Editing	3
CISM 2201	Foundations of Computer Applications	3
MGMT 1100	Principles of Management	3

School of Business and Public Services

Accounting

Accounting AAS Degree (AC13)
Accounting Diploma (AC12)
Computerized Accounting Specialist Certificate (CAY1)
Office Accounting Specialist Certificate (OA31)
Payroll Accounting Specialist Certificate (PA61)
Tax Preparation Specialist Certificate (TPS1)

Business

General Business AS Degree (AF23)

Business Management

Business Management AAS Degree (MD13)
Business Management Diploma (MD12)
Human Resource Management Specialist Certificate (HRM1)
Service Sector Management Specialist Certificate (SSM1)

Business Technology

Business Healthcare Technology Degree (BHT3)
Business Healthcare Technology Diploma (BHT2)
Business Technology Degree (BT23)
Business Technology Diploma (BT12)
Administrative Support Assistant Certificate (AS81)
Assistant Office Manager Certificate (AFM1)
Executive Administrative Assistant Certificate (EAA1)
Healthcare Office Assistant Certificate (HFA1)
Healthcare Billing and Coding Specialist Certificate (HBC1)

In the process of teaching out the listed programs below.
Business Technology Degree (BA23)
Business Technology Diploma (BA22)
Administrative Support Assistant Certificate (AS21)
Healthcare Billing and Reimbursement Assistant Certificate (HBA1)
Medical Billing Clerk Certificate (MB21)
Microsoft Excel Application User Certificate (ME51)
Microsoft Office Applications Professional Certificate (MF41)
Microsoft Word Application Professional Certificate (MWA1)

Computer Information Systems

Computer Programming AAS Degree (CP23)
Computer Support Specialist AAS Degree (CS23)
Computer Support Specialist Diploma (CS14)
Cybersecurity AAS Degree (IS23)
Networking Specialist AAS Degree (NS13)
Networking Specialist Diploma (NS14)
AWS Cloud Solutions Specialist Certificate (AA91) - eCampus
Animation and Game Design Specialist Certificate (AAG1)
C# Programmer Certificate (CPB1)

Cyber Crime Specialist Certificate (CCR1)
Cybersecurity Certificate (IS81)
Cybersecurity Fundamentals (CW71)
Game Development Certificate Specialist (GDS1)
Help Desk Specialist Certificate (HD41)
Java Programmer Certificate (JP11)
PC Repair and Network Technician Certificate (PR21)

Criminal Justice

Criminal Justice Technology AAS Degree (CJT3)
Criminal Justice Technology Diploma (CJT2)
Crime Scene Fundamentals Certificate (CZ31)
Criminal Justice Fundamentals Certificate (CJ71)
Forensic Science Fundamentals Certificate (FSF1)

Culinary Arts

Culinary Arts AAS Degree (CA43)
Culinary Arts Diploma (CA44)
Baking and Pastry Specialist Certificate (BA51)
Catering Specialist Certificate (CS61)
Food Production Worker I Certificate (FPW1)
Prep Cook Certificate (PC51)

Early Childhood Care and Education

Early Childhood Care and Education AAS Degree (EC13)
Early Childhood Care and Education Diploma (ECC2)
Child Development Specialist Certificate (CD61)
Early Childhood Care and Education Basics Certificate (EC31)
Early Childhood Program Administration Certificate (ECP1)
Infant and Toddler Child Care Specialist Certificate (IC31)

Hotel Restaurant Tourism Management

Hotel/Restaurant/Tourism Management AAS Degree (HM13)
Hotel/Restaurant/Tourism Diploma (HM12)
Food and Beverage Director Certificate (FAB1)
Hospitality Industry Human Resources Assistant Certificate (HIH1)
Hotel Management Specialist Certificate (HM21)
Restaurant Manager Certificate (RM11)
Event Coordinator Certificate (SES1)

Marketing Management

Marketing Management AAS Degree (MM13)
Marketing Management Diploma (MM12)
Small Business Marketing Manager Certificate (SB51)

Accounting AAS Degree (AC13)

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 ACCT 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.

NOTE: It is recommend that students complete ACCT 1125 prior to ACCT 2120.

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 (p. 136).

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

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

CISM 2201	Foundations of Computer Applications	3

BUSN 1440: *Prerequisite is BUSN 1100 or the ability to key at least 30 words per minute. See Admissions Office for testing.*

Electives (Select 15 credits from the list below)

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

Accounting Diploma (AC12)

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 ACCT 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.

NOTE: It is recommended that students complete ACCT 1125 prior to ACCT 2120.

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

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

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

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 Concepts and Applications	4
BUSN 1440	Document Production	4
CISM 2201	Foundations of Computer Applications	3

BUSN 1440: Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.

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

Computerized Accounting Specialist Certificate (CAY1)

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 ACCT 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
BUSN 1410	Spreadsheet Concepts and Applications	4
CISM 2201	Foundations of Computer Applications	3
ACCT xxxx	Accounting Elective	3

Office Accounting Specialist Certificate (OA31)

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 ACCT 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
CISM 2201	Foundations of Computer Applications	3

Payroll Accounting Specialist Certificate (PA61)

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 ACCT 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ACCT 1100	Financial Accounting I	4
ACCT 1105	Financial Accounting II	4
ACCT 1115	Computerized Accounting	3
ACCT 1130	Payroll Accounting	3
CISM 2201	Foundations of Computer Applications	3

Tax Preparation Specialist Certificate (TPS1)

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 ACCT 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.

NOTE: It is recommended that students complete ACCT 1125 prior to ACCT 2120.

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ACCT 1100	Financial Accounting I	4
ACCT 1125	Individual Tax Accounting	3
ACCT 2120	Business Tax Accounting	3
ACCT xxxx	Accounting Elective	3
CISM 2201	Foundations of Computer Applications	3

General Business AS Degree (AF23)

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, https://www.westgatech.edu/admissions/registrars-office/articulation-agreements/. Please consult an academic advisor for requirements specific to each institution.

Credits for ACCT courses other than ACCT 2140 and ACCT 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 44 credit hours of general education courses as specified below **(all course prerequisites must be met).**

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 12 hours)

HIST 1111	World History I (to 1500)	3
	-or-	
HIST 1112	World History II (since 1500)	3
HIST 2111	U.S. History I (to 1877)	3
	-or-	
HIST 2112	U.S. History II (since 1865)	3

POLS 1101	American Government	3
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 Lab I	1
BIOL 1112	Biology II	3
BIOL 1112L	Biology Lab II	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 Lab I	1
PHYS 1112	Introductory Physics II	3
PHYS 1112L	Introductory Physics Lab II	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

Occupational Courses (23 credits)

CISM 2201: Students who successfully completed COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

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-	
CISM 2201	Foundations of Computer Applications	3
ECON 2105	Macroeconomics	3
ECON 2106	Microeconomics	3

ACCT 2140, CIST 2128: required for CSU transfer only

MGMT 2160, CISM 2201: required for UWG transfer only

Business Management AAS Degree (MD13)

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 (p. 136).

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ACCT 1100	Financial Accounting I	4
CISM 2201	Foundations of Computer Applications	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

-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 2135	Management Communication Techniques	3
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2205	Service Sector Management	3
MGMT 2210	Project Management	3
MGMT 2220	Management Occupation-Based Instructions	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
	-or-	
MGMT 2220	Management Occupation-Based Instructions	3
MGMT 2135	Management Communication Techniques	3
	-or-	
MGMT 2140	Retail Management	3
	-or-	
MGMT 2200	Production/Operations Management	3

Specific Occupational Courses (Marketing Specialization – 12 credits)

MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2500	Exploring Social Media	3
MKTG xxxx	Marketing Elective	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
MGMT 2135	Management Communication Techniques	3
	-or-	
MGMT 2120	Labor Management Relations	3
	-or-	
MGMT 2210	Project Management	3

	-or-	
MGMT 2220	Management Occupation-Based Instructions	3

Business Management Diploma (MD12)

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

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

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ACCT 1100	Financial Accounting I	4
CISM 2201	Foundations of Computer Applications	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 (6 credits from the list below)

MGMT 2130	Employee Training and Development	3
MGMT 2140	Retail Management	3

MGMT 2205	Service Sector Management	3
MGMT 2200	Production/Operations Management	3
MGMT 2210	Project Management	3
MGMT 2220	Management Occupation-Based Instructions	3

Human Resource Management Specialist Certificate (HRM1)

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

Occupational Courses

MGMT 1105	Organizational Behavior	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 1110	Employment Rules and Regulations	3
	-or-	
MGMT 2120	Labor Management Relations	3
	-or-	
MKTG 1130	Business Regulations and Compliance	3
MGMT xxxx	Guided Elective	3

Service Sector Management Specialist Certificate (SSM1)

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	3
MGMT 1100	Principles of Management	3
MGMT 2125	Performance Management	3
MGMT 2130	Employee Training and Development	3
MGMT 2205	Service Sector Management	3
MGMT 2140	Retail Management	3
	-or-	
MGMT 2210	Project Management	3

Business Healthcare Technology Degree (BHT3)

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

NOTE: The Business Healthcare 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 Healthcare 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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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 related administrative support positions within a variety of healthcare facilities.

Credit Required for Completion: 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 Business Healthcare 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 (p. 136).

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ACCT 1100	Financial Accounting I	4
ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1300	Introduction to Business	3
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
	-or-	
HIMT 1250	Health Record Content and Structure	2
BUSN 2375	Healthcare Coding	3
CISM 2201	Foundations of Computer Applications	3
	-or-	
HIMT 1151	Computer Applications in Healthcare	4
MAST 1120	Human Diseases	3

BUSN 1440: Prerequisite is BUSN 1100 or the ability to key at least 30 words per minute. See Admissions Office for testing.

-and-

Choose one of the following specializations

Specific Occupational Courses (Practice Management Specialization – 15 credits)

BUSN 2440	Healthcare Leadership and Professional Effectiveness	3
BUSN 2800	Practice Management Fundamental	3
BUSN 2810	Healthcare Compliance	3
BUSN 2820	Healthcare Practice Law and Ethics	3
BUSN 2830	Healthcare Delivery Systems	3

Specific Occupational Courses (Business Healthcare Specialization – 15-16 credits)

BUSN xxxx	Any BUSN credit course(s) may be used to satisfy this elective requirement	

Business Healthcare Technology Diploma (BHT2)

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

NOTE: The Business Healthcare 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 Healthcare 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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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 related administrative support positions within a variety of healthcare facilities.

Credit Required for Graduation: Minimum of 51 credit hours

Curriculum

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

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ACCT 1100	Financial Accounting I	4

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1440	Document Production	4
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
	-or-	
HIMT 1250	Health Record Content and Structure	2
BUSN 2375	Healthcare Coding	3
CISM 2201	Foundations of Computer Applications	3
	-or-	
HIMT 1151	Computer Applications in Healthcare	4
MAST 1120	Human Diseases	3

BUSN 1440: Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.

Occupational Electives (7 credits)

BUSN xxxx	Any BUSN credit course(s) may be used to satisfy this elective requirement

Business Technology Degree (BT23)

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

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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 opportunities as an executive administrative assistant, executive secretary or in a related field.

Credit Required for Completion: 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 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 (p. 136).

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

Occupational Courses

ACCT 1100	Financial Accounting I	4
CISM 2201	Foundations of Computer Applications	3

BUSN 1240	Office Procedures	3
BUSN 1300	Introduction to Business	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4
BUSN 1470	Professional Communication Skills	3
BUSN 2150	Social Media and Electronic Communication	3
BUSN 2190	Business Document Proofreading and Editing	3

-and-

Specific Occupational Courses

Office Management Specialization – 12 credits

BUSN 2130	Expert Spreadsheet Analysis	3
BUSN 2140	Expert Word Processing	3
BUSN 2290	Applied Business Technology	3
MGMT 1100	Principles of Management	3

Occupational Electives 6 credits

BUSN xxxx	Occupational Elective	6

Business Technology Diploma (BT12)

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

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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 42 credit hours

Curriculum

Basic Skills Courses

ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3
MATH 1012	Foundations of Mathematics	3

Occupational Courses

ACCT 1100	Financial Accounting I	4
BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4
BUSN 1470	Professional Communication Skills	3
BUSN 2150	Social Media and Electronic Communication	3
BUSN 2190	Business Document Proofreading and Editing	3

CISM 2201	Foundations of Computer Applications	3

Occupational Electives (6 credits)

BUSN xxxx	Any BUSN credit course(s) may be used to satisfy this elective requirement	

Business Technology Degree (BA23)

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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 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 (p. 136).

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

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
BUSN 2160	Electronic Mail Applications	2
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2210	Applied Office Procedures	3
CISM 2201	Foundations of Computer Applications	3
MGMT 1100	Principles of Management	3
	BUSN xxxx Occupational Elective (3 credits)	

BUSN 1440: Prerequisite is BUSN 1100 or the ability to key at least 30 words per minute. See Admissions Office for testing.

Business Technology Diploma (BA22)

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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

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

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

BUSN 1440: Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.

ACCT 1100	Financial Accounting I	4
BUSN 1190	Digital Technologies in Business	2
BUSN 1240	Office Procedures	3

BUSN 1400	Word Processing Applications	4
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1430	Desktop Publishing and Presentation Applications	4
BUSN 1440	Document Production	4
BUSN 2160	Electronic Mail Applications	2
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 2210	Applied Office Procedures	3
CISM 2201	Foundations of Computer Applications	3

Occupational Electives (6 credits)

BUSN xxxx	Any BUSN credit course(s) may be used to satisfy this elective requirement

Administrative Support Assistant Certificate (AS21)

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

BUSN 1240	Office Procedures	3
BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
CISM 2201	Foundations of Computer Applications	3

BUSN 1440: Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.

Occupational Electives (6 credits)

BUSN xxxx	Any BUSN credit course(s) may be used to satisfy this elective requirement

Administrative Support Assistant Certificate (AS81)

The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include Computer Literacy, Business Procedures, and Introduction to office suite software (including word processing, spreadsheet & database management).

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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

Occupational Courses

BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4
CISM 2201	Foundations of Computer Applications	3

Occupational Electives (6 credits)

BUSN xxxx	Any BUSN credit course(s) may be used to satisfy this elective requirement	

Assistant Office Manager Certificate (AFM1)

The Assistant Office Manager certificate prepares individuals to plan, direct, and coordinate activities that help an organization run efficiently. Graduates will also gain the knowledge and skills to perform word processing, spreadsheet, and database 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 Office Specialist (MOS) certification. Courses include Computer Literacy, Business Procedures, Computer Applications for the Business Professional, Expert Spreadsheet Analysis, Expert Word Processing, and Principles of Management.

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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 an assistant office manager or in a related field.

Credit Required for Completion: Minimum of 22 credit hours

Curriculum

Occupational Courses

BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1470	Professional Communication Skills	3
BUSN 2130	Expert Spreadsheet Analysis	3
BUSN 2140	Expert Word Processing	3
CISM 2201	Foundations of Computer Applications	3
MGMT 1100	Principles of Management	3

Executive Administrative Assistant Certificate (EAA1)

The Executive Administrative Assistant program prepares individuals to provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Courses include Computer Literacy, Business Procedures, Introduction to office suite software (including word processing, spreadsheet & database management), Principles of Management, and Financial Accounting.

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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 an executive administrative assistant or in a related field.

Credit Required for Completion: Minimum of 21 credit hours

Curriculum

Occupational Courses

ACCT 1100	Financial Accounting I	4
BUSN 1240	Office Procedures	3
BUSN 1450	Computer Applications for the Business Professional	4
BUSN 1460	Keyboarding and Document Formatting	4
CISM 2201	Foundations of Computer Applications	3
MGMT 1100	Principles of Management	3

Healthcare Billing and Coding Specialist Certificate (HBC1)

Healthcare Billing and Coding Specialist program provides a basic short-term academic credential with the 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 Healthcare Billing and Coding Specialist program provides basic training in anatomy, medical terminology, human pathology, insurance reimbursement, and diagnostic and procedural coding 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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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 insurance billing and coding specialist, front office assistants, or related administrative support positions within a variety of healthcare facilities.

Credit Required for Completion: Minimum of 34 credit hours

Curriculum

Occupational Courses

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1460	Keyboarding and Document Formatting	4
BUSN 2350	Electronic Health Records	3
	-or-	
HIMT 1250	Health Record Content and Structure	2
CISM 2201	Foundations of Computer Applications	3
ENGL 1010	Fundamentals of English I	3
MAST 1120	Human Diseases	3
BUSN 2400	Healthcare Procedural Coding	3
BUSN 2410	ICD Coding	3
BUSN 2420	Advanced Medical Coding	3

Healthcare Billing and Reimbursement Assistant Certificate (HBA1)

The Healthcare Billing and Reimbursement Assistant certificate program provides instruction in medical facility reimbursement and compliance regulations.

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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 insurance billing assistants/clerks, front office assistants, or related administrative support positions within a variety of healthcare facilities.

Credit Required for Completion: Minimum of 22 credit hours

Curriculum

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
CISM 2201	Foundations of Computer Applications	3
	-or-	
HIMT 1151	Computer Applications in Healthcare	4
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2350	Electronic Health Records	3
BUSN 2375	Healthcare Coding	3
MAST 1120	Human Diseases	3

Healthcare Office Assistant Certificate (HFA1)

The Healthcare Office Assistant certificate is designed to provide 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 area. Technical courses apply to the degree or diploma program in Business Healthcare 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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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 insurance billing assistants/clerks, front office assistants, or related administrative support positions within a variety of healthcare facilities.

Credit Required for Completion: Minimum of 29 credit hours

Curriculum

Occupational Courses

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 1460	Keyboarding and Document Formatting	4
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
	-or-	
HIMT 1250	Health Record Content and Structure	2
CISM 2201	Foundations of Computer Applications	3
ENGL 1010	Fundamentals of English I	3
MAST 1120	Human Diseases	3

Medical Billing Clerk Certificate (MB21)

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BUSN 1440	Document Production	4
BUSN 2375	Healthcare Coding	3
CISM 2201	Foundations of Computer Applications	3

BUSN 1440: Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.

Occupational Electives (5 credits)

BUSN xxxx	Any BUSN credit course(s) may be used to satisfy this elective requirement	

Microsoft Excel Application User Certificate (ME51)

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

BUSN 1410	Spreadsheet Concepts and Applications	4
CISM 2201	Foundations of Computer Applications	3
MATH 1011	Business Math	3
	-or-	
MATH 1012	Foundations of Mathematics	3

Occupational Electives (3 credits)

BUSN xxxx	Any BUSN credit course(s) may be used to satisfy this elective requirement	

Microsoft Office Applications Professional Certificate (MF41)

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

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
CISM 2201	Foundations of Computer Applications	3

Occupational Electives (3 credits)

BUSN xxxx	Any BUSN credit course(s) may be used to satisfy this elective requirement	

Microsoft Word Application Professional Certificate (MWA1)

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 1015, BUSN 1190, BUSN 1400, BUSN 1410, BUSN 1420, BUSN 1430, BUSN 1440, BUSN 2160, BUSN 2210, BUSN 2340, BUSN 2350, and BUSN 2375 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

BUSN 1400	Word Processing Applications	4
BUSN 1440	Document Production	4
CISM 2201	Foundations of Computer Applications	3

BUSN 1440: Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.

Occupational Electives (3 credits)

BUSN xxxx	Any BUSN credit course(s) may be used to satisfy this elective requirement

Computer Programming AAS Degree (CP23)

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 & CISM 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 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. 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 (p. 136).

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	3
CIST 1001	Computer Concepts	4
CIST 1130	Operating Systems Concepts	3
CIST 1220	Structured Query Language	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 2120	Supporting Application Software	4
CIST 2921	IT Analysis Design and Project Management	4

ACCT 1100	Financial Accounting I	4
	-or-	
BUSN 1300	Introduction to Business	3
	-or-	
MGMT 1120	Introduction to Business	3

-and-

Programming Language Courses (20 credits from the list below)

CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST 2742	Beginning Python Programming	4

Computer Support Specialist AAS Degree (CS23)

The 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 & CISM 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 (p. 136).

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1220	Structured Query Language	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 2921	IT Analysis Design and Project Management	4

Occupational Electives (11 credits)

CIST xxxx	Any CIST credit course(s) may be used to satisfy this elective requirement.

Computer Support Specialist Diploma (CS14)

The 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 & CISM 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

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

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1220	Structured Query Language	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 2921	IT Analysis Design and Project Management	4

Occupational Electives (11 credits)

CIST xxxx	Any CIST credit course(s) may be used to satisfy this elective requirement.

Cybersecurity AAS Degree (IS23)

The Cybersecurity 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. Program graduates are qualified for employment as cybersecurity specialists.

NOTE: Program courses in computer information systems require strong aptitudes for math, problem solving, critical thinking, listening, teamwork, and written direction.

Credits for CIST & CISM 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 entry-level employment as cybersecurity specialists working with networking systems, telecommunications, cryptography, security system design, or risk assessment and contingency planning.

Credit Required for Completion: 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. 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 (p. 136).

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, MATH 1103, or MATH 1111)

Area IV requirements (minimum 3 hours)

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2601	Implementing Operating Systems Security	4

CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4

CIST Guided Electives (16 credits from the list below)

CIST 2411	Microsoft Client	4
CIST 2413	Cloud and data foundations with Microsoft Azure	4
CIST 2414	Maintaining Windows Server	4
CIST 2431	UNIX/Linux Introduction	4

Networking Specialist AAS Degree (NS13)

The 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 & CISM 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

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 (p. 136).

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	3
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

Occupational Electives (11 credits)

CIST xxxx	Any CIST credit course(s) 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 Installation and Maintenance	4
CIST 2413	Cloud and data foundations with Microsoft Azure	4
CIST 2414	Maintaining Windows Server	4

Networking Specialist Diploma (NS14)

The 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 & CISM 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

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

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	3
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 xxxx	Any CIST credit course(s) may be used to satisfy this elective requirement (6 credits)	

-and-

The following specialization

Specific Occupational Courses (Microsoft Specialization – 16 credits)

CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Installation and Maintenance	4
CIST 2413	Cloud and data foundations with Microsoft Azure	4

CIST 2414	Maintaining Windows Server	4

AWS Cloud Solutions Specialist (AA91)

Students acquire Cloud computing skills in the Amazon Web Services Environment through hands-on practical experience and can prepare for AWS Certifications including Cloud Practitioner, Solutions Architect Associate, and Developer Associate.

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

Credits for CIST & CISM 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 will be prepared to pursue opportunities in computer and information technology occupations.

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

Occupational Courses

CIST 2480	AWS Cloud Foundations	4
CIST 2481	AWS Cloud Architecting	4
CIST 2482	AWS Cloud Developing	4
CIST 1401	Computer Networking Fundamentals	4

Animation and Game Design Specialist Certificate (AAG1)

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 & CISM 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

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

C Sharp Programmer Certificate (CPB1)

The C# Programmer certificate provides the opportunity for students and IT professionals to add C# programming language skills and NET skills to their IT knowledge base. Completers of this certificate are C# Programmers.

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

Credits for CIST & CISM 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 23 credit hours

Curriculum

Occupational Courses

CIST 2341	C# Programming I	4
CIST 2342	C# Programming II	4
CIST 1220	Structured Query Language	4
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST xxxx	CIST Guided Elective	4

Cyber Crime Specialist Certificate (CCR1)

This is a complementary certificate for the information Security and Criminal Justice students. This certificate program will provide basic training in Computer Forensics and Cyber Crime.

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

Credits for CIST & CISM 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 seek employment as entry-level computer forensics technicians in a variety of corporate and criminal justice environments.

Credit Required for Completion: Minimum of 21 credit hours

Curriculum

Occupational Courses

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 2612	Computer Forensics	4
CRJU 1010	Introduction to Criminal Justice	3
CRJU 2050	Criminal Procedure	3

Cybersecurity Certificate (IS81)

The Cybersecurity certificate is designed to give students the knowledge they need to understand and maintain computer information systems security.

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

Credits for CIST & CISM 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 entry-level employment as cybersecurity specialists working with networking systems, telecommunications, cryptography, security system design, or risk assessment and contingency planning.

Credit Required for Completion: Minimum of 26 credit hours

Curriculum

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
CIST 2601	Implementing Operating Systems Security	4
CIST 2602	Network Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4

Cybersecurity Fundamentals Certificate (CW71)

The Cybersecurity Fundamentals TCC is a sequence of courses designed, upon completion of required prerequisite courses, to provide students with an understanding of the fundamental concepts, principles and techniques required in computer information processing. Completion of the TCC will prepare students to either continue more advanced studies in cybersecurity leading toward a Diploma or AAS Degree or broaden their current CIST knowledge base.

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

Credits for CIST & CISM 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 entry-level employment as cybersecurity specialists working with networking systems, telecommunications, cryptography, security system design, or risk assessment and contingency planning.

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3

Game Development Specialist Certificate (GDS1)

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 & CISM 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

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

Help Desk Specialist Certificate (HD41)

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 & CISM 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 26 credit hours

Curriculum

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	3
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	4

Occupational Electives (4 credits from the list below)

CIST 2120	Supporting Application Software	4
CIST 2411	Microsoft Client	4
CIST 2414	Maintaining Windows Server	4

Java Programmer Certificate (JP11)

The Java Programmer certificate provides the opportunity for students and IT professionals to add Java program language skills and object-oriented programming skills to their IT knowledge base. Completers of this certificate are Java Programmers.

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

Credits for CIST & CISM 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 23 credit hours

Curriculum

Occupational Courses

CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	4
CIST 1220	Structured Query Language	4
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4
CIST xxxx	CIST Guided Elective	4

PC Repair and Network Technician Certificate (PR21)

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 & CISM 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	3
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4

Criminal Justice Technology AAS Degree (CJT3)

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 (p. 136).

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

Occupational Courses

CISM 2201	Foundations of Computer Applications	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 Internship/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 1075	Report Writing	3
CRJU 2060	Criminology	3
FOSC 1206	Introduction to Forensic Science	3
CRJU 2201	Criminal Courts	3

Criminal Justice Technology Diploma (CJT2)

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

Basic Skills Courses		
PSYC 1010	Basic Psychology	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
Occupational Courses		
CISM 2201	Foundations of Computer Applications	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 Internship/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 1065	Community-Oriented Policing	3
CRJU 1075	Report Writing	3
FOSC 1206	Introduction to Forensic Science	3
CRJU 2060	Criminology	3
CRJU 2201	Criminal Courts	3

Crime Scene Fundamentals Certificate (CZ31)

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	3
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1063	Crime Scene Processing	3

Forensic Science Fundamentals (FSF1)

The Forensic Science Fundamentals Technical Certificate of Credit 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 my 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 exposure to knowledge and skills that may encourage preparation and departmental advancement in the areas of forensic science technology or criminal justice.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

Occupational Courses

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1062	Methods of Criminal Investigation	3
CRJU 1063	Crime Scene Processing	3
FOSC 1206	Introduction to Forensic Science	3

Criminal Justice Fundamentals Certificate (CJ71)

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

Occupational Courses

CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CISM 2201	Foundations of Computer Applications	3

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

Culinary Arts AAS Degree (CA43)

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 (p. 136).

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

Occupational Courses

COMP 1000	Introduction to Computer Literacy	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	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 and Customer Service	3
CUUL 1450	Food Service Manager in Training I	3
CUUL 1460	Food Service Manager in Training II	3

Culinary Arts Diploma (CA44)

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

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 Computer Literacy	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	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

Baking and Pastry Specialist Certificate (BA51)

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

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

Catering Specialist Certificate (CS61)

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

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

Food Production Worker I Certificate (FPW1)

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

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

Prep Cook Certificate (PC51)

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

Occupational Courses

CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6

Early Childhood Care and Education AAS Degree (EC13)

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. Graduates of this program will receive one of three areas of specialization: infant/toddler, program administration, paraprofessional/school age.

NOTE: To be employed in a child care center licensed by the Georgia Department of Early Care and Learning, an individual must first complete a comprehensive background check with evidence of a satisfactory determination of the following: National fingerprint-based criminal history check; Georgia Child Abuse Registry; National Sex Offender Registry; and State fingerprint-based criminal history records check and State child abuse registry for every U.S. territory, tribal land, or state in which the person has resided in the past five (5) years. Students must have a comprehensive background check with evidence of a satisfactory determination from the above list in order to complete program requirements. The cost of these record checks is at the student's expense and must be completed before participation in a practicum or internship, whether completing practicum or internship at a licensed Georgia child care center, private child care or public school.

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 (p. 136) 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

Occupational Courses

COMP 1000	Introduction to Computer Literacy	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 2201	Exceptionalities	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3
ECCE 2245	Early Childhood Care and Education Internship I	6

Occupational Electives (6 credits from the list below)

ECCE 2246	Early Childhood Care and Education Internship II	6
	-or-	
ECCE 2310	Paraprofessional Methods and Materials	3
ECCE 2312	Paraprofessional Roles and Practices	3
	-or-	
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3
	-or-	
ECCE 2330	Infant/Toddler Development	3
ECCE 2332	Infant/Toddler Group Care and Curriculum	3

and

Choose one of the following specializations (Cannot duplicate previous courses)

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 Specialization – 6 credits)

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

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

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

Early Childhood Care and Education Diploma (ECC2)

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 a child care center licensed by the Georgia Department of Early Care and Learning, an individual must first complete a comprehensive background check with evidence of a satisfactory determination of the following: National fingerprint-based criminal history check; Georgia Child Abuse Registry; National Sex Offender Registry; and a State fingerprint-based criminal history records check and State child abuse registry for every U.S. territory, tribal land, or state in which the person has resided in the past five (5) years. Students must have a comprehensive background check with evidence of a satisfactory determination from the above list in order to complete program requirements. The cost of these record checks is at the student's expense and must be completed before participation in a practicum or internship, whether completing practicum or internship at a licensed Georgia child care center, private child care or public school.

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

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 Computer Literacy	3
ECCE 1101	Introduction to Early Childhood Care and Education	3
ECCE 1103	Child Growth and Development	3
ECCE 1105	Health, Safety and Nutrition	3
ECCE 1112	Curriculum and Assessment	3
ECCE 1113	Creative Activities for Children	3
ECCE 1121	Early Childhood Care and Education Practicum	3
ECCE 2115	Language and Literacy	3
ECCE 2116	Math and Science	3
ECCE 2202	Social Issues and Family Involvement	3
ECCE 2203	Guidance and Classroom Management	3

-and-

Choose one of the following options

Specific Occupational Courses (Option 1 - 12 credits)

ECCE 2245	Early Childhood Care and Education Internship I	6
ECCE 2246	Early Childhood Care and Education Internship II	6

Specific Occupational Courses (Option 2 - 12 credits)

ECCE 2201	Exceptionalities	3
ECCE 2245	Early Childhood Care and Education Internship I	6

-and-

Occupational Electives (3 credits from the list below)

ECCE 2310	Paraprofessional Methods and Materials	3
ECCE 2312	Paraprofessional Roles and Practices	3
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3
ECCE 2330	Infant/Toddler Development	3
ECCE 2332	Infant/Toddler Group Care and Curriculum	3

Child Development Specialist Certificate (CD61)

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

NOTE: To be employed in a child care center licensed by the Georgia Department of Early Care and Learning, an individual must first complete a comprehensive background check with evidence of a satisfactory determination of the following: National fingerprint-based criminal history check; Georgia Child Abuse Registry; National Sex Offender Registry; and, a State fingerprint-based criminal history records check and State child abuse registry for every U.S. territory, tribal land, or state in which the person has resided in the past five (5) years. Students must have a comprehensive background check with evidence of a satisfactory determination from the above list in order to complete program requirements. The cost of these record checks are at the student's expense and must be completed before participation in a practicum or internship whether completing practicum or internship at a licensed Georgia child care center, private child care or public school.

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

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

Early Childhood Care and Education Basics Certificate (EC31)

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 a child care center licensed by the Georgia Department of Early Care and Learning, an individual must first complete a comprehensive background check with evidence of a satisfactory determination of the following: National fingerprint-based criminal history check; Georgia Child Abuse Registry; National Sex Offender Registry; and a State fingerprint-based criminal history records check and State child abuse registry for every U.S. territory, tribal land, or state in which the person has resided in the past five (5) years. Students must have a comprehensive background check with evidence of a satisfactory determination from the above list in order to complete program requirements. The cost of these record checks is at the student's expense and must be completed before participation in a practicum or internship, whether completing practicum or internship at a licensed Georgia child care center, private child care or public school.

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

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

Early Childhood Program Administration Certificate (ECP1)

The Early Childhood Care and Education Program Administration TCC program is a sequence of three courses designed to prepare students for a job as manager of a Childcare Learning Center or a Group Day Care Center. The program emphasizes child growth and development and management and administration issues involved in managing a child care center. Graduates have qualifications to be employed in early care and education settings including child care centers, Head Start, and Georgia Pre-K programs.

NOTE: To be employed in a child care center licensed by the Georgia Department of Early Care and Learning, an individual must first complete a comprehensive background check with evidence of a satisfactory determination of the following: National fingerprint-based criminal history check; Georgia Child Abuse Registry; National Sex Offender Registry; and a State fingerprint-based criminal history records check and State child abuse registry for every U.S. territory, tribal land, or state in which the person has resided in the past five (5) years. Students must have a comprehensive background check with evidence of a satisfactory determination from the above list in order to complete program requirements. The cost of these record checks is at the student's expense and must be completed before participation in a practicum or internship, whether completing practicum or internship at a licensed Georgia child care center, private child care or public school.

Career Opportunities

Graduates have qualifications to be employed in early care and education settings. Graduates may find employment as teacher assistants, early child care professionals, preschool and kindergarten teachers (private sectors), Head Start teachers, child care program administration, and child care center directors.

Credit Required for Completion: Minimum of 9 credit hours

Curriculum

Occupational Courses

ECCE 1103	Child Growth and Development	3
ECCE 2320	Program Administration and Facility Management	3
ECCE 2322	Personnel Management	3

Infant and Toddler Child Care Specialist Certificate (IC31)

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 a child care center licensed by the Georgia Department of Early Care and Learning, an individual must first complete a comprehensive background check with evidence of a satisfactory determination of the following: National fingerprint-based criminal history check; Georgia Child Abuse Registry; National Sex Offender Registry; and State fingerprint-based criminal history records check and State child abuse registry for every U.S. territory, tribal land, or state in which the person has resided in the past five (5) years. Students must have a comprehensive background check with evidence of a satisfactory determination from the above list in order to complete program requirements. The cost of these record checks is at the student's expense and must be completed before participation in a practicum or internship, whether completing practicum or internship at a licensed Georgia child care center, private child care or public school.

Career Opportunities

Graduates may find employment in early care and education settings including childcare centers, Head Start, 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

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

Hotel Restaurant Tourism Management AAS Degree (HM13)

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Associate of Applied Science Degree.

Career Opportunities

Graduates will be prepared to pursue opportunities in hospitality operations, customer sales and assistance operations and techniques, telephone operations, basic office management, retail sports, recreation equipment, food and beverage.

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 (p. 136).

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

Occupational Courses

CISM 2201	Foundations of Computer Application	3
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1105	Tourism in Georgia	3
HRTM 1110	Travel Industry and Travel Geography	3
HRTM 1130	Business Etiquette and Communication	3
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1160	Food and Beverage Management	3
HRTM 1170	Hospitality Industry Accounting and Financial Analysis	3
HRTM 1201	Hospitality Marketing	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3
HRTM 1230	Internship	3

Hotel Restaurant Tourism Management Diploma (HM12)

The Hotel/Restaurant/Tourism Management program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism management fields. The Hotel/Restaurant/Tourism Management program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism management. Graduates of the program receive a Hotel/Restaurant/Tourism Management Diploma.

Career Opportunities

Graduates will be prepared to provide marketing services in the hospitality and leisure fields. Includes instruction in hospitality operations, customer sales and assistance operations and techniques, telephone operations, basic office management, retail sports, recreation equipment, food and beverage.

Credit Required for Graduation: Minimum of 44 credit hours

Curriculum

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

CISM 2201	Foundations of Computer Application	3
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1105	Tourism in Georgia	3
HRTM 1110	Travel Industry and Travel Geography	3
HRTM 1130	Business Etiquette and Communication	3
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1160	Food and Beverage Management	3
HRTM 1201	Hospitality Marketing	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3
HRTM 1230	Internship	3

Event Coordinator Certificate (SES1)

The Event Coordinator certificate program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism fields. The Event Coordinator certificate 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 Hotel/Restaurant/Tourism events.

Career Opportunities

Graduates will be prepared to coordinate the logistical and operational aspects of an event or meeting. Whether it is a public celebration or a private affair, professional Event Planners must manage every phase of the experience.

Credit Required for Completion: Minimum of 9 credit hours

Curriculum

Occupational Courses

HRTM 1150	Event Planning	3
HRTM 1201	Hospitality Marketing	3

Food and Beverage Director Certificate (FAB1)

The Food and Beverage program prepares students for employment in a variety of positions in today's hotels and restaurants. The Food and Beverage program provides learning opportunities which introduce, develop, and reinforce occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Food and Beverage Management.

Career Opportunities

Graduates will be prepared to oversees management, budget and operation of the food service establishment, catering services and kitchen, and maintains a close liaison with the sales department to ensure maximum profitability.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

Occupational Courses

CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
HRTM 1100	Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1160	Food and Beverage Management	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

Hospitality Industry Human Resources Assistant Certificate (HIH1)

The Hospitality Industry Human Resources Assistant programs prepares students for employment in Human Resources and the employment management department. Topics include Business Etiquette, hospitality law, supervision and leadership.

Career Opportunities

Graduates will assist with the administration of the day-to-day operations of the human resources functions and duties. The HR assistant carries out responsibilities in some or all of the following functional areas: departmental development, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

Occupational Courses

CISM 2201	Foundations of Computer Application	3
HRTM 1130	Business Etiquette and Communication	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

Hotel Management Specialist Certificate (HM21)

The Hotel Management Specialist certificate program prepares students for employment in a variety of positions in today's hotel industry. Hotel Management Specialist certificate program learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Career Opportunities

Graduates will be prepared to oversee the day-to-day management of a hotel and its staff and has commercial accountability for planning, organizing and directing all hotel services, including front-of-house (reception, concierge, reservations), food and beverage operations and housekeeping. In larger hotels, managers often have a specific remit (guest services, accounting, marketing) and make up a general management team.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

Occupational Courses

HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1201	Hospitality Marketing	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

Restaurant Manager Certificate (RM11)

The Restaurant Manager program prepares students for employment in the restaurant industry with skills necessary to manage and operate food service establishments.

Career Opportunities

Graduates will be prepared to ensure that restaurants operate efficiently and profitably while maintaining their reputation and ethos. They must coordinate a variety of activities, whatever the size or type of the outlet. Managers are responsible for the business performance of their restaurant, as well as maintaining high standards of food, service, and health and safety. They combine strategic planning, shift pattern organization and day-to-day management activities.

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

Occupational Courses

CUUL 1110	Culinary Safety and Sanitation	2
HRTM 1130	Business Etiquette and Communication	3
HRTM 1160	Food and Beverage Management	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

Marketing Management AAS Degree (MM13)

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 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 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 (p. 136) 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ACCT 1100	Financial Accounting I	4
BUSN 1190	Digital Technologies in Business	2
	-or-	
BUSN 1430	Desktop Publishing and Presentation Applications	4
	-or-	
MKTG 2030	Digital Publishing and Design	3
CISM 2201	Foundations of Computer Applications	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

MKTG 1190	Integrated Marketing Communications	3
MKTG 2090	Marketing Research	3

Marketing Electives (9 credits from the list below)

MKTG 1270	Visual Merchandising	3
MKTG 2000	Global Marketing	3
MKTG 2290	Marketing Internship/Practicum	3
MKTG 2300	Marketing 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)

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 Management	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

Marketing Management Diploma (MM12)

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 43 credit hours

Curriculum

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

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	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 1270	Visual Merchandising	3
MKTG 2090	Marketing Research	3
MKTG 2290	Marketing Internship/Practicum	3
	-or-	
MKTG 2300	Marketing 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)

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 Management	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

Small Business Marketing Manager Certificate (SB51)

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

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

School of Health Sciences

Medical Laboratory Technology
Medical Laboratory Technology AAS Degree (CLT3)
Phlebotomy Technician Certificate (PT21)
Phlebotomy Technology Specialist Certificate (PT71)

Dental Assisting
Coronal Polishing Certificate (CY71)
Dental Assisting Advanced Certificate (AD21)
Dental Assisting Basic Certificate (BDA1)

Dental Hygiene
Dental Hygiene AAS Degree (DH13)

Emergency Medical Services
Paramedicine Degree (PT13)
Paramedicine Diploma (PT12)
Advanced Emergency Medical Technician Certificate (EMH1)
Emergency Medical Technician Certificate (EMJ1)
Emergency Medical Responder (EMR) Certificate (EB71)
Paramedicine Accelerated Certificate (PAF1)

Fire Science Technology
Fire Science Technology AAS Degree (FS13)
Fire Science Technology Diploma (FST2)

Health Services
Health Information Management Technology Degree (HI13)
Healthcare Management Degree (HC23)
Healthcare Assistant Certificate (HA21)
Healthcare Professional Certificate (HP41)

Medical Assisting
Medical Assisting Diploma (MA22)
Medical Coding Certificate (MC41)

Pharmacy Technology
Pharmacy Technology AAS Degree (PT23)
Pharmacy Technology Diploma (PT22)
Pharmacy Assistant Certificate (PB71)

Radiologic Technology
Radiologic Technology AAS Degree (RT23)
Computed Tomography Specialist Certificate (CT91)
Mammography Certificate (MA11)

Surgical Technology

Surgical Technology Degree (ST13)

Advanced Dental Assisting Certificate (AD21)

The Advanced Dental Assisting program prepares students for employment in a variety of positions in today's dental offices. The program provides learning opportunities which 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

Dental Assistants sterilize and disinfect instruments and equipment, prepare instrument and material tray setups for each patient procedure, obtain and maintain patients' dental records and perform laboratory duties such as making study models, making temporary crowns, and polishing removable appliances. During dental procedures, assistants work alongside the dentist to provide assistance. They also instruct patients on postoperative and general oral health care. Dental Assistants may perform expanded function duties after meeting Georgia state law requirements.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

Occupational Courses

DENA 1030	Preventive Dentistry	1
DENA 1350	Dental Assisting II: Dental Specialties and EDDA Skills	7
DENA 1390	Dental Radiology	4
DENA 1400	Dental Practice Management	2
DENA 1470	Dental Practicum II	1

Basic Dental Assisting Certificate (BDA1)

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 which introduce academic and occupational knowledge, skills, and attitudes required for job acquisition and retention.

Career Opportunities

Dental Assistants sterilize and disinfect instruments and equipment, prepare instrument and material tray setups for each patient procedure, obtain and maintain patients' dental records. During dental procedures, assistants work alongside the dentist to provide assistance. They also instruct patients on postoperative and general oral health care.

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

Occupational Courses

DENA 1050	Microbiology and Infection Control	3
DENA 1080	Dental Anatomy	4
DENA 1340	Dental Assisting I: General Chairside	6
DENA 1460	Dental Practicum I	1

Coronal Polishing Certificate (CY71)

The Coronal Polishing technical certificate of credit prepares graduates to perform the coronal polishing procedure as prescribed by Georgia Board of Dentistry. This procedure is limited to pediatric patients up to age twelve. Additional topics will include principles of coronal polishing including, but not limited to: armamentarium; proper clinician positioning and ergonomics, preferred polishing technique using a stable fulcrum, abrasive polishing agents commonly used in coronal polishing using a slow speed handpiece, indications for professionally applied topical fluoride agents for caries prevention and fluoride delivery methods.

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

Occupational Courses

DENA 1030	Preventive Dentistry	1
DENA 1340	Dental Assisting I: General Chairside	6
DENA 1350	Dental Assisting II: Dental Specialties and EDDA Skills	7

Dental Hygiene AAS Degree (DH13)

The Dental Hygiene program is a sequence of courses that prepares students for positions in the dental profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Registered dental hygienists work in a variety of professional settings. The public is most familiar with dental hygienists in the private dental office, where they perform numerous critical services designed to detect and prevent diseases of the mouth. These include oral prophylaxis; assessing the head, neck, and oral areas for signs of disease; educating patients about oral hygiene; taking or developing radiographs; and applying fluoride and sealants. In this setting, registered dental hygienists play a vital role in protecting the oral health of the American public. Program graduates receive a Dental Hygiene Associate of Applied Science degree. 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 June 1. 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 1211L or CHEM 1151/CHEM 1151L 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/BIOL 2117L with a minimum grade of C prior to entering the 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 or the Test of Essential Academic Skills (TEAS). (The PSB will no longer be accepted after the June 1, 2022 application deadline.) **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 PSB or TEAS 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 (p. 136) 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 or CHEM 1151/CHEM 1151L)

Area IV requirements (minimum 3 hours)

Occupational Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & 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
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

- Must complete CHEM 1211/CHEM 1211L or CHEM 1151/CHEM 1151L 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/BIOL 2117L with a minimum grade of C prior to entering the program.

Paramedicine Degree (PT13)

The Paramedicine applied associate in science degree program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine degree program prepares students for employment in paramedic positions in today's health services field. The Paramedic degree program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Career Opportunities

Graduates may seek employment in a variety of settings including fire departments, hospitals, ambulance services, local government and in a number of industries.

Program Requirements

Applicants must hold current certification and/or licensure as an: EMT I/99 or AEMT.

Accreditation Status

The Paramedic program at West GA Technical College has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).This letter is NOT a CAAHEP accreditation status, it is a status CoAEMSP Policies and Procedures for Programs Approved by the CoAEMSP Board of Directors November 6, 2020 signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation.

Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445

Credit Required for Completion: Minimum of 67 credit hours

Curriculum

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 3 hours from Area I, II, III, OR IV

Occupational Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320	Therapeutic Modalities of Medical Care	5
EMSP 2330	Therapeutic Modalities of Trauma Care	4
EMSP 2340	Therapeutic Modalities for Special Patient Populations	4
EMSP 2510	Clinical Applications for the Paramedic I	2
EMSP 2520	Clinical Applications for the Paramedic II	2
EMSP 2530	Clinical Applications for the Paramedic III	2
EMSP 2540	Clinical Applications for the Paramedic IV	1
EMSP 2550	Clinical Applications for the Paramedic V	1
EMSP 2560	Clinical Applications for the Paramedic VI	1
EMSP 2570	Clinical Applications for the Paramedic VII	1
EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Applications for the Paramedic	3

Paramedicine Diploma (PT12)

The Paramedicine diploma program prepares students to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Career Opportunities

Graduates may seek employment in a variety of settings including fire departments, hospitals, ambulance services, local government and in a number of industries.

Program Requirements

Applicants must hold current certification and/or licensure as an: EMT I/99 or AEMT.

Accreditation Status

The Paramedic program at West GA Technical College has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).This letter is NOT a CAAHEP accreditation status, it is a status CoAEMSP Policies and Procedures for Programs Approved by the CoAEMSP Board of Directors November 6, 2020 signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation.

Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445

Credit Required for Completion: Minimum of 58 credit hours

Curriculum

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
EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3
EMSP 2130	Advanced Resuscitative Skills for Paramedics	3
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320	Therapeutic Modalities of Medical Care	5
EMSP 2330	Therapeutic Modalities of Trauma Care	4
EMSP 2340	Therapeutic Modalities for Special Patient Populations	4
EMSP 2510	Clinical Applications for the Paramedic I	2
EMSP 2520	Clinical Applications for the Paramedic II	2
EMSP 2530	Clinical Applications for the Paramedic III	2
EMSP 2540	Clinical Applications for the Paramedic IV	1
EMSP 2550	Clinical Applications for the Paramedic V	1
EMSP 2560	Clinical Applications for the Paramedic VI	1
EMSP 2570	Clinical Applications for the Paramedic VII	1
EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Applications for the Paramedic	3

Advanced Emergency Medical Technician Certificate (EMH1)

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

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

Paramedicine Accelerated Certificate (PAF1)

Paramedics provide more extensive pre-hospital care than do EMTs. In addition to carrying out the procedures of the other levels, paramedics administer medications orally and intravenously, interpret electrocardiograms (EKGs), perform endotracheal intubations, and use monitors and other complex equipment. However, like the AEMT level, what paramedics are permitted to do varies by State. EMTs and paramedics work both indoors and out, in all types of weather. They are required to do considerable kneeling, bending, and heavy lifting. These workers are at a higher risk for contracting illnesses or experiencing injuries on the job than workers in other occupations. They risk noise-induced hearing loss from sirens and back injuries from lifting patients. In addition, EMTs and paramedics may be exposed to communicable diseases, such as hepatitis-B and AIDS, as well as to violence from mentally unstable or combative patients. The work is not only physically strenuous but can be stressful, sometimes involving life-or-death situations and suffering patients. Nonetheless, many people find the work exciting and challenging and enjoy the opportunity to help others. These workers experienced a larger than average number of work-related injuries or illnesses. Many EMTs and paramedics are required to work more than 40 hours a week. Because emergency services function 24 hours a day, EMTs and paramedics may have irregular working hours. All 50 States require EMTs and Paramedics to be licensed, but the levels and titles vary from State to State. In most States and the District of Columbia certification by the NREMT is required at some or all levels. Some States administer their own certification examination or provide the option of taking either the NREMT or State examination. In most States, licensure renewal is required every two to three years and generally, EMTs and paramedics must take refresher training courses or complete continuing education requirements.

Accreditation Status

The Paramedic program at West GA Technical College has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).This letter is NOT a CAAHEP accreditation status, it is a status CoAEMSP Policies and Procedures for Programs Approved by the CoAEMSP Board of Directors November 6, 2020 signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation.

Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact the CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445

Career Opportunities

Graduates may seek employment in a variety of settings including fire departments, hospitals, ambulance services, local government and in a number of industries.

Credit Required for Completion: Minimum of 44 credit hours

Curriculum

Occupational Courses

EMSP 2110	Foundations of Paramedicine	3
EMSP 2120	Applications of Pathophysiology for Paramedics	3

EMSP 2130	Advanced Resuscitative Skills for Paramedics	3
EMSP 2140	Advanced Cardiovascular Concepts	4
EMSP 2310	Therapeutic Modalities of Cardiovascular Care	3
EMSP 2320	Therapeutic Modalities of Medical Care	5
EMSP 2330	Therapeutic Modalities of Trauma Care	4
EMSP 2340	Therapeutic Modalities for Special Patient Populations	4
EMSP 2510	Clinical Applications for the Paramedic I	2
EMSP 2520	Clinical Applications for the Paramedic II	2
EMSP 2530	Clinical Applications for the Paramedic III	2
EMSP 2540	Clinical Applications for the Paramedic IV	1
EMSP 2550	Clinical Applications for the Paramedic V	1
EMSP 2560	Clinical Applications for the Paramedic VI	1
EMSP 2570	Clinical Applications for the Paramedic VII	1
EMSP 2710	Field Internship for the Paramedic	2
EMSP 2720	Practical Applications for the Paramedic	3

Emergency Medical Responder Certificate (EB71)

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. The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of prehospital, industrial and first responder settings. After successful completion of a SOEMST approved EMR program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination.

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 11 credit hours

Curriculum

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

Emergency Medical Technician Certificate (EMJ1)

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

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

Fire Science Technology AAS Degree (FS13)

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 pursue firefighter certification or apply this degree towards expanding their knowledge 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 (p. 136) 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	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
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

Fire Science Technology Diploma (FST2)

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 pursue firefighter certification or apply this diploma towards expanding their knowledge as firefighters, leaders, and officers in the fire service industry.

Credit Required for Graduation: Minimum of 55 credit hours

Curriculum

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

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

CISM 2201	Foundations of Computer Applications	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
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

Health Information Management Technology AAS Degree (HI13)

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), 200 East Randolph Street, Suite 5100, Chicago, IL 60601; Phone 312.235-3255; 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 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 (p. 136) 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

Occupational Courses

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
HIMT 1100	Introduction to Health Information Technology	3
HIMT 1151	Computer Applications in Healthcare	4
HIMT 1200	Legal Aspects of Healthcare	3
HIMT 1250	Health Record Content and Structure	2
HIMT 1360	Introduction to Pathopharmacotherapy	3
HIMT 1400	Coding and Classification ICD Basic	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

Healthcare Management Degree (HC23)

The Healthcare Management associate degree provides the programmatic preparation necessary to perform as a professional manager in a health care setting.

Career Opportunities
Graduates may find entry-level employment as healthcare managers in a wide variety of healthcare facilities.

Credit Required for Completion: 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 (p. 136) 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 or MATH 1103; may also select one CHEM or PHYS lecture with lab if required by pathway)

Area IV requirements (minimum 3 hours)

Occupational Courses (minimum 45 additional credits)

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ACCT 1100	Financial Accounting I	4
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
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
BUSN 1015	Introduction to Healthcare Reimbursement	3
BUSN 2340	Healthcare Administrative Procedures	4
BUSN 2350	Electronic Health Records	3
BUSN 2375	Healthcare Coding	3
BUSN 2810	Healthcare Compliance	3
BUSN 2820	Healthcare Practice Law and Ethics	3
CISM 2201	Foundations of Computer Applications	3
MAST 1120	Human Diseases	3
NAST 1100	Nurse Aide Fundamentals	6

PSYC 2103	Human Development	3

Healthcare Assistant Certificate (HA21)

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

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)

COMP 1000	Introduction to Computer Literacy	3
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

-and-

Specific Occupational Courses (Nurse Aide Specialization - 8 additional 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.

Healthcare Professional Certificate (HP41)

The Healthcare Professional Technical Certificate of Credit provides academic and career-related foundations to prepare students for employment and subsequent upward mobility in health delivery fields. Graduates may choose to further their education through a growing number of associate degree healthcare programs or pursue entry-level healthcare support positions in a wide variety of direct healthcare and laboratory settings.

Career Opportunities

Graduates may find entry-level employment in a variety of healthcare support positions in medical and surgical centers, scientific and diagnostic laboratories, and the offices of physicians and other health practitioners.

Credit Required for Completion: Minimum of 25 credit hours

Curriculum

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 (SOCI 1101 recommended for Dental Hygiene)

Choose one of the following specializations

Specific Occupational Courses (Medical Laboratory Technology Specialization - 12 credits)

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
	-and-	
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
	-or-	
CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1

Specific Occupational Courses (Dental Hygiene Specialization - 16 credits)

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
	-and-	
CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	1
	-or-	

CHEM 1151	Survey of Inorganic Chemistry	3
CHEM 1151L	Survey of Inorganic Chemistry Lab	1
Specific Occupational Courses (Nursing Specialization - 15 credits)		
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 2103	Human Development	3
Specific Occupational Courses (Radiology Specialization - 10 credits)		
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
Specific Occupational Courses (Surgical Technology Specialization - 14 credits)		
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1

Medical Assisting Diploma (MA22)

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 at West Georgia Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763; 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 June 1 for the Murphy 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.
- Must complete PSYC 1010 and COMP 1000 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.

Medical Assisting 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 MA program web page.

Students ranked with the highest overall scores for required course completion 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.

Credit Required for Graduation: Minimum of 53 credit hours

Curriculum

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 Computer Literacy	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	4
MAST 1180	Medical Assisting Seminar	4

Medical Coding Certificate (MC41)

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

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
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

BUSN 1440: Prerequisite is BUSN 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.

Medical Laboratory Technology AAS Degree (CLT3)

Medical Laboratory Technology associate degree program prepares students to perform medical laboratory procedures under the supervision of a qualified pathologist and/or medical 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 Medical 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

Medical Laboratory Technology Preparatory/Core Courses

The annual competitive selection deadline is February 1. To be eligible for the Medical Laboratory 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, CHEM 1211/CHEM 1211L or CHEM 1151/CHEM 1151L, ENGL 1101, and MATH 1101 or MATH 1111.

Medical 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 MLT program web page.

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

Medical Laboratory Technology Occupational and Clinical Courses

Students selected for admission to the Medical Laboratory Technology program will complete the occupational and clinical program courses in a prescribed sequence as a cohort. A class is admitted each summer 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 Medical 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 (p. 136) 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

Occupational Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
MLBT 1010	Introduction to Medical Laboratory Technology	2
MLBT 1030	Urinalysis/Body Fluids	2
MLBT 1040	Hematology/Coagulation	5
MLBT 1050	Serology/Immunology	3
MLBT 1060	Immunohematology	4
MLBT 1070	Clinical Chemistry	4
MLBT 1080	Microbiology	5
MLBT 2090	Clinical Urinalysis, and Preanalytical Specimen Process Practicum	3
MLBT 2100	Clinical Immunohematology Practicum	4
MLBT 2110	Clinical Hematology/Coagulation Practicum	4
MLBT 2120	Clinical Microbiology Practicum	4
MLBT 2130	Clinical Chemistry Practicum	4
MLBT 2200	MLT Certification Review	2

Phlebotomy Technician Certificate (PT21)

The Phlebotomy Technician certificate program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with medical 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 23 credit hours

Curriculum

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

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
CISM 2201	Foundations of Computer Applications	3
ENGL 1010	Fundamentals of English I	3
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	4

Phlebotomy Technology Specialist Certificate (PT71)

The Phlebotomy Technician 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 17 credit hours

Curriculum

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
PHLT 1030	Introduction to Venipuncture	3
PHLT 1050	Clinical Practice	4

Pharmacy Technology AAS Degree (PT23)

The Pharmacy Technology associate degree program is designed to provide an individual with the entry level skills required for success in a retail pharmacy or a hospital-based pharmacy department. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and replacement. Graduates are prepared to function as pharmacy technicians in positions requiring preparations of medications according to prescription under the supervision of a pharmacist.

Career Opportunities

Graduates may find entry-level employment in hospitals, retail pharmacies, managed care (health insurance and pharmacy benefit managers), nuclear pharmacy, and long-term care facilities.

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 3 hours; must include ENGL 1101)

Area II requirements (minimum 3 hours)

Area III requirements (minimum 3 hours; must include MATH 1111 or MATH 1103)

Area IV requirements (minimum 3 hours)

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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
CISM 2201	Foundations of Computer Applications	3
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
PHAR 1020	Principles of Dispensing Medicines	4
PHAR 1030	Principles of Sterile Medication Preparation	4
PHAR 1040	Pharmacology	4
PHAR 1055	Pharmacy Assistant Clinical	5
PHAR 2060	Advanced Pharmacy Technology Principles	3

PHAR 2070	Advanced Pharmacy Technology Clinical	5

Pharmacy Technology Diploma (PT22)

The Pharmacy Technology diploma program is designed to enable the student to acquire the knowledge, skills and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences is designed to integrate theory and practice. Graduates will be employable as an entry level pharmacy technician.

Career Opportunities

Graduates may find entry-level employment in hospitals, retail pharmacies, managed care (health insurance and pharmacy benefit managers), nuclear pharmacy, and long-term care facilities.

Credit Required for Completion: Minimum of 56 credit hours

Curriculum

Basic Skills Courses

ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

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
CISM 2201	Foundations of Computer Applications	3
PHAR 1000	Pharmaceutical Calculations	4
PHAR 1010	Pharmacy Technology Fundamentals	5
PHAR 1020	Principles of Dispensing Medicines	4
PHAR 1030	Principles of Sterile Medication Preparation	4
PHAR 1040	Pharmacology	4
PHAR 1055	Pharmacy Assistant Clinical	5
PHAR 2060	Advanced Pharmacy Technology Principles	3
PHAR 2070	Advanced Pharmacy Technology Clinical	5

Pharmacy Technology Certificate (PB71)

The Pharmacy Technology 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

Occupational Courses

CISM 2201: Students who successfully complete COMP 1000 prior to January 2018 may use that course to fulfill the CISM 2201 requirement for graduation.

ALHS 1011	Structure and Function of the Human Body	5
ALHS 1090	Medical Terminology for Allied Health Sciences	2
CISM 2201	Foundations of Computer Applications	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 Clinical	5

Radiologic Technology AAS Degree (RT23)

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).

Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), evaluated our program according to the Standards for an Accredited Educational Program in Radiography and we were awarded accreditation for a period of eight years - the maximum duration that may be awarded. This information can also be found directly here: https://www.jrcert.org

Most Recent Site Visit: 7/2023

Next Scheduled Review: 4/2031

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 June 1. 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 or the Test of Essential Academic Skills (TEAS). (The PSB will no longer be accepted after the June 1, 2022 application deadline.) **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 or TEAS 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 (p. 136) 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

Occupational Courses

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & 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	Radiographic 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
RADT 2260	Radiologic Technology Review	3
RADT 2340	Clinical Radiography III	6
RADT 2360	Clinical Radiography IV	9

Computed Tomography Specialist Certificate (CT91)

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 June 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

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

Mammography Certificate (MA11)

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 September 1 application deadline.

NOTE: Additional admissions requirements apply to this program and must be completed by the September 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

Occupational Courses

RADT 2520	Mammographic Anatomy, Physics, and Positioning	6
RADT 2530	Clinical Mammography	6

Surgical Technology AAS (ST13)

The Surgical Technology associate degree program prepares students for employment in a variety of positions in the surgical field. The surgical technology degree program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. In addition, the program provides opportunities to upgrade present knowledge and skills or to retrain in surgical technology. Graduates of the program receive a surgical technology associate of applied science degree and are qualified for employment as surgical technologists as well as eligible to sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

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 September 1. 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 1090, BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, ENGL 1101, MATH 1111 or 1103, and PSYC 1101.

Surgical 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 ST program web page.

Students ranked with the highest overall scores for required course completion 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 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. 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 or MATH 1103)

Area IV requirements (minimum 3 hours)

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

Occupational Courses

ALHS 1090	Medical Terminology for Allied Health Sciences	2
BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
SURG 1010	Introduction to Surgical Technology	8
SURG 1020	Principles of Surgical Technology	9
SURG 1100	Surgical Pharmacology	2
SURG 2030	Surgical Procedures I	5
SURG 2040	Surgical Procedures II	5
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

School of Nursing

Nurse Aide

Geriatric Care Certificate (GC51)
Nurse Aide Accelerated Certificate (NAA1)
Nurse Aide Certificate (CN21)

Practical Nursing

Associate of Applied Science in Allied Health Professional Degree (AFA3)
Practical Nursing Diploma (PN12)
Practical Nursing Diploma (PN21)

Registered Nursing

Registered Nursing - Associate Degree in Nursing (NU43)
Nursing LPN to ADN Associate Degree (NL13)

Geriatric Care Certificate (GC51)

The Geriatric Care Assistant Technical Certificate provides the basic knowledge and skills needed to qualify employment as a nurse aide in nursing homes, elder personal care homes, and home healthcare agencies. 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 find employment as nurse aides in hospitals, nursing care facilities, home health care services, and community care.

Credit Required for Completion: Minimum of 15 credit hours

Curriculum

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.

Nurse Aide Accelerated Certificate (NAA1)

The Nurse Aide Accelerated Technical Certificate of Credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including nursing care facilities, general medical and surgical hospitals, community care facilities for the elderly, and home health care services. After the completion of the Sate approved training program, the candidate must take and pass the competency evaluation examination. The examination includes a written/oral and skills competency examination administered by an approved testing agency. Candidates who successfully pass the written/oral and skills competency examination are included on the Georgia 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 9 credit hours

Curriculum

Occupational Courses

ALHS 1090	Medical Terminology for Allied Health Sciences	2
NAST 2100	Nurse Aide Accelerated	7

*A student who completes NAST 2100 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.

Nurse Aide Certificate (CN21)

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

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.

Associate of Applied Science in Allied Health Professional Degree (AFA3)

The Associate of Applied Science Degree in Allied Health Professions (AHP) offers flexibility in tailoring the curriculum to suit the individual academic and career objectives of each student. This program entails the completion of a range between 61-64 semester credit hours, comprising 15 hours of general education requirements and 49 hours allocated to healthcare-related occupation courses. These areas of concentration encompass comprehensive healthcare programs that underscore both the theoretical foundations and practical applications crucial for successful entry into the healthcare workforce. Upon graduation, students will possess a solid foundation and relevant skills to excel in various healthcare roles. By working closely with a faculty advisor, students can strategically select courses from specific areas of concentration that align with their desired career trajectory in the healthcare field.

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.

Credit Required for Graduation: Minimum of 64 credit hours

Curriculum

The Associate Degree in Allied Health Professional 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)

General Education Core Electives (minimum 3 hours; must include SPCH 1101 or SOCI 1101)

Occupational Courses

PNSG 1600	Introduction to Pharmacology and Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6
PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1625	Adult Health Nursing IV	6
PNSG 1630	Mental Health Nursing	4
PNSG 1635	Maternal Nursing	4
PNSG 1640	Pediatric Nursing	3
PNSG 1645	Practical Nursing Capstone	5

Practical Nursing Certificate (PN21)

The Practical Nursing 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 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. The nursing program covers all theoretical content areas outlined in Georgia Board Rule 410-9-06 (5a & 5b). A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing certificate and have the qualifications of an entry-level practical nurse. The PN21 program is a certificate program to be implemented with new cohorts of students beginning Fall 2024 and beyond. Students most commonly will have to submit a satisfactory criminal background check as well as a drug screen to be placed in a clinical health care facility to complete the clinical rotations of their educational training.

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.

Selection Criteria Process

Admission to West Georgia Technical College's Health Sciences and Nursing diploma, degree and certificate programs is based on a selection criteria process. There are minimum requirements for admission to individual Health Sciences and Nursing programs, and meeting minimum requirements does not guarantee admission to the program. Please refer to the admissions section of the catalog for full details of selection criteria process.

Selection Criteria Deadlines

The Practical Nursing program will admit once each year at the Coweta Campus, LaGrange Campus and Murphy Campus.

- Murphy Campus – June 1st deadline for Fall Semester cohort start date
- Coweta Campus- September 1st deadline for Spring Semester cohort start date
- LaGrange Campus – February 1st deadline for Summer Semester cohort start date

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 49 credit hours

Curriculum

Occupational Courses

PNSG 1600	Introduction to Pharmacology and Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1610	Adult Health Nursing I	6

PNSG 1615	Adult Health Nursing II	6
PNSG 1620	Adult Health Nursing III	6
PNSG 1625	Adult Health Nursing IV	6
PNSG 1630	Mental Health Nursing	4
PNSG 1635	Maternal Nursing	4
PNSG 1640	Pediatric Nursing	3
PNSG 1645	Practical Nursing Capstone	5

Practical Nursing Diploma (PN12)

The Practical Nursing diploma program is designed to prepare students to sit for 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

The PN program will admit once each year at the Coweta Campus, the Murphy Campus, and the LaGrange Campus:

- Coweta - September 1st deadline for Spring Semester annual admission and cohort start date
- Murphy - June 1st deadline for Fall Semester annual admission and cohort start date
- LaGrange - February 1st deadline for Summer Semester annual admission and cohort start date

The student must complete the following courses with a minimum grade of C: ALHS 1011, ALHS 1090, 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 TEAS Entrance Exam for Nursing. **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 (TEAS) Exam for Nursing 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

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
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

Nursing Associate Degree (NU43)

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), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; phone 404.975.5000.

Most Recent Site Visit: 10/2021

Next Scheduled Review: 10/2029

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 June 1. The Lagrange Campus will admit once a year in the spring semester. The Lagrange Campus competitive selection deadline will be September 1. The Coweta Campus will admit once a year in the summer semester. The Coweta Campus competitive selection deadline will be February 1. 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

Occupational Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & 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

Nursing LPN to ADN Associate Degree (NL13)

The Nursing LPN to ADN Associate Degree Program is designed to provide an opportunity for Licensed Practical Nurses to earn 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), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; phone 404.975.5000. https://www.acenursing.org/

Most Recent Site Visit: 10/2021

Next Scheduled Review: 10/2029

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 LaGrange Campus will admit once a year in the Fall semester. The LaGrange Campus competitive selection deadline will be July 1. The Coweta Campus will admit once a year in the Spring semester. The Coweta Campus competitive selection deadline will be October 1.

- Must complete the following courses with a minimum grade of C: BIOL 2113/BIOL 2113L, BIOL 2114/BIOL 2114L, BIOL 2117/BIOL 2117L, ENGL 1101, MATH 1111, PSYC 1101, and PSYC 2103.

LPN to ADN Nursing Competitive Selection

In addition to completion of the core courses listed above, the LPN to ADN 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 LPN to ADN program web page.**

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

LPN to ADN Nursing Occupational and Clinical Courses

Students selected for admission to the LPN to ADN 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 60 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

Occupational Courses

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy & Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy & Physiology Lab II	1
BIOL 2117	Introductory Microbiology	3
BIOL 2117L	Introductory Microbiology Lab	1
PSYC 2103	Human Development	3
RNSG 1034	Pharmacology for Nursing	3
RNSG 1500	Bridge to Professional Nursing Practice	5
RNSG 1530	Bridge to Professional Nsg Prac II	2
RNSG 2710	Parent Child Nursing	7
RNSG 2720	Adult Health III	7
RNSG 2730	Transitions to Professional Nursing	6

School of Trade and Technology

Air Conditioning Technology
Air Conditioning Technology Diploma (ACT2)
Air Conditioning Electrical Technician Certificate (ACK1)
Air Conditioning Repair Specialist Certificate (ACY1)
Air Conditioning Technician Assistant Certificate (AZ31)
Heating & Air Conditioning Installation Technician Certificate (HAA1)

Automotive Technology
Automotive Technology Diploma (AT14)
Automotive Chassis Technician Certificate (ASG1)
Automotive Climate Control Technician Certificate (AH21)
Automotive Electrical/Electronic Systems Technician Certificate (AE41)
Automotive Engine Performance Technician Certificate (AE51)
Automotive Engine Repair Technician Certificate (AE61)
Automotive Transmission/Transaxle Technician Specialist Certificate (AA71)

Commercial Truck Driving
Commercial Truck Driving Certificate (CT61)

Construction Management
Commercial Construction Management Degree (CC13)
Commercial Construction Contract Administrator (CCL1)
Commercial Construction Estimator (CCK1)

Cosmetology, Barbering, and Esthetician
Cosmetology Diploma (CO12)
Esthetician Certificate (CE11)
Salon and Spa Support Specialist Certificate (ST11)

Diesel Equipment Technology
Diesel Equipment Technology Diploma (DET4)
Diesel Electrical/Electronic System Technician Certificate (DE11)
Diesel Engine Service Technician Certificate (DE21)
Heavy Diesel Service Technician Certificate (HD31)

Electrical Construction and Maintenance
Electrical Systems Technology Diploma (ES12)
Industrial Systems Fundamentals Certificate (IS61)
Commercial Wiring Certificate (CW31)
Photovoltaic Systems Installation and Repair Technician Certificate (PS11)
Residential Wiring Technician Certificate (RW21)

Electronics and Telecommunications
Electronics Technology AAS Degree (ET13)
Electronics Technology Diploma (ET14)
Basic Electronics Assembler Certificate (BE41)
Electronics Technician Certificate (ET21)

Engineering Technology
Engineering Technology AAS Degree (ET33)
Engineering Technician Certificate (ET31)
Manufacturing Technician Certificate (MT31)

Industrial Systems Technology
Electrical Maintenance Technician Certificate (EM81)
Industrial Electrician Certificate (IE41)
Programmable Control Technician Certificate (PC81)

Precision Machining and Manufacturing
CNC Technology Diploma (CT12)
Precision Machining and Manufacturing Diploma (MTT2)
Basic Machining Operator Certificate (BMO1)
CNC Specialist Certificate (CS51)
Lathe Operator Certificate (LP11)
Mill Operator Certificate (MP11)

Precision Manufacturing and Maintenance
Precision Manufacturing and Maintenance AAS Degree (PMA3)
Precision Manufacturing and Maintenance Diploma (PM12)
Precision Manufacturing and Maintenance for GACATT Diploma (PMA2)
Basic Materials Processing Certificate (BMP1)
Basic Mechatronics Specialist Certificate (MS41)
Basic Mechatronics Technician Certificate (BM51)
Industrial Instrumentation Technician Certificate (IIT1)
Industrial Machining Technician Certificate (IM61)
Industrial Maintenance Technician Certificate (IM31)
Industrial Systems Mechanic Certificate (IS71)
Manufacturing Maintenance Technician Certificate (MM71)
Manufacturing Production Assistant Certificate (MP31)
Manufacturing Systems Technician Certificate (MD71)
Mechanical Maintenance Specialist Certificate (MM51)
Mechatronics Systems Technician Certificate (MB71)
Mechatronics Specialist Certificate (AM11)

Welding and Joining Technology
Welding and Joining Technology Diploma (WAJ2)
Advanced Shielded Metal Arc Welder Certificate (OSM1)
Basic Shielded Metal Arc Welder Certificate (FS31)
Gas Metal Arc Welder Certificate (GM31)
Gas Tungsten Arc Welder Certificate (GTA1)
Pipe Welder Certificate (PW11)

Air Conditioning Technology Diploma (ACT2)

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

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		
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practice	4
AIRC 1020	Refrigeration System 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
IDSY 1195	Pumps and Piping Systems	3

Air Conditioning Electrical Technician Certificate (ACK1)

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

Occupational Courses

AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1050	HVACR Electrical Components and Controls	4

Air Conditioning Repair Specialist Certificate (ACY1)

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

Occupational Courses

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1040	HVACR Electrical Motors	4
AIRC 1070	Gas Heat	4
AIRC 1080	Heat Pumps and Related Systems	4

Air Conditioning Technician Assistant Certificate (AZ31)

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

Occupational Courses

AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practice	4
AIRC 1020	Refrigeration System Components	4

Heating and Air Conditioning Installation Technician Certificate (HAA1)

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

Occupational Courses

AIRC 1010	Refrigeration Principles and Practice	4
AIRC 1030	HVACR Electrical Fundamentals	4
AIRC 1060	Air Conditioning Systems Application and Installation	4

Automotive Technology Diploma (AT14)

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

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 Computer Literacy	3
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 System	5
AUTT 2010	Automotive Engine Repair	6
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

Automotive Chassis Technician Certificate (ASG1)

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

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1030	Automotive Brake Systems	4
AUTT 1050	Automotive Suspension and Steering Systems	4

Automotive Climate Control Technician Certificate (AH21)

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

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1060	Automotive Climate Control System	5

Automotive Electrical/Electronic Systems Technician Certificate (AE41)

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

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7

Automotive Engine Performance Technician Certificate (AE51)

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

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1040	Automotive Engine Performance	7

Automotive Engine Repair Technician Certificate (AE61)

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

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 2010	Automotive Engine Repair	6

Automotive Transmission/Transaxle Technician Specialist Certificate (AA71)

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

Occupational Courses

AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 2020	Automotive Manual Drive Train and Axles	4
AUTT 2030	Automotive Automatic Transmissions and Transaxles	5

Commercial Construction Management AAS Degree (CC13)

The mission of the Commercial Construction Management program is to prepare its students to assume positions leading to increasing managerial responsibility in a variety of firms which plan and construct commercial construction projects. Graduates will be provided with the knowledge, skills, and confidence necessary to effectively coordinate all of the managerial and technical aspects of a construction project. Upon graduation of the degree program, students will possess skills in problem solving, critical thinking, and communication, as well as technical and conceptual application of estimating, contract administration, contracts, scheduling, finance, safety, and means and methods of construction.

Career Opportunities

Graduates will be prepared to pursue opportunities as project manager, contract administrator, superintendent, estimator, project engineer, safety engineer, assistant cost engineer, quality control engineer, scheduling engineer, and building inspector.

Credit Required for Completion: 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 (all required – 3 credits):

ENGL 1101	Composition and Rhetoric	3

Area II requirements (all required – 3 credits):

ECON 1101	Principles of Economics	3

Area III requirements (all required – 3 credits):

MATH 1111	College Algebra	3

Area IV requirements (all required – 3 credits)

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

Occupational Courses

CCMN 1000	Introduction to Construction and Development	2
CCMN 1020	Building Technologies and Methods	4
CCMN 1030	Construction Graphics	3
CCMN 1040	Construction Safety	4
CCMN 1060	Construction Estimating I	4
CCMN 2020	Construction Scheduling	4
CCMN 2030	Construction Accounting and Financial Management	4
CCMN 2040	Construction Project Management	4
CCMN 2070	Construction Estimating II	4
CCMN 2010	Construction Law	3

-and-

Occupational Electives 9 credit hours from the list below

CCMN 1050	Commercial Building Code	2
CCMN 2080	Sustainable Design and Construction	4
CCMN 2500	Commercial Construction Management Internship-Practicum	3

Commercial Construction Contract Administrator Certificate (CCL1)

The Commercial Construction Contract Administrator certificate program provides students with the essential skills required to work for developers, architects, and construction management firms as contract administrators or owner's representatives. Contract administrators review the work of contractors to verify contract compliance. Course lectures are designed to provide comprehensive insight into the architect's view of the construction process. Technical courses apply to the degree program in commercial construction management.

Career Opportunities

Graduates may find entry-level employment as a construction contract administrator.

Credit Required for Completion: Minimum of 36 credit hours

Curriculum

Occupational Courses

CCMN 1000	Introduction to Construction and Development	2
CCMN 1020	Building Technologies and Methods	4
CCMN 1030	Construction Graphics	3
CCMN 1040	Construction Safety	4
CCMN 1060	Construction Estimating I	4
CCMN 2010	Construction Law	3
CCMN 2020	Construction Scheduling	4
CCMN 2030	Construction Accounting and Financial Management	4
CCMN 2040	Construction Project Management	4
CCMN 2070	Construction Estimating II	4

Commercial Construction Estimator Certificate (CCK1)

The Commercial Construction Estimator certificate program prepares students to estimate commercial construction costs. In addition to bid strategy, bidding documents, systems selection, and contract modifications are discussed.

Career Opportunities

Graduates may find entry-level employment as quantity and cost estimators with costing, design, development, construction and construction management firms.

Credit Required for Completion: Minimum of 17 credit hours

Curriculum

Occupational Courses

CCMN 1000	Introduction to Construction and Development	2
CCMN 1020	Building Technologies and Methods	4
CCMN 1030	Construction Graphics	3
CCMN 1060	Construction Estimating I	4
CCMN 2070	Construction Estimating II	4

Commercial Driving - Class A Certificate (CT61)

The Commercial Driving - Class A certificate program provides basic training in the principles and skills of commercial truck operation. Safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers. At the completion of the program, the student is administered the Georgia CDL Skills Exam for a Class A or Class A automatic restricted license.

NOTE: West Georgia Technical College is an approved FMCSA Entry Level Driver Training (ELDT) provider. Applicants must be 18 years of age by program admission date. After COMPASS scores (and learning support scores if needed) are complete, students must obtain a CLP (Commercial Learners Permit), a Department of Transportation (DOT) physical, and a certified 7-year Motor Vehicle Report (MVR must be dated within 30 days of the start of class). Copies of all of these must be submitted to the CDL Program Director in order to register for the class.

Prospective students should be advised that the Federal Motor Carriers Safety Administration (FMCSA) regulates commercial driver licensing and requires Completion of a Drug and Alcohol Compliance Program and a negative Department of Transportation (DOT) drug test prior to beginning in-the-truck training. Further, random drug and alcohol 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 their permit, physical, and 7-year MVR.

Those students in the pre-approved CTDL Internship Program, employed by an Internship Partner, will be enrolled in courses CTDL 1010, CTDL 1022, and CTDL 1032. All other students will be enrolled in CTDL 1010, CTDL 1021, and CTDL 1031.

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

Occupational Courses

CTDL 1010	Fundamentals of Commercial Driving	3
CTDL 1021	Combination Vehicle Basic Operation and Range Work	3
	-or-	
CTDL 1022	Commercial Driving Training Internship I	3
CTDL 1031	Combination Vehicle Advanced Operations	3
	-or-	
CTDL 1032	Commercial Driving Training Internship II	3

Cosmetology Diploma (CO12)

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 Georgia State Board of Cosmetology and Barbers.

According to the Georgia State Board of Cosmetology and Barbers, 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

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

Cosmetology For Licensure Certificate (CGL1)

The Cosmetology for Licensure program is a sequence of courses that prepares students for careers in the field of cosmetology. Learning opportunities develop 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, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates will receive a Cosmetology for Licensure and are employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

According to the Georgia State Board of Cosmetology and Barbers, 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 Completion: Minimum of 44 credit hours

Curriculum

Occupational Courses

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

Esthetician Certificate (CE11)

The Esthetician 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 salon, spas, health clubs, cosmetic stores as well as plastic surgeons' and dermatologist's offices.

According to the Georgia State Board of Cosmetology and Barbers, 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

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

Hair Designer Certificate (HD21)

The Hair Designer Technical Certificate of Credit is a sequence of courses that prepares students for careers in the field of hair design. 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, hair and scalp diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, hair coloring, hair lightening, reception, sales, management, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology.

According to the Georgia State Board of Cosmetology and Barbers, 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 Completion: Minimum of 36 credit hours

Curriculum

Occupational Courses

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 1080	Physical Hair Services Practicum	3
COSM 1090	Hair Services Practicum I	3
COSM 1100	Hair Services Practicum II	3
COSM 1110	Hair Services Practicum III	3
COSM 1115	Hair Services Practicum IV	2
COSM 1120	Salon Management	3

Salon and Spa Support Specialist Certificate (ST11)

The Salon and Spa Support Specialist Technical Certificate of Credit 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, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills, and work ethics. Graduates receive a Salon and Spa Specialist Certificate of Credit and are employable as a Cosmetology salesperson, salon manager, or salon owner.

Career Opportunities

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

Credit Required for Completion: Minimum of 13 credit hours

Curriculum

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

Diesel Equipment Technology Diploma (DET4)

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

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 Computer Literacy	3
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic 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

Diesel Electrical/Electronic System Technician Certificate (DE11)

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

Occupational Courses

DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7

Diesel Engine Service Technician Certificate (DE21)

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

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

Heavy Diesel Service Technician Certificate (HD31)

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

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

Electrical Systems Technology Diploma (ES12)

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

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

ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	4
ELTR 1090	Commercial Wiring II	3
ELTR 1180	Electrical Controls	4
ELTR 1540	Wire Pulling and Codes	3
IDFC 1007	Industrial Safety Procedures	2
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3

-and-

Choose one of the following specializations

Specific Occupational Courses (Electrical Construction Maintenance Specialization – 11 credits)

ELTR 1205	Residential Wiring I	3
ELTR 1210	Residential Wiring II	3
ELTR 1525	Photovoltaic Systems	5

Specific Occupational Courses (Industrial Electrical Technology Specialization – 11 credits)

ELTR 1220	Industrial PLCs	4
ELTR 1250	Diagnostic Troubleshooting	3
ELTR 1270	NEC Industrial Wiring Applications	4

Commercial Wiring Certificate (CW31)

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

Occupational Courses

ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1080	Commercial Wiring I	4
ELTR 1090	Commercial Wiring II	3
IDFC 1007	Industrial Safety Procedures	2
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3

Industrial Systems Fundamentals Certificate (IS61)

The Industrial Systems Fundamentals Technical Certificate of Credit is an introductory program preparing students for employment in a variety of positions in industrial systems production equipment maintenance. Basic skills provide for opportunities to upgrade or for entry level employment.

Career Opportunities

Graduates may find entry-level employment as industrial systems technicians

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

Occupational Courses

IDFC 1007	Industrial Safety Procedures	2
MATH 1012	Foundations of Mathematics	3
	-or-	
MATH 1013	Algebraic Concepts	3
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
XXXX xxxx	Occupational Elective	3

Photovoltaic Systems Installation and Repair Technician Certificate (PS11)

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

Occupational Courses

ELTR 1060	Electrical Prints, Schematics, and Symbols	2
ELTR 1525	Photovoltaic Systems	5
IDFC 1007	Industrial Safety Procedures	2
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3

Residential Wiring Technician Certificate (RW21)

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

Occupational Courses

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
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3

Electronics Technology AAS Degree (ET13)

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 (p. 136) for Area I, Area II, Area III, and Area IV requirements.

General Core Courses

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

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

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

Area IV requirements (minimum 3 hours)

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

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
CIST 1401	Computer Networking Fundamentals	4
	-or-	
ELCR 2600	Telecommunication and Data Cabling	3

-and-

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)

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, and 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 2343	Internship Medical Systems	3

Electronics Technology Diploma (ET14)

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

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

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
CIST 1401	Computer Networking Fundamentals	4
	-or-	
ELCR 2600	Telecommunication and Data Cabling	3

-and-

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)

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, and 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 2343	Internship Medical Systems	3

Basic Electronics Assembler Certificate (BE41)

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

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

Electronics Technician Certificate (ET21)

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

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

Engineering Technology AAS Degree (ET33)

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 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 Engineering Technology associate degree program requires 37 credit hours in Areas I, II, III, and IV. All course prerequisites must be met.

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 (to 1500)	3
	-or-	
HIST 1112	World History II (since 1500)	3

Area III requirements (all required – 22 credits):

CHEM 1211	Chemistry I	3
CHEM 1211L	Chemistry Lab I	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 Lab I	1
PHYS 1112	Introductory Physics II	3
PHYS 1112L	Introductory Physics Lab II	1

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	Workplace and Technical Communication	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
DFTG 2020	Visualization and Graphics	3
MATH 1127	Introduction to Statistics	3
MEGT 1010	Manufacturing Processes	3
MEGT 1321	Machining and Welding	2

Specific Occupational Courses (Mechanical Engineering Technology Specialization – 19 credits)

CIST 1305	Program Design and Development	3
CIST 2361	C++ Programming I	4
DFTG 2020	Visualization and Graphics	3
MATH 1132	Calculus II	4
MEGT 1010	Manufacturing Processes	3
MEGT 1321	Machining and Welding	2

Engineering Technician Certificate (ET31)

The Engineering Technician Fundamentals TCC is an embedded certificate aligned with the curriculum in Engineering Technology to provide students with basic technical skills required to enter into the engineering technology field through a short-term certificate or to continue into the associate degree program.

Career Opportunities

Provides students with basic technical skills required to enter into the engineering technology field through a short-term certificate or to continue into the associate degree program.

Credit Required for Completion: Minimum of 14 credit hours

Curriculum

Occupational Courses

ENGT 1000	Introduction to Engineering Technology	3
DFTG 2010	Engineering Graphics	4

and

Choose-one-of-the-following-specializations

Specific Occupational Courses (Electrical Engineering Specialization – 8 credits)

ECET 1101	Circuit Analysis I	4
ECET 2101	Circuit Analysis II	4

Specific Occupational Courses (Industrial Engineering Specialization – 7 credits)

MEGT 1010	Manufacturing Processes	3
CIST 2361	C++ Programming I	4

Specific Occupational Courses (Mechanical Engineering Specialization – 7 credits)

MEGT 1010	Manufacturing Processes	3
CIST 2361	C++ Programming I	4

Manufacturing Technician Certificate (MT31)

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

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

Electrical Maintenance Technician Certificate (EM81)

The Electrical Maintenance Technician Technical Certificate of Credit provides instruction in industrial systems electrical inspection, maintenance, service, and repair. Topics include DC and AC fundamentals, motor controls, magnetic starters and braking systems, PLCs, and industrial wiring procedures.

Career Opportunities

Graduates may find entry-level employment as industrial maintenance technicians/electricians.

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

Occupational Courses

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 1130	Industrial Wiring	4

Industrial Electrician Certificate (IE41)

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

Occupational Courses

IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1130	Industrial Wiring	4

Programmable Control Technician I Certificate (PC81)

The Programmable Controller Technician I certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLCs.

Career Opportunities

Graduates may find entry-level employment as industrial system maintenance personnel, technicians, electricians, millwrights, and other related jobs in manufacturing and production facilities.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

Occupational Courses

IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLCs	4
IDSY 1220	Intermediate Industrial PLCs	4

CNC Technology Diploma (CT12)

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 51 credit hours

Curriculum

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	4
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2190	CAD/CAM Programming	4
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading 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	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
Occupational Electives (3 credits from the list below)		
AMCA 2170	CNC Practical Applications	4
IDSY 1260	Machine Tool for Industrial Repairs	4
MCHT 1030	Applied Measurement	3
WELD 1000	Introduction to Welding Technology	4

Precision Machining and Manufacturing Diploma (MTT2)

The Precision Machining and Manufacturing 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 45 credit hours

Curriculum

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	4
MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading 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	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4
MCHT 1219	Lathe Operations II	4
MCHT 1220	Mill Operations II	4
Occupational Electives (3 credits from the list below)		
AMCA 2170	CNC Practical Applications	4
MCHT 1030	Applied Measurement	3
WELD 1000	Introduction to Welding Technology	4
IDSY 1260	Machine Tool for Industrial Repairs	4

Basic Machining Operator Certificate (BMO1)

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 22 credit hours

Curriculum

Occupational Courses

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1013	Machine Tool Math	3
MCHT 1020	Heat Treatment and Surface Grinding	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4

CNC Specialist Certificate (CS51)

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 22 credit hours

Curriculum

Occupational Courses

AMCA 2110	CNC Fundamentals	4
AMCA 2130	CNC Mill Programming	5
AMCA 2150	CNC Lathe Programming	5
AMCA 2170	CNC Practical Applications	4
AMCA 2190	CAD/CAM Programming	4

Lathe Operator Certificate (LP11)

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 15 credit hours

Curriculum

Occupational Courses

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1119	Lathe Operations I	4
MCHT 1219	Lathe Operations II	4

Mill Operator Certificate (MP11)

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 15 credit hours

Curriculum

Occupational Courses

MCHT 1011	Introduction to Machine Tool	4
MCHT 1012	Print Reading for Machine Tool	3
MCHT 1120	Mill Operations I	4
MCHT 1220	Mill Operations II	4

Precision Manufacturing and Maintenance AAS Degree (PMA3)

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 entry-level 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 (p. 136) 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

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
AUMF 1210	Flexible Manufacturing Systems II	5
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 1210	Industrial Motor Controls II	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

IDSY 1260, MEGT 1010: required for Apprenticeship specialization

-and-

Choose one of the following specializations

Specific Occupational Courses (Industrial/Mechanical Apprenticeship–22 credits)

AMCA 2110	CNC Fundamentals	4
AUMF 1210	Flexible Manufacturing Systems II	5
IDSY 1160	Mechanical Laws and Principles	4
MCHT 1020	Heat Treatment and Surface Grinding	4
AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
	-or-	
MEGT 2100	Manufacturing Quality Control	3
	Occupational Elective(s) AMCA, AUMF, ELCR, IDSY, MCHT, MEGT	3

Specific Occupational Courses (Customized Training Specialization – 23 credits)

AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
AUMF 1580	Automated Manufacturing Skills	3
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

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

Precision Manufacturing and Maintenance Diploma (PM12)

The Precision Manufacturing and Maintenance diploma program is designed to develop versatile skills required for a variety of manufacturing positions. This 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 entry-level employment as industrial/mechanical maintenance technicians, machinists, millwrights, robotics technicians, and production supervisors in a variety of industrial settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 58 credit hours

Curriculum

Basic Skills Courses		
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
	-or-	
MATH 1013	Algebraic Concepts	3
Occupational Courses		
AMCA 2110	CNC Fundamentals	4
AUMF 1110	Flexible Manufacturing Systems I	5
AUMF 1210	Flexible Manufacturing Systems II	5
AUMF 1560	Manufacturing Production Requirements	1
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1160	Mechanical Laws and Principles	4
IDSY 1170	Industrial Mechanics	4
IDSY 1240	Maintenance for Reliability	4
IDSY 1260	Machine Tool for Industrial Repairs	4
MCHT 1020	Heat Treatment and Surface Grinding	4
MEGT 1010	Manufacturing Processes	3
MEGT 2100	Manufacturing Quality Control	3
	Occupational Elective(s) AMCA, AUMF, ELCR, IDSY, MCHT, MEGT	3

Precision Manufacturing and Maintenance for GACATT Diploma (PMA2)

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 entry-level employment as industrial/mechanical maintenance technicians, machinists, millwrights, robotics technicians, and production supervisors in a variety of industrial settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 50 credit hours

Curriculum

Basic Skills Courses

EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
	-or-	
MATH 1013	Algebraic Concepts	3

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

-and-

Choose one of the following specializations

Specific Occupational Courses (Industrial/Mechanical – 27 credits)

AMCA 2110	CNC Fundamentals	4
AUMF 1210	Flexible Manufacturing Systems II	5
IDSY 1161	Fundamentals of Machine Tool and Mechanical Systems	4
IDSY 1260	Machine Tool for Industrial Repairs	4
MCHT 1020	Heat Treatment and Surface Grinding	4
MEGT 1010	Manufacturing Processes	3
MEGT 2100	Manufacturing Quality Control	3

Specific Occupational Courses (Customized Training Specialization – 23 credits)

AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
AUMF 1580	Automated Manufacturing Skills	3

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

Specific Occupational Courses (Mechatronics Specialization – 22 credits)

AUMF 1120	Programmable Controllers	5
	-or-	
IDSY 1120	Basic Industrial PLCs	4
AUMF 1150	Introduction to Robotics	3
AUMF 1580	Automated Manufacturing Skills	3
IDSY 1005	Introduction to Mechatronics	4
IDSY 1230	Industrial Instrumentation	4
IDSY 2830	Networking Industrial Equipment	4

Basic Materials Processing Certificate (BMP1)

The Basic Material Processing certificate program is designed to introduce students to the transformation of industrial materials from a raw material state to finished parts or products. Emphasis is placed on industrial safety, basic machine tool processes, lathe operations, and mill operations.

Career Opportunities

Graduates may find entry-level employment as a machinist in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

Occupational Courses

MCHT 1011	Introduction to Machine Tool	4
MCHT 1119	Lathe Operations I	4
MCHT 1120	Mill Operations I	4

Basic Mechatronics Specialist Certificate (MS41)

The Basic Mechatronics Specialist certificate program provides students with the necessary skills and understanding to perform installation, diagnostic and repair to mechatronics systems and automated equipment. The program focuses on motor controls and PLCs.

Career Opportunities

Graduates may find entry-level employment as mechatronics technicians in a variety of settings that require versatile skills in automated equipment maintenance.

Credit Required for Completion: Minimum of 9 credit hours

Curriculum

Occupational Courses

AUMF 1120	Programmable Controllers	5
IDSY 1110	Industrial Motor Controls I	4

Basic Mechatronics Technician Certificate (BM51)

The Basic Mechatronics Specialist certificate program provides students with the necessary skills and understanding to perform installation, diagnostic and repair to mechatronics systems and automated equipment. The program focuses on motor controls and PLCs.

Career Opportunities

Graduates may find entry-level employment as mechatronics technicians in a variety of settings that require versatile skills in automated equipment maintenance.

Credit Required for Completion: Minimum of 12 credit hours

Curriculum

Occupational Courses

MCTX 1011	Basic Mechatronics Fundamentals Level 1	3
MCTX 1012	Basic Mechatronics Fundamentals Level 2	3
MCTX 1013	Basic Mechatronics Fundamentals Level 3	3
MCTX 1014	Basic Mechatronics Fundamentals Level 4	3

Industrial Instrumentation Technician Certificate (IIT1)

The Industrial Instrumentation Technician certificate program provides knowledge and skills to install, configure, calibrate, repair, maintain, and troubleshoot electrical instruments and equipment. Emphasis is placed on principles and practices of instrumentation for industrial process control systems and for communications, networking, and signal transmission systems.

Career Opportunities

Graduates may find entry-level employment as instrumentation technicians, electrical technicians, instrument mechanics, or industrial maintenance technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 22 credit hours

Curriculum

Occupational Courses

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 1230	Industrial Instrumentation	4
IDSY 2830	Networking Industrial Equipment	4

Industrial Machining Technician Certificate (IM61)

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 instrumentation technicians, electrical technicians, instrument mechanics, or industrial maintenance technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

Occupational Courses

AMCA 2110	CNC Fundamentals	4
IDSY 1260	Machine Tool for Industrial Repairs	4
MATH 1101	Mathematical Modeling	3
	-or-	
MATH 1111	College Algebra	3
MCHT 1020	Heat Treatment and Surface Grinding	4
	Occupational Elective(s) AMCA, AUMF, ELCR, IDSY, MCHT, MEGT	3

Industrial Maintenance Technician Certificate (IM31)

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 entry-level employment as instrumentation technicians, electrical technicians, instrument mechanics, or industrial maintenance technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 22 credit hours

Curriculum

Occupational Courses

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

Industrial Systems Mechanic Certificate (IS71)

The Industrial Systems Mechanic Certificate of Credit is an introductory program preparing students for employment in a variety of positions in industrial systems production equipment maintenance. Basic skills provide for opportunities to upgrade or for entry level employment.

Career Opportunities

Graduates may find entry-level employment as industrial systems mechanics.

Credit Required for Completion: Minimum of 22 credit hours

Curriculum

Occupational Courses

IDFC 1007	Industrial Safety Procedures	2
IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1160	Mechanical Laws and Principles	4
IDSY 1170	Industrial Mechanics	4
MATH 1012	Foundations of Mathematics	3
	-or-	
MATH 1013	Algebraic Concepts	3
XXXX xxxx	Occupational Elective	3

Manufacturing Maintenance Technician Certificate (MM71)

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 instrumentation technicians, electrical technicians, instrument mechanics, or industrial maintenance technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 18 credit hours

Curriculum

Occupational Courses

IDSY 1101	DC Circuit Analysis	3
IDSY 1105	AC Circuit Analysis	3
IDSY 1160	Mechanical Laws and Principles	4
	-or-	
IDSY 1161	Fundamentals of Machine Tool and Mechanical Systems	4
IDSY 1170	Industrial Mechanics	4
IDSY 1260	Machine Tool for Industrial Repairs	4

Manufacturing Production Assistant Certificate (MP31)

The Manufacturing Production Assistant certificate program is designed to acquaint students with production manufacturing processes, including the principles of precision, predictive, and preventive maintenance. 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 instrumentation technicians, electrical technicians, instrument mechanics, or industrial maintenance technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 10 credit hours

Curriculum

Occupational Courses

AUMF 1560	Manufacturing Production Requirements	1
IDSY 1240	Maintenance for Reliability	4
MEGT 1010	Manufacturing Processes	3
MEGT 2100	Manufacturing Quality Control	3
	-or-	
AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2

Manufacturing Systems Technician Certificate (MD71)

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 instrumentation technicians, electrical technicians, instrument mechanics, or industrial maintenance technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

Occupational Courses

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

Mechanical Maintenance Specialist Certificate (MM51)

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 entry-level employment as instrumentation technicians, electrical technicians, instrument mechanics, or industrial maintenance technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 19 credit hours

Curriculum

Occupational Courses

AUMF 1110	Flexible Manufacturing Systems I	5
AUMF 1130	Applied Hydraulics, Pneumatics, and Mechanics	2
AUMF 1580	Automated Manufacturing Skills	3
IDSY 1160	Mechanical Laws and Principles	4
MATH 1012	Foundations of Mathematics	3
	-or-	
MATH 1013	Algebraic Concepts	3
WELD 1330	Metal Welding and Cutting Techniques	2

Mechatronics Systems Technician Certificate (MB71)

The Mechatronics Systems Technician certificate program is designed to prepare students to support the installation, calibration, maintenance, repair, and troubleshooting of complex mechatronics-related systems, equipment, and component parts used in today's advanced manufacturing environment. In addition to an overview of automated manufacturing processes, content provides foundational skills in electronics, mechanical components, fluid power, robotics, motors, and programmable logic controllers.

Career Opportunities

Graduates may find entry-level employment as mechatronics technicians, integrated manufacturing technicians, electrical/electronics technicians, electromechanical technicians, or process control technicians in a variety of settings that require versatile skills in automated equipment maintenance.

Credit Required for Completion: Minimum of 16 credit hours

Curriculum

Occupational Courses

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

Mechatronics Specialist Certificate (AM11)

This program provides students with the necessary skills and understanding to perform installation, diagnostics and repair to mechatronic systems and automated equipment. The program focuses on Mechanics, Fluid Power, and Robotics.

Career Opportunities

Graduates may find entry-level employment as instrumentation technicians, electrical technicians, instrument mechanics, or industrial maintenance technicians in a variety of settings that require automated manufacturing skills.

Credit Required for Completion: Minimum of 11 credit hours

Curriculum

Occupational Courses

AUMF 1150	Introduction to Robotics	3
ELCR 2140	Mechanical Devices	2
ELCR 2150	Fluid Power	2
IDSY 1160	Mechanical Laws and Principles	4

Welding and Joining Technology Diploma (WAJ2)

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

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		
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma 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 (6 credits from the list below)		
WELD 1150	Advanced Gas Tungsten Arc Welding	3
WELD 1153	Flux Cored Arc Welding	4
COMP 1000	Introduction to Computer Literacy	3

Advanced Shielded Metal Arc Welder Certificate (OSM1)

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

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

Basic Shielded Metal Arc Welder Certificate (FS31)

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

Occupational Courses

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1040	Flat Shielded Metal Arc Welding	4

Gas Metal Arc Welder Certificate (GM31)

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

Occupational Courses

WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1090	Gas Metal Arc Welding	4

Occupational Electives (4 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

Gas Tungsten Arc Welder Certificate (GTA1)

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

Occupational Courses		
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel and Plasma Cutting	4
WELD 1110	Gas Tungsten Arc Welding	4
Occupational Electives (4 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

Pipe Welder Certificate (PW11)

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 10 credit hours

Curriculum

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.

NOTE: To meet academic requirements, a minimum grade of C is required for all occupational courses, including program-specific electives, and for any general education course that is a prerequisite for a subsequent course.

ACCT - Accounting

NOTE: Credits for ACCT courses other than ACCT 2140 and ACCT 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)

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.

Prerequisite: Program Admission. Contact Hours: 5

ACCT 1105 - Financial Accounting II (4)

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.

Prerequisite: ACCT 1100. Contact Hours: 5

ACCT 1115 - Computerized Accounting (3)

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.

Prerequisite: ACCT 1100; CISM 2201. Contact Hours: 5

ACCT 1125 - Individual Tax Accounting (3)

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.

Contact Hours: 4

ACCT 1130 - Payroll Accounting (3)

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.

Prerequisite: ACCT 1100. Contact Hours: 4

ACCT 2000 - Managerial Accounting (3)

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.

Prerequisite: ACCT 1105. Contact Hours: 4

ACCT 2110 - Accounting Simulation (3)

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. 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.

Prerequisite: ACCT 1105; ACCT 1115; BUSN 1410. Contact Hours: 5

ACCT 2115 - Bookkeeper Certification Review (3)

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.

Prerequisite: Advisor Approval; ACCT 1105 and ACCT 1130 recommended. Contact Hours: 4

ACCT 2120 - Business Tax Accounting (3)

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.

Contact Hours: 4

ACCT 2140 - Legal Environment of Business (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

ACCT 2145 - Personal Finance (3)

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.

Contact Hours: 3

AIRC - Air Conditioning Technology

AIRC 1005 - Refrigeration Fundamentals (4)

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.

Contact Hours: 6

AIRC 1010 - Refrigeration Principles and Practice (4)

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.

Contact Hours: 6

AIRC 1020 - Refrigeration System Components (4)

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.

Corequisite: AIRC 1010. Contact Hours: 6

AIRC 1030 - HVACR Electrical Fundamentals (4)

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.

Contact Hours: 6

AIRC 1040 - HVACR Electrical Motors (4)

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.

Corequisite: AIRC 1030. Contact Hours: 6

AIRC 1050 - HVACR Electrical Components and Controls (4)

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.

Contact Hours: 6

AIRC 1060 - Air Conditioning Systems Application and Installation (4)

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.

Contact Hours: 6

AIRC 1070 - Gas Heat (4)

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.

Corequisite: AIRC 1030. Contact Hours: 6

AIRC 1080 - Heat Pumps and Related Systems (4)

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.

Prerequisite: AIRC 1010; AIRC 1030. Contact Hours: 6

AIRC 1090 - Troubleshooting Air Conditioning Systems (4)

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.

Prerequisite: AIRC 1010; AIRC 1030. Contact Hours: 6

ALET - Alternative Energy Technology

ALET 1100 - Foundations of Energy Technologies (3)

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.

Contact Hours: 3

ALET 1120 - Energy and Power Generation, Transmission, and Distribution (3)

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.

Contact Hours: 3

ALET 1130 - Energy Systems Applications (3)

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.

Contact Hours: 3

ALHS - Allied Health Services

ALHS 1011 - Structure and Function of the Human Body (5)

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.

Prerequisite: Regular Status. Contact Hours: 5

ALHS 1040 - Introduction to Health Care (3)

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.

Contact Hours: 5

ALHS 1060 - Diet and Nutrition for Allied Health Sciences (2)

A study of the nutritional needs of the individual. Topics include nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

Prerequisite: Program Admission. Contact Hours: 2

ALHS 1090 - Medical Terminology for Allied Health Sciences (2)

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.

Contact Hours: 2

AMCA - Advanced Machine Tool

AMCA 2110 - CNC Fundamentals (4)

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.

Contact Hours: 6

AMCA 2130 - CNC Mill Programming (5)

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.

Contact Hours: 7

AMCA 2150 - CNC Lathe Programming (5)

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.

Contact Hours: 7

AMCA 2170 - CNC Practical Applications (4)

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.

Contact Hours: 7

AMCA 2190 - CAD/CAM Programming (4)

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.

Contact Hours: 6

ARTS - Art

ARTS 1101 - Art Appreciation (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

AUMF - Automated Manufacturing Technology

AUMF 1110 - Flexible Manufacturing Systems I (5)

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.

Prerequisite: IDFC 1000 and IDFC 1005; OR IDSY 1101 and IDSY 1105. Contact Hours: 7

AUMF 1120 - Programmable Controllers (5)

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.

Prerequisite: IDFC 1005. Contact Hours: 10

AUMF 1130 - Applied Hydraulics, Pneumatics, and Mechanics (2)

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.

Prerequisite: Regular Status. Contact Hours: 4

AUMF 1150 - Introduction to Robotics (3)

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.

Prerequisite: AUMF 1120. Contact Hours: 5

AUMF 1210 - Flexible Manufacturing Systems II (5)

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.

Prerequisite: AUMF 1110. Contact Hours: 7

AUMF 1310 - Flexible Manufacturing Systems III (5)

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.

Prerequisite: AUMF 1210. Contact Hours: 7

AUMF 1560 - Manufacturing Production Requirements (1)

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.

Prerequisite: Program Admission. Contact Hours: 1

AUMF 1580 - Automated Manufacturing Skills (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

AUTT - Automotive Technology

AUTT 1010 - Automotive Technology Introduction (2)

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.

Corequisite: AUTT1020. Contact Hours: 3

AUTT 1020 - Automotive Electrical Systems (7)

Introduces automotive electrical systems emphasizing the basic operating principles, diagnosis, and service/repair of batteries, starting systems, charging systems, lighting systems, instrument cluster and driver information systems, and body electrical systems.

Corequisite: AUTT 1010. Contact Hours: 16

AUTT 1030 - Automotive Brake Systems (4)

Introduces brake systems theory and its application to automotive braking systems and anti-lock brake system (ABS). Topics include hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; related systems (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; and electronic brake control systems.

Prerequisite: AUTT 1010; AUTT 1020. Contact Hours: 7

AUTT 1040 - Automotive Engine Performance (7)

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.

Prerequisite: AUTT 1010; AUTT 1020. Contact Hours: 15

AUTT 1050 - Automotive Suspension and Steering Systems (4)

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.

Prerequisite: AUTT1010; AUTT 1020. Contact Hours: 8

AUTT 1060 - Automotive Climate Control System (5)

Introduces the theory and operation of automotive heating, ventilation, and air conditioning (HVAC) 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; and refrigerant recovery, recycling, and handling.

Prerequisite: AUTT 1010; AUTT 1020. Contact Hours: 7

AUTT 2010 - Automotive Engine Repair (6)

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.

Prerequisite: AUTT 1010; AUTT 1020. Contact Hours: 12

AUTT 2020 - Automotive Manual Drive Train and Axles (4)

Introduces the basics of rear-wheel drive, front-wheel drive, and four-wheel drive, drive line operation, diagnosis, service, and related electronic controls. Topics include general drive train diagnosis; clutch diagnosis and repair; manual transmission/transaxles
diagnosis and repair; drive shaft and half shaft, universal and constant velocity (CV) joint diagnosis and repair; drive axle diagnosis and repair; and four-wheel drive/all-wheel drive component diagnosis and repair.

Prerequisite: AUTT 1010; AUTT 1020. Contact Hours: 7

AUTT 2030 - Automotive Automatic Transmissions and Transaxles (5)

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.

Prerequisite: AUTT 1010; AUTT 1020. Contact Hours: 9

BIOL - Biology

BIOL 1111 - Biology I (3)

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, biotechnology, and evolution.

Prerequisite: Program Admission. Corequisite: BIOL 1111L. Contact Hours: 3

BIOL 1111L - Biology Lab I (1)

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.

Prerequisite: Program Admission. Corequisite: BIOL 1111. Contact Hours: 3

BIOL 1112 - Biology II (3)

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.

Prerequisite: BIOL 1111 with a minimum grade of C; BIOL 1111L with a minimum grade of C. Corequisite: BIOL 1112L. Contact Hours: 3

BIOL 1112L - Biology Lab II (1)

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.

Prerequisite: BIOL 1111 with a minimum grade of C; BIOL 1111L with a minimum grade of C. Corequisite: BIOL 1112. Contact Hours: 3

BIOL 2107 - Biological Principles I (3)

Intended for students majoring in biological or other sciences. The course provides an introduction to fundamental biological processes and interactions occurring at the molecular, cellular levels, and organismal, and population levels of organization. Topics include: history of science and the scientific method; scientific literature; basic biochemistry, cell biology; bioenergetics; molecular genetics; principles of inheritance; evolution and natural selection; current trends and biotechnology.

Prerequisite: Program Admission. Corequisite: BIOL 2107L; ENGL 1101. Contact Hours: 3

BIOL 2107L - Biological Principles I Lab (1)

Comprised of selected laboratory exercises that parallel the topics covered in BIOL2107 and is intended for students majoring in biological or other sciences. The course provides a hands-on approach to fundamental biological processes and interactions occurring at the molecular, cellular levels, and organismal, and population levels of organization. The laboratory exercises for this course include: laboratory safety; scientific method and investigation; microscopy; basic biochemistry; cell biology; bioenergetics; molecular genetics; principles of inheritance; evolution and natural selection.

Prerequisite: Regular Status. Corequisite: BIOL 2107; ENGL 1101. Contact Hours: 3

BIOL 2108 - Biological Principles II (3)

Intended for students majoring in biological or other sciences and is a continuation of BIOL2107 Biological Principles I. The course provides an introduction to the origin of life and biological diversity, with a primary focus on natural selection, evolution, and their roles as core concepts in biology. Topics include systematics and phylogeny, classification and characterizations of organisms, plant diversity, animal diversity, comparative physiology, and principles of ecology. The topics are united by the following themes throughout the course: interactions between organisms and their environments, and how those interactions lead to adaptation through natural selection; homeostasis and regulation; and how survival and evolutionary fitness is shaped by both abiotic and biotic factors.

Prerequisite: BIOL 2107 with a minimum grade of C and BIOL 2107L with a minimum grade of C.. Corequisite: BIOL 2108L. Contact Hours: 3

BIOL 2108L - Biological Principles II Lab (1)

Comprised of laboratory exercises that parallel the topics and themes covered in BIOL2108; it is intended for students majoring in biological sciences. The course provided applications for fundamental biological processes occurring at the molecular, cellular, organismal, and population levels of organization. The laboratory exercises for this course include: laboratory safety; basic statistics; systematics and phylogeny; taxonomy and classification; principles of ecology; and variation in natural systems, especially morphology and physiology.

Prerequisite: BIOL 2107 with a minimum grade of C and BIOL 2107L with a minimum grade of C.. Corequisite: BIOL 2108. Contact Hours: 3

BIOL 2113 - Anatomy and Physiology I (3)

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures, physiological processes, and chemical principles related to physiology. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

Prerequisite: Program Admission. Corequisite: BIOL 2113L. Contact Hours: 3

BIOL 2113L - Anatomy & Physiology Lab I (1)

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. Emphasis is placed on the identification of anatomical structures.

Prerequisite: Program Admission. Corequisite: BIOL 2113. Contact Hours: 3

BIOL 2114 - Anatomy and Physiology II (3)

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.

Prerequisite: BIOL 2113 with a minimum grade of C; BIOL 2113L with a minimum grade of C. Corequisite: BIOL 2114L. Contact Hours: 3

BIOL 2114L - Anatomy & Physiology Lab II (1)

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 system.

Prerequisite: BIOL 2113 with a minimum grade of C; BIOL 2113L with a minimum grade of C. Corequisite: BIOL 2114. Contact Hours: 3

BIOL 2117 - Introductory Microbiology (3)

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.

Prerequisite: BIOL 2113 with a minimum grade of C and BIOL 2113L with a minimum grade of C or BIOL 1111 with a minimum grade of C and BIOL 1111L with a minimum grade of C. Corequisite: BIOL 2117L. Contact Hours: 3

BIOL 2117L - Introductory Microbiology Lab (1)

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.

Prerequisite: BIOL 2113 with a minimum grade of C and BIOL 2113L with a minimum grade of C or BIOL 1111 with a minimum grade of C and BIOL 1111L with a minimum grade of C. Corequisite: BIOL 2117. Contact Hours: 3

BIOL 2120 - Research Methods in Biology (3)

Introduction to scientific literature, experimental design, and research methods. This course will also address computer and research skills utilized in the biological sciences and related fields. Topics will include effectively searching scientific literature, evaluating primary research articles, the scientific method and experimental design, collecting and analyzing data, scientific writing skills, bioethics and plagiarism, and effective presentation methods.

Prerequisite: BIOL 1111 with a minimum grade of C and BIOL 1111L with a minimum grade of C and BIOL 1112 with a minimum grade of C and BIOL 1112L with a minimum grade of C or BIOL 2107 with a minimum grade of C or BIOL 2107L with a minimum grade of C and BIOL 2108 with a minimum grade of C and BIOL 2108L with a minimum grade of C and COMP 1000 with a minimum grade of C and ENGL 1101 with a minimum grade of C and MATH 1127 with a minimum grade of C or MATH 1113 with a minimum grade of C. Contact Hours: 5

BIOL 2300 - Biological Research (3)

Gives students lab research experience in one or more of the following topics: molecular biology, microbiology, ecology, biochemistry, structural biology or cellular biology by introducing students to a variety of research techniques and their applications. The course is intended for biology, chemistry and bioscience students seeking to acquire basic and advanced training in life science-related fields. This course will provide instruction for understanding many biochemical and molecular techniques used in biotechnology and pharmaceutical industries. Students will be required to present their work in departmental seminars or scientific meetings, possibly publishing research outcomes in scientific journals.

Prerequisite: BIOL 1111 with a minimum grade of C and BIOL 1111L with a minimum grade of C and CHEM 1211 with a minimum grade of C and CHEM 1211L with a minimum grade of C and CHEM 1212 with a minimum grade of C and CHEM 1212L with a minimum grade of C. Corequisite: BIOL 2117; BIOL 2117L. Contact Hours: 9

BMET - Biomedical Electronics Technology

BMET 1231 - Medical Equipment Function and Operation I (4)

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.

Contact Hours: 6

BMET 2242 - Medical Equipment Function and Operation II (4)

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.

Prerequisite: ALHS 1011; BMET 1231. Contact Hours: 6

BMET 2343 - Internship Medical Systems (3)

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.

Prerequisite: BMET 1231. Contact Hours: 7

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 1015 - Introduction to Healthcare Reimbursement (3)

Designed to increase efficiency and streamline administrative procedures for healthcare insurance billing and reimbursement. Topics include documentation in the medical record, types of insurance, Medicare compliance policies related to documentation and confidentiality, and HIPAA and other compliance regulations.

Prerequisite: ALHS 1090. Contact Hours: 3

BUSN 1100 - Introduction to Keyboarding (3)

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.

Contact Hours: 5

BUSN 1190 - Digital Technologies in Business (2)

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

Prerequisite: CISM 2201. Contact Hours: 3

BUSN 1240 - Office Procedures (3)

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.

Prerequisite: CISM 2201. Contact Hours: 4

BUSN 1300 - Introduction to Business (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

BUSN 1320 - Business Interaction Skills (3)

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.

Contact Hours: 3

BUSN 1340 - Customer Service Effectiveness (3)

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.

Contact Hours: 4

BUSN 1400 - Word Processing Applications (4)

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.

Prerequisite: CISM 2201. Contact Hours: 6

BUSN 1410 - Spreadsheet Concepts and Applications (4)

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.

Prerequisite: CISM 2201. Contact Hours: 6

BUSN 1420 - Database Applications (4)

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.

Prerequisite: CISM 2201. Contact Hours: 6

BUSN 1430 - Desktop Publishing and Presentation Applications (4)

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.

Prerequisite: CISM 2201. Contact Hours: 6

BUSN 1440 - Document Production (4)

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.

Prerequisite: The ability to key 30 gross words a minute on 3-minute timings with no more than 3 errors (see Admissions Office for testing); CISM 2201. CISM 2201 may be taken as a Co-Requisite instead.. Corequisite: CISM 2201. Contact Hours: 7

BUSN 1450 - Computer Applications for the Business Professional (4)

This course covers the basic skills required to use word processing, spreadsheet and database management software through course demonstrations, laboratory exercises and projects.

Prerequisite: CISM 2201. Contact Hours: 6

BUSN 1460 - Keyboarding and Document Formatting (4)

This course introduces and reinforces the touch system of keyboarding; placing emphasis on establishing correct techniques and building speed and accuracy. In addition, this course introduces and applies document formatting skills including production of memos, email messages and letters from scratch using various styles and special features. Focus includes using correct grammar, spelling, punctuation, capitalization, number expressions, etc.

Prerequisite: CISM 2201. CISM 2201 may be taken as a Co-Requisite instead.. Corequisite: CISM 2201. Contact Hours: 7

BUSN 1470 - Professional Communication Skills (3)

This course equips participants with the tools to communicate and interact more effectively in person and in writing. Participants 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. This course incorporates the use of presentation software throughout to support the mission of professional communication skill development.

Prerequisite: CISM 2201. Contact Hours: 4

BUSN 2130 - Expert Spreadsheet Analysis (3)

This course expands on basic spreadsheet software knowledge and skills. Topics will include: advanced workbook options and settings, applying custom formats and layouts, creating and applying advanced formulas and creating advanced charts and tables. This course is designed to prepare the student to take the related Microsoft Office Specialist certification exam.

Prerequisite: BUSN 1450. Contact Hours: 5

BUSN 2140 - Expert Word Processing (3)

This course expands on basic word processing knowledge and skills. Topics will include managing document options and settings, creating advanced documents and using advanced tools to create document elements and references. This course is designed to prepare the student to take the related Microsoft Office Specialist certification exam.

Prerequisite: BUSN 1450. Contact Hours: 4

BUSN 2150 - Social Media and Electronic Communication (3)

Provides an overview of digital technology used for conducting business, such as, the fundamentals of communicating with others inside and outside the organization. Students will learn the application of business activities using various digital platforms. Emphasis is placed on Professional Social Media Conduct and Workplace Computer Security and Safety.

Prerequisite: CISM 2201. Contact Hours: 4

BUSN 2160 - Electronic Mail Applications (2)

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.

Prerequisite: Program Admission; CISM 2201. Contact Hours: 3

BUSN 2170 - Web Page Design (2)

Provides instruction in the concepts necessary for individuals to create and manage professional quality websites. Topics include website creation; web page development and design; hyperlink creation, test, and repair; integration; website navigation; and website management

Prerequisite: Program Admission; CISM 2201. Contact Hours: 3

BUSN 2190 - Business Document Proofreading and Editing (3)

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.

Prerequisite: ENGL 1010 (diploma) with a minimum grade of C or ENGL 1101 (degree) with a minimum grade of C. Corequisite: BUSN 1440. Contact Hours: 4

BUSN 2210 - Applied Office Procedures (3)

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.

Prerequisite: BUSN 1240; BUSN 1400; BUSN 1410; BUSN 1440. Contact Hours: 5

BUSN 2290 - Applied Business Technology (3)

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, records management skills, office management skills and career readiness. This course serves as a capstone course.

Prerequisite: BUSN 1240; BUSN 1460; BUSN 2130; BUSN 2140. Contact Hours: 4

BUSN 2340 - Healthcare Administrative Procedures (4)

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.

Prerequisite: ALHS 1011; ALHS 1090; CISM 2201. Corequisite: BUSN 1440. Contact Hours: 6

BUSN 2350 - Electronic Health Records (3)

Provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of electronic health records and computerized office management. Topics include electronic healthcare information management, electronic data interchange, coding standards, health record and office management software, point of entry data entry, electronic coding from health records, speed data entry in processing healthcare records, analysis of records to improve patient care, confidentiality, release of information, security of electronic healthcare record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation, customizing medical documents, claims management, collections management and HIPAA security.

Prerequisite: ALHS 1011; ALHS 1090; CISM 2201. Contact Hours: 5

BUSN 2375 - Healthcare Coding (3)

Provides an introduction to medical coding skills and the application of international coding standards as it applies to healthcare billing for insurance purposes. Topics include current procedural terminology, International Classification of Diseases, code book formats, coding techniques, formats of the ICD and CPT manuals, and collections.

Prerequisite: ALHS 1011; ALHS 1090. Contact Hours: 5

BUSN 2400 - Healthcare Procedural Coding (3)

Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physician's Current Procedural Terminology (CPT) resources and the Healthcare Common Procedure Coding System (HCPCS). Topics include: format of CPT/HCPCS manual, CPT/HCPCS coding guidelines, and coding using the CPT/HCPCS resources. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes and apply systems to optimize reimbursement.

Prerequisite: ALHS 1011, ALHS 1090; MAST 1120. Contact Hours: 4

BUSN 2410 - ICD Coding (3)

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.

Prerequisite: ALHS 1011; ALHS 1090; MAST 1120. Contact Hours: 4

BUSN 2420 - Advanced Medical Coding (3)

This course is a continuance of CPT and ICD coding. Topics include: health records coding techniques, coding linkage and compliance, searching the job market, developing a resume, stress management, test-taking strategies, and reviewing for a coding certification exam.

Prerequisite: BUSN 2400; BUSN 2410. Contact Hours: 5

BUSN 2440 - Healthcare Leadership and Professional Effectiveness (3)

Emphasizes essential skills required for leadership and professional success in healthcare organizations. Introduces the functions, practices, and advanced interpersonal relationships, critical thinking, and problem solving. Provides the student with knowledge and the essentials of professional leadership behaviors. Topics include introduction to the supervisory role, the volatile healthcare environment, the dual nature of supervisory roles, basic functions of management, delegation, empowerment, self-management, interviewing, recruitment, professionalism, decision making managing change, professional meetings, quality, productivity, teams, and continuing education.

Contact Hours: 3

BUSN 2800 - Practice Management Fundamental (3)

Emphasizes essential skills required for the management of healthcare practices. Introduces the functions, practices, and advanced administrative skills. Emphasis is placed on management skills including practice management, personnel supervision, marketing, financial planning, and addressing health disparities. Topics include introduction to healthcare management, management and motivation, organizational behavior, strategic planning, healthcare marketing, quality improvement basics, information technology, managing costs and revenues, managing healthcare professionals, addressing health disparities, and healthcare fraud and abuse.

Prerequisite: BUSN 2340. Contact Hours: 3

BUSN 2810 - Healthcare Compliance (3)

Covers how healthcare law and related regulations are formulated, and the impact of those laws on payers, providers, patients, and healthcare businesses. Emphasis is placed on legal compliance in the healthcare industry. Topics covered include in-depth coverage and analysis of implementation of the healthcare reform law, fraud and abuse laws, anti-kickback, false claims, Stark anti-referral provisions, Medicare and Medicaid, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HITECH Act and related regulations, the Emergency Medical Treatment and Active Labor Act (EMTALA).

Prerequisite: ALHS 1090; ENGL 1010 or ENGL 1101 with a minimum grade of C. Contact Hours: 3

BUSN 2820 - Healthcare Practice Law and Ethics (3)

Introduces the complex ethical, moral, and legal issues involved in providing healthcare services. Emphasis is placed on legal requirements of medical practices, professional relationships, professional liabilities, and medical practice liability. Provides the student with a working knowledge of current healthcare law and accepted ethical behavior.

Prerequisite: ALHS 1011; ALHS 1090; MAST 1120; CISM 2201; ENGL 1010 or ENGL 1101 with a minimum grade of C. Contact Hours: 3

BUSN 2830 - Healthcare Delivery Systems (3)

Provides students with a comprehensive overview of healthcare delivery systems and the economic, historic, political, and ethical issues that influence the accessibility, expense, and quality of healthcare services. Introduces provider organization and structure in a healthcare setting, healthcare funding, and rules, regulations, and governing bodies that monitor and protect the usage of health care systems in the United States.

Prerequisite: ALHS 1011; ALHS 1090; CISM 2201; BUSN 1440. Contact Hours: 3

CCMN - Commercial Construction Management

CCMN 1000 - Introduction to Construction and Development (2)

This course is a study of the commercial construction process, terminology, participant roles, and phases. Topics include: project types, project stages, construction documents, marketing, contract procurement, estimating, bonding, scheduling, mobilization, materials, methods, change orders, claims, safety, organizational management, computers in construction, communication, high rise construction, contract types, liability and loss control.

Contact Hours: 3

CCMN 1020 - Building Technologies and Methods (4)

This course is a study of the materials and technologies utilized in commercial construction. Topics include: site-work, foundations, building structure, interior and exterior finishes, and roofing. A brief overview of mechanical, electrical, plumbing and conveying systems is included. An overview of materials testing is also presented.

Contact Hours: 5

CCMN 1030 - Construction Graphics (3)

This course provides the skills to read and interpret commercial construction graphical documents. Topics include: dimensioning practices, layout, abbreviations, symbol usage, line types, computer aided design, and principles of drawing.

Contact Hours: 4

CCMN 1040 - Construction Safety (4)

This course covers commercial construction safety and loss prevention. Topics include: safety plan management, emergency planning, project security, sources of safety information and supplies, personal protective equipment (PPE), fire prevention, hazardous communications, material safety data sheets (MSDS), fall protection, electrical hazards, ladders, scaffolds, stairways, confined spaces, excavations, training techniques, accident reporting, materials handling and storage, cranes, mechanized equipment, steel erection, and concrete construction.

Contact Hours: 4

CCMN 1050 - Commercial Building Code (2)

This course provides a study of the commercial building code. Topics include: inspector/contractor communications, code administration, occupancy classifications, building limitations, construction types, fire resistance, means of egress, structural loading, and construction materials.

Contact Hours: 2

CCMN 1060 - Construction Estimating I (4)

This course provides the skills required to develop a material quantity estimate from commercial construction drawings and specifications. Completion of a quantity survey project is required.

Prerequisite: CCMN 1030. Contact Hours: 5

CCMN 2020 - Construction Scheduling (4)

This course is a study of commercial construction scheduling and cost controls. Topics include network diagrams, time-scaled design, Gantt charts and computerized scheduling. Students will complete projects utilizing the critical path method in both manual and computerized formats.

Contact Hours: 4

CCMN 2040 - Construction Project Management (4)

This course is a study of delivery methods, contract documents, supervision, working with owners and design professionals, control of cash flow, procurement, management of subcontractors, job records, contract changes, and payment procedures.

Contact Hours: 4

CCMN 2070 - Construction Estimating II (4)

This course continues the study of the estimating process emphasizing pricing the general contractor's work including: estimating procedures, development of direct and indirect unit costs, evaluation of subcontractor's bids, bidding strategy, and bid opening. The completion of an estimate, bid submission, and development of a schedule of values are required. Also included is an introduction to conceptual estimating.

Prerequisite: CCMN 1060. Contact Hours: 5

CCMN 2080 - Sustainable Design and Construction (4)

This course introduces students to the theory and application of sustainability concepts in design and construction. The course includes an overview of green building programs and certifications, with a focus on managing LEED implementation through construction. The course reviews the principles required in preparation for the LEED Green Associate examination (the exam is not included in the course).

Corequisite: CCMN 1020. Contact Hours: 6

CCMN 2010 - Construction Law (3)

This course is a study of the legal aspects of commercial construction contracting. Topics include: contracts, drug testing, sexual harassment, labor management relations, discrimination, worker compensation, bonding, claims, arbitration, mediation, business types, minority business enterprises, hiring and firing practices.

Contact Hours: 3

CCMN 2030 - Construction Accounting and Financial Management (4)

This course provides a study of financial management and accounting theory with specific application to the commercial construction industry. Topics include accounting data, financial statements, cost control, taxation, ratio analysis, the time value of money, budgeting, cash flow, financing, and receivables.

Contact Hours: 4

CCMN 2500 - Commercial Construction Management Internship-Practicum (3)

This course allows the student to gain real-world experience by working with a local industry in the appropriate field for a minimum of 135 hours during the term or, alternatively, an equivalent number of hours on real-world projects at the college.

Prerequisite: Program Admission; Program Instructor Approval. Contact Hours: 9

CHEM - Chemistry

CHEM 1151 - Survey of Inorganic Chemistry (3)

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.

Corequisite: CHEM 1151L; MATH 1101 or MATH 1103 or MATH 1111 with a minimum grade of C. Contact Hours: 3

CHEM 1151L - Survey of Inorganic Chemistry Lab (1)

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.

Corequisite: CHEM 1151; MATH 1101 or MATH 1103 or MATH 1111 with a minimum grade of C. Contact Hours: 3

CHEM 1152 - Survey of Organic Chemistry and Biochemistry (3)

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.

Prerequisite: CHEM 1151 with a minimum grade of C; CHEM 1151L with a minimum grade of C. Corequisite: CHEM 1152L. Contact Hours: 3

CHEM 1152L - Survey of Organic Chemistry and Biochemistry Lab (1)

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.

Prerequisite: CHEM 1151 with a minimum grade of C; CHEM 1151L with a minimum grade of C. Corequisite: CHEM 1152. Contact Hours: 3

CHEM 1211 - Chemistry I (3)

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.

Prerequisite: MATH 1101 or MATH 1103 or MATH 1111 with a minimum grade of C. Corequisite: CHEM 1211L. Contact Hours: 3

CHEM 1211L - Chemistry Lab I (1)

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.

Prerequisite: MATH 1101 or MATH 1103 or MATH 1111 with a minimum grade of C. Corequisite: CHEM 1211. Contact Hours: 3

CHEM 1212 - Chemistry II (3)

Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

Prerequisite: CHEM 1211 with a minimum grade of C; CHEM 1211L with a minimum grade of C. Corequisite: CHEM 1212L. Contact Hours: 3

CHEM 1212L - Chemistry Lab II (1)

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.

Prerequisite: CHEM 1211 with a minimum grade of C; CHEM 1211L with a minimum grade of C. Corequisite: CHEM 1212. Contact Hours: 3

CISM - Computer Applications

CISM 2201 - Foundations of Computer Applications (3)

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.

Contact Hours: 5

CIST - Computer Information Systems

CIST 1001 - Computer Concepts (4)

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.

Contact Hours: 6

CIST 1122 - Hardware Installation and Maintenance (4)

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.

Prerequisite: Program Admission. Contact Hours: 7

CIST 1130 - Operating Systems Concepts (3)

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.

Contact Hours: 5

CIST 1220 - Structured Query Language (4)

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.

Contact Hours: 7

CIST 1305 - Program Design and Development (3)

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.

Contact Hours: 4

CIST 1401 - Computer Networking Fundamentals (4)

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.

Prerequisite: Program Admission. Contact Hours: 6

CIST 1510 - Web Development I (4)

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and HTML 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.

Contact Hours: 6

CIST 1601 - Information Security Fundamentals (3)

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.

Contact Hours: 4

CIST 1602 - Security Policies and Procedures (3)

Provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy.

Contact Hours: 3

CIST 2120 - Supporting Application Software (4)

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.

Prerequisite: CISM 2201. Contact Hours: 7

CIST 2128 - Comprehensive Spreadsheet Techniques (3)

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.

Contact Hours: 5

CIST 2130 - Desktop Support Concepts (4)

Provides an overview to desktop support management.

Contact Hours: 6

CIST 2311 - Visual Basic I (4)

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.

Prerequisite: CIST 1305. Contact Hours: 7

CIST 2341 - C# Programming I (4)

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.

Prerequisite: CIST 1305. Contact Hours: 7

CIST 2342 - C# Programming II (4)

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.

Prerequisite: CIST 2341. Contact Hours: 7

CIST 2361 - C++ Programming I (4)

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.

Prerequisite: CIST 1305. Contact Hours: 7

CIST 2371 - Java Programming I (4)

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.

Prerequisite: CIST 1305. Contact Hours: 7

CIST 2372 - Java Programming II (4)

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.

Prerequisite: CIST 2371. Contact Hours: 7

CIST 2381 - Mobile Application Development (4)

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.

Prerequisite: CIST 1305. Contact Hours: 6

CIST 2411 - Microsoft Client (4)

Provides the ability to implement, administrate, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

Prerequisite: Program Admission. Contact Hours: 6

CIST 2412 - Microsoft Server Installation and Maintenance (4)

Students will learn how to deploy Windows Server in a variety of different environments, including data center and cloud environments that rely on virtualization and containers. They will learn how to configure and manage server storage, troubleshoot performance issues, Active Directory, Certificate Services, DNS, DHCP, WSUS, IIS, file sharing, printing, and remote access.

Prerequisite: Program Admission. Contact Hours: 6

CIST 2413 - Cloud and data foundations with Microsoft Azure (4)

This course prepares student with the foundational knowledge of cloud services using Microsoft Azure. Areas covered in the class include basic knowledge of cloud services, a knowledge of data concepts, using them on the Cloud and how they're implemented using Microsoft Azure. This course prepares students to take AZ-900 and DP-900 certification exams.

Prerequisite: Program Admission. Contact Hours: 6

CIST 2414 - Maintaining Windows Server (4)

Provides students with knowledge and skills necessary to secure, manage, support and administer a Microsoft network infrastructure both locally and thru Azure. Prepares students to take the Microsoft AZ801 certification exam.

Prerequisite: Program Admission. Contact Hours: 6

CIST 2431 - UNIX/Linux Introduction (4)

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.

Prerequisite: Program Admission. Contact Hours: 6

CIST 2480 - AWS Cloud Foundations (4)

AWS Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support.

Contact Hours: 6

CIST 2481 - AWS Cloud Architecting (4)

AWS Academy Cloud Architecting covers the fundamentals of building IT infrastructure on AWS. The course is designed to teach solutions architects how to optimize their use of the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions. Although architectural solutions can differ depending on the industry, type of application, and size of the business, this course emphasizes best practices for the AWS Cloud that apply to all of them. It also recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS. Throughout the course, students will explore case studies that showcase how some AWS customers have designed their infrastructures and the strategies and services that they have implemented. Finally, this course provides opportunities for students to build a variety of infrastructures through a guided, hands-on approach.

Prerequisite: CIST 2480. Contact Hours: 6

CIST 2482 - AWS Cloud Developing (4)

AWS Cloud Developing is designed to help students gain technical expertise in development using cloud technologies and prepare them to take the AWS Certified Developer Associate level AWS Certification exam.

Prerequisite: CIST 2480. Contact Hours: 6

CIST 2601 - Implementing Operating Systems Security (4)

Provide knowledge and the practical experience necessary to configure the most common server platforms. Lab exercises will provide students with experience of establishing operating systems security for the network environment.

Prerequisite: CIST 1401; CIST 1601 . Contact Hours: 6

CIST 2602 - Network Security (4)

Provides knowledge and the practical experience necessary to evaluate, implement and manage secure information transferred over computer networks. Topics include network security, intrusion detection, types of attacks, methods of attacks, security devices, basics of cryptography and organizational security elements.

Prerequisite: CIST 1401; CIST 1601 . Contact Hours: 6

CIST 2611 - Network Defense and Countermeasures (4)

Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access, managing a firewall, and detecting and preventing network intrusions.

Prerequisite: CIST 1401; CIST 1601. Contact Hours: 6

CIST 2612 - Computer Forensics (4)

Examines the use of computers in the commission of crimes, collection, analysis and production of digital evidence. Students will use computer resources to explore basic computer forensic investigation techniques.

Prerequisite: CIST 1122; CIST 1601. Contact Hours: 6

CIST 2613 - Ethical Hacking and Penetration Testing (4)

Teaches students the skills needed to obtain entry-level security specialist jobs. It provides a hands-on introduction to ethical hacking, and penetration testing. It is for individuals who want to enhance their information security skill set and help meet the growing demand for security professionals. Topics include network and computer attacks, footprinting and social engineering, port scanning, enumeration, OS vulnerabilities, hacking web servers, hacking wireless networks, cryptography and network protection systems.

Prerequisite: CIST 1601. Contact Hours: 6

CIST 2710 - 2D Computer Animation (3)

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.

Contact Hours: 4

CIST 2730 - Introduction to 3D Animation (4)

Introduces the creation and manipulation of 3D objects. Topics include 3D types and tools, 3D objects, and inverse kinematics.

Contact Hours: 6

CIST 2733 - 3D Graphics for Gaming I (4)

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.

Contact Hours: 6

CIST 2742 - Beginning Python Programming (4)

Provides a study of the Python programming language to solve applications. Topics include: basic coding rules, input/output operations, arithmetic operations, debugging techniques, lists and arrays, sorting, editing input, basic search techniques, game simulations, game design and object-oriented programming (OOP).

Contact Hours: 6

CIST 2750 - Game Design (3)

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.

Contact Hours: 4

CIST 2751 - Game Development I (3)

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.

Contact Hours: 4

CIST 2752 - Game Development II (3)

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.

Contact Hours: 4

CIST 2759 - Mathematics for Game Developers (3)

Emphasizes the math skills needed in 2D game design. These skills include trigonometric properties, vectors, and motion in one dimension.

Prerequisite: MATH 0090 or MATH 1013 with a minimum grade of C or diploma program admission level algebra competency. Contact Hours: 4

CIST 2921 - IT Analysis Design and Project Management (4)

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.

Contact Hours: 7

MLBT - Medical Laboratory Technology

MLBT 1010 - Introduction to Medical Laboratory Technology (2)

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.

Prerequisite: Program Admission. Contact Hours: 4

MLBT 1030 - Urinalysis/Body Fluids (2)

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.

Prerequisite: BIOL 2113 with a minimum grade of C; BIOL 2113L with a minimum grade of C; MLBT 1010. Contact Hours: 4

MLBT 1040 - Hematology/Coagulation (5)

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.

Prerequisite: BIOL 2113 with a minimum grade of C; BIOL 2113L with a minimum grade of C; MLBT 1010. Contact Hours: 9

MLBT 1050 - Serology/Immunology (3)

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.

Prerequisite: MLBT 1010. Contact Hours: 5

MLBT 1060 - Immunohematology (4)

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.

Prerequisite: MLBT 1050. Contact Hours: 8

MLBT 1070 - Clinical Chemistry (4)

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.

Prerequisite: BIOL 2114 with a minimum grade of C; BIOL 2114L with a minimum grade of C; CHEM 1151 with a minimum grade of C; CHEM 1151L with a minimum grade of C or CHEM 1211 with a minimum grade of C; CHEM 1211L with a minimum grade of C; MLBT 1010. Contact Hours: 8

MLBT 1080 - Microbiology (5)

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.

Prerequisite: MLBT 1010. Contact Hours: 10

MLBT 2090 - Clinical Urinalysis, and Preanalytical Specimen Process Practicum (3)

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, 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.

Prerequisite: MLBT 1010; MLBT 1030; MLBT 1050. Contact Hours: 9

MLBT 2100 - Clinical Immunohematology Practicum (4)

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.

Prerequisite: MLBT 1060. Contact Hours: 12

MLBT 2110 - Clinical Hematology/Coagulation Practicum (4)

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.

Prerequisite: MLBT 1040. Contact Hours: 12

MLBT 2120 - Clinical Microbiology Practicum (4)

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.

Prerequisite: MLBT 1080. Contact Hours: 12

MLBT 2130 - Clinical Chemistry Practicum (4)

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.

Prerequisite: MLBT 1070. Contact Hours: 12

MLBT 2200 - MLT Certification Review (2)

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.

Prerequisite: MLBT 1030; MLBT 1040; MLBT 1050; MLBT 1060; MLBT 1070; MLBT 1080. Contact Hours: 4

COMP - Introduction to Computer Literacy

COMP 1000 - Introduction to Computer Literacy (3)

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

Contact Hours: 4

COSM - Cosmetology

COSM 1000 - Introduction to Cosmetology Theory (4)

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.

Prerequisite: Program Admission. Contact Hours: 4

COSM 1010 - Chemical Texture Services (3)

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.

Prerequisite: Program Admission. Contact Hours: 6

COSM 1020 - Hair Care and Treatment (3)

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.

Contact Hours: 5

COSM 1030 - Haircutting (3)

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.

Corequisite: COSM 1000. Contact Hours: 7

COSM 1040 - Styling (3)

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.

Corequisite: COSM 1000. Contact Hours: 6

COSM 1050 - Hair Color (3)

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.

Contact Hours: 6

COSM 1060 - Fundamentals of Skin Care (3)

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.

Contact Hours: 7

COSM 1070 - Nail Care and Advanced Techniques (3)

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).

Contact Hours: 7

COSM 1080 - Physical Hair Services Practicum (3)

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.

Prerequisite: COSM 1000; COSM 1020; COSM 1030; COSM 1040. Contact Hours: 7

COSM 1090 - Hair Services Practicum I (3)

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.

Prerequisite: COSM 1000; COSM 1010; COSM 1020; COSM 1030; COSM 1040; COSM 1050. Contact Hours: 7

COSM 1100 - Hair Services Practicum II (3)

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.

Corequisite: COSM 1090. Contact Hours: 7

COSM 1110 - Hair Services Practicum III (3)

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.

Corequisite: COSM 1100. Contact Hours: 7

COSM 1115 - Hair Services Practicum IV (2)

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.

Contact Hours: 6

COSM 1120 - Salon Management (3)

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.

Contact Hours: 3

COSM 1125 - Skin and Nail Care Practicum (2)

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.

Contact Hours: 6

CRJU - Criminal Justice

CRJU 1010 - Introduction to Criminal Justice (3)

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.

Contact Hours: 3

CRJU 1021 - Private Security (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 1030 - Corrections (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 1040 - Principles of Law Enforcement (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 1043 - Probation and Parole (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 1062 - Methods of Criminal Investigation (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 1063 - Crime Scene Processing (3)

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.

Prerequisite: Program Admission. Contact Hours: 5

CRJU 1065 - Community-Oriented Policing (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 1068 - Criminal Law for Criminal Justice (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 1075 - Report Writing (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 2020 - Constitutional Law for Criminal Justice (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 2050 - Criminal Procedure (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 2060 - Criminology (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 2070 - Juvenile Justice (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CRJU 2090 - Criminal Justice Practicum (3)

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.

Prerequisite: Program Admission and Advisor Approval. Contact Hours: 9

CRJU 2100 - Criminal Justice Internship/Externship (3)

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.

Prerequisite: Program Admission and Advisor Approval. Contact Hours: 9

CRJU 2201 - Criminal Courts (3)

Examines the historical context on the development, functions, and controversies in the courts system. Topics include introduction to the courts; participants of a trial; courtroom processes; and the post conviction process.

Prerequisite: Program Admission. Contact Hours: 3

CTDL - Commercial Truck Driving

CTDL 1010 - Fundamentals of Commercial Driving (3)

Fundamentals of Commercial Driving 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.

Contact Hours: 3

CTDL 1021 - Combination Vehicle Basic Operation and Range Work (3)

This course 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 demonstrate proficiency in performing range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

Contact Hours: 5

CTDL 1022 - Commercial Driving Training Internship I (3)

This course 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 demonstrate proficiency in performing range operations such as operating a commercial motor vehicle (CMV) through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling as applicable for the vehicle class. Internship training will be facilitated by an employer, the training hours will be documented, and proficiency will be signed off by the college ELDT partner.

Contact Hours: 5

CTDL 1031 - Combination Vehicle Advanced Operations (3)

Advanced Operations 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 demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers.

Contact Hours: 5

CTDL 1032 - Commercial Driving Training Internship II (3)

Advanced Operations develops students' driving skills under actual road conditions. These safe operating practices are integrated into the development of driving skills on the road. Each student must demonstrate proficiency in required behind-the-wheel (BTW) skills such as operating a commercial vehicle safely on public roads through a variety of maneuvers. Internship training will be facilitated by an employer, the training hours will be documented, and proficiency will be signed off by the college ELDT partner.

Contact Hours: 5

CUUL - Culinary Arts

CUUL 1000 - Fundamentals of Culinary Arts (4)

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.

Contact Hours: 5

CUUL 1110 - Culinary Safety and Sanitation (2)

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.

Contact Hours: 3

CUUL 1120 - Principles of Cooking (6)

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.

Prerequisite: CUUL 1110. Contact Hours: 12

CUUL 1129 - Fundamentals of Restaurant Operations (4)

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.

Prerequisite: CUUL 1120. Contact Hours: 7

CUUL 1220 - Baking Principles (5)

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.

Prerequisite: CUUL 1120. Contact Hours: 9

CUUL 1320 - Garde Manger (4)

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.

Prerequisite: CUUL 1120. Contact Hours: 9

CUUL 1370 - Culinary Nutrition and Menu Development (3)

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.

Prerequisite: CUUL 1120. Contact Hours: 6

CUUL 1400 - Basic Nutrition (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

CUUL 1420 - Marketing and Customer Service (3)

Focuses on skills necessary to promote sales and incorporate strategies to meet customer needs.

Prerequisite: Program Admission. Contact Hours: 3

CUUL 1450 - Food Service Manager in Training I (3)

Introduces culinary management including menu management, production, service, and customer relations.

Contact Hours: 3

CUUL 1460 - Food Service Manager in Training II (3)

Introduces culinary nutrition management that emphasizes the role of the manager, leadership, personnel, and program accountability.

Prerequisite: CUUL 1450. Contact Hours: 3

CUUL 2130 - Culinary Practicum (6)

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.

Prerequisite: CUUL 1220; CUUL 1320. Contact Hours: 16

CUUL 2140 - Advanced Baking and International Cuisine (6)

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.

Prerequisite: CUUL 1220; CUUL 1320. Contact Hours: 12

CUUL 2160 - Contemporary Cuisine (4)

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.

Prerequisite: CUUL 1220; CUUL 1320. Contact Hours: 9

CUUL 2190 - Principles of Culinary Leadership (3)

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.

Contact Hours: 3

CUUL 2250 - Advanced Baking Principles (6)

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.

Prerequisite: CUUL 1220. Contact Hours: 12

DENA - Dental Assisting

DENA 1030 - Preventive Dentistry (1)

Introduce students to the area of preventive and public health dentistry. Topics include: patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

Prerequisite: DENA 1080; DENA 1340. Contact Hours: 1

DENA 1050 - Microbiology and Infection Control (3)

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.

Prerequisite: Program Admission. Contact Hours: 4

DENA 1080 - Dental Anatomy (4)

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; temporomandibular joint, blood, lymphatic, nerve supply of the head; and salivary glands and related structures.

Prerequisite: Program Admission. Contact Hours: 4

DENA 1340 - Dental Assisting I: General Chairside (6)

Introduces student to ethics and jurisprudence for the dental assistant and to chair-side 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; dental material; and medical and dental emergencies.

Prerequisite: DENA 1050; DENA 1080. Contact Hours: 9

DENA 1350 - Dental Assisting II: Dental Specialties and EDDA Skills (7)

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; and expanded duties 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 EDDA certification.

Prerequisite: DENA 1340. Contact Hours: 10

DENA 1390 - Dental Radiology (4)

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.

Prerequisite: DENA 1080. Contact Hours: 5

DENA 1400 - Dental Practice Management (2)

Emphasizes procedures for office management in dental practices, utilizing basic computer skills and dental practice management software. 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.

Prerequisite: DENA 1340. Contact Hours: 2

DENA 1460 - Dental Practicum I (1)

Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

Prerequisite: DENA 1050; DENA 1340. Contact Hours: 3

DENA 1470 - Dental Practicum II (1)

Practicum focuses on demonstrating the progression of chairside assisting in general dental procedures and/or dental specialty procedures. Topics include: advanced general dentistry and specialties.

Prerequisite: DENA 1350; DENA 1460. Contact Hours: 3

DFTG - Drafting Technology

DFTG 1015 - Practical Mathematics for Drafting Technology (3)

This course introduces and develops basic mathematic concepts needed to be successful in the drafting industry. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

Contact Hours: 3

DFTG 2010 - Engineering Graphics (4)

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.

Contact Hours: 6

DFTG 2020 - Visualization and Graphics (3)

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.

Contact Hours: 7

DHYG - Dental Hygiene

DHYG 1000 - Tooth Anatomy and Root Morphology (2)

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.

Contact Hours: 2

DHYG 1010 - Oral Embryology and Histology (1)

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.

Prerequisite: Program Admission. Contact Hours: 1

DHYG 1020 - Head and Neck Anatomy (2)

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.

Prerequisite: Program Admission. Contact Hours: 2

DHYG 1030 - Dental Materials (2)

Focuses on the nature, qualities, composition and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include: dental materials standards, dental materials properties, impression materials, gypsum products, mouthguards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative
materials, polishing dental restorations, removable dental prostheses, sealants, and implants.

Prerequisite: Program Admission. Contact Hours: 3

DHYG 1040 - Preclinical Dental Hygiene Lecture (2)

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.

Prerequisite: Program Admission. Corequisite: DHYG 1050. Contact Hours: 2

DHYG 1050 - Preclinical Dental Hygiene Lab (2)

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.

Prerequisite: Program Admission. Corequisite: DHYG 1040. Contact Hours: 6

DHYG 1070 - Radiology Lecture (2)

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.

Prerequisite: DHYG 1020. Contact Hours: 2

DHYG 1090 - Radiology Lab (1)

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.

Prerequisite: DHYG 1020. Contact Hours: 3

DHYG 1110 - Clinical Dental Hygiene I Lecture (2)

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and dental hygiene care planning.

Prerequisite: DHYG 1040. Corequisite: DHYG 1111. Contact Hours: 2

DHYG 1111 - Clinical Dental Hygiene I Lab (3)

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, dental hygiene care planning, and applied techniques.

Prerequisite: DHYG 1050. Corequisite: DHYG 1110. Contact Hours: 9

DHYG 1206 - Pharmacology and Pain Control (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

DHYG 2010 - Clinical Dental Hygiene II Lecture (2)

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; local anesthesia; treatment of hypersensitivity; whitening; implant care; smoke cessation; pit and fissure sealants, scaling, debridement and root planning; ultrasonic and air polishing and dietary analysis.

Prerequisite: DHYG 1070; DHYG 1110. Corequisite: DHYG 2020. Contact Hours: 2

DHYG 2020 - Clinical Dental Hygiene II Lab (2)

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; local anesthesia; treatment of hypersensitivity; whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement and root planning; ultrasonics and air polishing; and dietary analysis.

Prerequisite: DHYG 1070; DHYG 1090; DHYG 1111. Corequisite: DHYG 2010. Contact Hours: 6

DHYG 2050 - General and Oral Pathology/Pathophysiology (3)

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.

Prerequisite: DHYG 1010; DHYG 1020. Contact Hours: 3

DHYG 2070 - Community Dental Health (3)

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.

Prerequisite: DHYG 1110. Contact Hours: 5

DHYG 2080 - Clinical Dental Hygiene III Lecture (2)

Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include treatment of patients with special needs.

Prerequisite: DHYG 2010. Corequisite: DHYG 2090. Contact Hours: 2

DHYG 2090 - Clinical Dental Hygiene III Lab (4)

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include special needs patients and applied techniques.

Prerequisite: DHYG 2020. Corequisite: DHYG 2080. Contact Hours: 12

DHYG 2110 - Biochemistry and Nutrition Fundamentals for the Dental Hygienist (2)

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.

Contact Hours: 2

DHYG 2130 - Clinical Dental Hygiene IV Lecture (2)

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.

Prerequisite: DHYG 2080. Corequisite: DHYG 2140. Contact Hours: 2

DHYG 2140 - Clinical Dental Hygiene IV Lab (4)

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include applied techniques and time management.

Prerequisite: DHYG 2090. Corequisite: DHYG 2130. Contact Hours: 12

DHYG 2200 - Periodontology (3)

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.

Prerequisite: DHYG 1010. Contact Hours: 3

DIET - Diesel Equipment Technology

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety (3)

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.

Contact Hours: 5

DIET 1010 - Diesel Electrical and Electronic Systems (7)

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.

Corequisite: DIET 1000. Contact Hours: 14

DIET 1020 - Preventive Maintenance (5)

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.

Prerequisite: DIET 1010. Contact Hours: 8

DIET 1030 - Diesel Engines (6)

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.

Prerequisite: DIET 1010. Contact Hours: 13

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems (3)

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.

Prerequisite: DIET 1010. Contact Hours: 6

DIET 1050 - Diesel Equipment Technology Internship (4)

Provides the student work experience in the occupational environment. Topics include application of prerequisite knowledge and skills, problem solving, adaptability to job setting equipment and technology, and development of productivity and quality job performance through practice. Internship experience may be implemented through the use of written individualized training plans, written performance evaluations, and required integrative experiences at the internship site.

Prerequisite: DIET 1000, DIET 1010, DIET 1030. Contact Hours: 12

DIET 2001 - Heavy Equipment Hydraulics (6)

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.

Prerequisite: DIET 1010. Contact Hours: 11

DIET 2011 - Off Road Drivelines (6)

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.

Prerequisite: DIET 1010. Contact Hours: 11

ECCE - Early Childhood Care and Education

ECCE 1101 - Introduction to Early Childhood Care and Education (3)

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.

Contact Hours: 3

ECCE 1103 - Child Growth and Development (3)

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.

Contact Hours: 3

ECCE 1105 - Health, Safety and Nutrition (3)

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.

Contact Hours: 4

ECCE 1112 - Curriculum and Assessment (3)

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.

Prerequisite: ECCE 1103. Corequisite: ECCE 1103. Contact Hours: 4

ECCE 1113 - Creative Activities for Children (3)

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.

Contact Hours: 4

ECCE 1121 - Early Childhood Care and Education Practicum (3)

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.

Prerequisite: ECCE 1105. Contact Hours: 7

ECCE 2115 - Language and Literacy (3)

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.

Prerequisite: ECCE 1103. Contact Hours: 4

ECCE 2116 - Math and Science (3)

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.

Prerequisite: ECCE 1103. Contact Hours: 4

ECCE 2201 - Exceptionalities (3)

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.

Prerequisite: ECCE 1103. Contact Hours: 3

ECCE 2202 - Social Issues and Family Involvement (3)

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.

Contact Hours: 3

ECCE 2203 - Guidance and Classroom Management (3)

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.

Prerequisite: ECCE 1103. Contact Hours: 3

ECCE 2245 - Early Childhood Care and Education Internship I (6)

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. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Prerequisite: ECCE 1101; ECCE 1103; ECCE 1105. Contact Hours: 18

ECCE 2246 - Early Childhood Care and Education Internship II (6)

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. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

Prerequisite: ECCE 1101; ECCE 1103; ECCE 1105. Contact Hours: 18

ECCE 2310 - Paraprofessional Methods and Materials (3)

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.

Prerequisite: ECCE 1103. Contact Hours: 3

ECCE 2312 - Paraprofessional Roles and Practices (3)

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.

Prerequisite: Regular Status; ECCE 1103. Contact Hours: 3

ECCE 2320 - Program Administration and Facility Management (3)

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.

Contact Hours: 3

ECCE 2322 - Personnel Management (3)

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.

Contact Hours: 3

ECCE 2330 - Infant/Toddler Development (3)

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.

Contact Hours: 3

ECCE 2332 - Infant/Toddler Group Care and Curriculum (3)

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.

Contact Hours: 3

ECET - Electrical and Computer Engineering Technology

ECET 1101 - Circuit Analysis I (4)

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.

Corequisite: ENGT 1000. Contact Hours: 6

ECET 1110 - Digital Systems I (4)

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.

Prerequisite: ENGT 1000. Contact Hours: 6

ECET 2101 - Circuit Analysis II (4)

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.

Prerequisite: MATH 1111 with a minimum grade of C; ECET 1101. Contact Hours: 6

ECET 2120 - Electronic Circuits I (4)

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.

Contact Hours: 6

ECON - Economics

ECON 1101 - Principles of Economics (3)

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

Prerequisite: Program Admission. Contact Hours: 3

ECON 2105 - Macroeconomics (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

ECON 2106 - Microeconomics (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

ELCR - Electronics

ELCR 1005 - Soldering Technology (1)

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.

Contact Hours: 2

ELCR 1010 - Direct Current Circuits (6)

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.

Prerequisite: MATH 0090 with a minimum grade of C or diploma program admission-level math competency. Contact Hours: 7

ELCR 1020 - Alternating Current Circuits (7)

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.

Prerequisite: ELCR 1010. Contact Hours: 9

ELCR 1030 - Solid State Devices (5)

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.

Prerequisite: ELCR 1020. Contact Hours: 6

ELCR 1040 - Digital and Microprocessor Fundamentals (5)

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.

Prerequisite: ELCR 1020. Contact Hours: 7

ELCR 1060 - Linear Integrated Circuits (3)

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include operational amplifiers, timers, and three-terminal voltage regulators.

Prerequisite: ELCR 1020. Contact Hours: 4

ELCR 1280 - Introduction to Embedded Systems (3)

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.

Contact Hours: 4

ELCR 2110 - Process Control (3)

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.

Prerequisite: ELCR 1020. Contact Hours: 5

ELCR 2120 - Motor Controls (3)

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.

Prerequisite: ELCR 1020. Contact Hours: 5

ELCR 2130 - Programmable Controllers (3)

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include controller hardware, programming, PC applications, and troubleshooting.

Prerequisite: ELCR 1020. Contact Hours: 5

ELCR 2140 - Mechanical Devices (2)

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.

Contact Hours: 3

ELCR 2150 - Fluid Power (2)

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.

Prerequisite: Program Admission. Contact Hours: 3

ELCR 2160 - Advanced Microprocessors and Robotics (3)

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.

Prerequisite: ELCR 1040. Contact Hours: 4

ELCR 2590 - Fiber Optic Systems (3)

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.

Contact Hours: 4

ELCR 2600 - Telecommunication and Data Cabling (3)

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.

Prerequisite: ELCR 1010. Contact Hours: 4

ELCR 2660 - Security System Installation and Testing (4)

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.

Contact Hours: 6

ELTR - Electrical Technology

ELTR 1020 - Electrical Systems Basics I (3)

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.

Contact Hours: 4

ELTR 1060 - Electrical Prints, Schematics, and Symbols (2)

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.

Contact Hours: 3

ELTR 1080 - Commercial Wiring I (4)

This course 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.

Contact Hours: 5

ELTR 1090 - Commercial Wiring II (3)

Continues the study in commercial wiring practices and procedures. Topics include conduit installation and system design concepts.

Contact Hours: 4

ELTR 1180 - Electrical Controls (4)

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.

Contact Hours: 6

ELTR 1205 - Residential Wiring I (3)

Introduces residential wiring practices and procedures. Topics include print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

Contact Hours: 4

ELTR 1210 - Residential Wiring II (3)

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.

Contact Hours: 4

ELTR 1220 - Industrial PLCs (4)

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.

Contact Hours: 6

ELTR 1250 - Diagnostic Troubleshooting (3)

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.

Contact Hours: 5

ELTR 1270 - NEC Industrial Wiring Applications (4)

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).

Contact Hours: 6

ELTR 1525 - Photovoltaic Systems (5)

Introduces techniques and method on how to install residential and commercial photovoltaic systems.

Contact Hours: 7

ELTR 1540 - Wire Pulling and Codes (3)

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.

Contact Hours: 6

EMPL - Employability Skills

EMPL 1000 - Interpersonal Relations and Professional Development (2)

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, professional image skills, personal finance, problem solving, and diversity.

Contact Hours: 2

EMSP - Emergency Medical Services

EMSP 1010 - Emergency Medical Responder (4)

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.

Prerequisite: Program Admission. Contact Hours: 6

EMSP 1110 - Introduction to the EMT Profession (3)

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.

Prerequisite: Program Admission. Contact Hours: 4

EMSP 1120 - EMT Assessment/Airway Management and Pharmacology (3)

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.

Prerequisite: Program Admission. Contact Hours: 4

EMSP 1130 - Medical Emergencies for the EMT (3)

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.

Prerequisite: Program Admission. Contact Hours: 4

EMSP 1140 - Special Patient Populations (3)

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.

Prerequisite: Program Admission. Contact Hours: 4

EMSP 1150 - Shock and Trauma for the EMT (3)

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.

Prerequisite: Program Admission. Contact Hours: 4

EMSP 1160 - Clinical and Practical Applications for the EMT (1)

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.

Prerequisite: Program Admission. Contact Hours: 3

EMSP 1510 - Advanced Concepts for the AEMT (3)

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.

Prerequisite: Program Admission. Contact Hours: 4

EMSP 1520 - Advanced Patient Care for the AEMT (3)

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.

Prerequisite: Program Admission. Contact Hours: 4

EMSP 1530 - Clinical Applications for the AEMT (1)

Provides supervised clinical experience in various clinical settings.

Prerequisite: Program Admission. Contact Hours: 2

EMSP 1540 - Clinical and Practical Applications for the AEMT (3)

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.

Prerequisite: Program Admission. Contact Hours: 6

EMSP 2110 - Foundations of Paramedicine (3)

This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.

Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

Prerequisite: Program Admission. Contact Hours: 4

EMSP 2120 - Applications of Pathophysiology for Paramedics (3)

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

Prerequisite: Program Admission. Contact Hours: 3

EMSP 2130 - Advanced Resuscitative Skills for Paramedics (3)

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient.

Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

Prerequisite: Program Admission. Contact Hours: 4

EMSP 2140 - Advanced Cardiovascular Concepts (4)

This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients.

Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

Prerequisite: Program Admission. Contact Hours: 5

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care (3)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency.

Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

Prerequisite: Program Admission. Contact Hours: 4

EMSP 2320 - Therapeutic Modalities of Medical Care (5)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency.

Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

Prerequisite: Program Admission. Contact Hours: 6

EMSP 2330 - Therapeutic Modalities of Trauma Care (4)

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.).

Topics include: Shock and Trauma 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; Multi-System Trauma; and Assessment of Trauma Emergencies.

Prerequisite: Program Admission. Contact Hours: 5

EMSP 2340 - Therapeutic Modalities for Special Patient Populations (4)

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.).

Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

Prerequisite: Program Admission. Contact Hours: 5

EMSP 2510 - Clinical Applications for the Paramedic I (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Topics include: Clinicals.

Prerequisite: Program Admission. Contact Hours: 6

EMSP 2520 - Clinical Applications for the Paramedic II (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Topics include: Clinicals.

Prerequisite: Program Admission. Contact Hours: 6

EMSP 2530 - Clinical Applications for the Paramedic III (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Topics include: Clinicals.

Prerequisite: Program Admission. Contact Hours: 6

EMSP 2540 - Clinical Applications for the Paramedic IV (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Topics include: Clinicals.

Contact Hours: 3

EMSP 2550 - Clinical Applications for the Paramedic V (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Topics include: Clinicals.

Contact Hours: 3

EMSP 2560 - Clinical Applications for the Paramedic VI (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Topics include: Clinicals.

Prerequisite: Program Admission. Contact Hours: 3

EMSP 2570 - Clinical Applications for the Paramedic VII (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Topics include: Clinicals.

Prerequisite: Program Admission. Contact Hours: 3

EMSP 2710 - Field Internship for the Paramedic (2)

Provides supervised field internship experience in the prehospital advanced life support setting.

Topics include: Field Internship.

Contact Hours: 6

EMSP 2720 - Practical Applications for the Paramedic (3)

Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic.

Topics include: Assessment Based Management for Paramedics.

Prerequisite: Program Admission. Contact Hours: 4

ENGL - English

ENGL 0996 - Support for College Composition (1)

Uses a modular approach to provide just-in-time support for developing writing skills while students are concurrently enrolled in college-level English. Provides intensive instruction and practice in the recursive writing process, critical reading and writing, and basic principles of research. Lab modules support topics discussed in ENGL 1101.

Corequisite: ENGL 1101. Contact Hours: 2

ENGL 0998 - Integrated Reading and Writing (3)

Uses a modular approach to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing process; critical thinking strategies; and recognition and composition of well-developed, coherent, and unified texts. Students progress at their own pace to master each module.

Contact Hours: 5

ENGL 1010 - Fundamentals of English I (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

ENGL 1101 - Composition and Rhetoric (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

ENGL 1102 - Literature and Composition (3)

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.

Prerequisite: ENGL 1101 with a minimum grade of C. Contact Hours: 3

ENGL 1105 - Workplace and Technical Communication (3)

Emphasizes practical knowledge of technical communication 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.

Prerequisite: ENGL 1101 with a minimum grade of C. Contact Hours: 3

ENGL 2110 - World Literature (3)

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.

Prerequisite: ENGL 1101 with a minimum grade of C or better. Contact Hours: 3

ENGL 2130 - American Literature (3)

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.

Prerequisite: ENGL 1101 with a minimum grade of C or better. Contact Hours: 3

ENGL 2310 - English Literature from the Beginnings to 1700 (3)

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.

Prerequisite: ENGL 1101 with a minimum grade of C or better. Contact Hours: 3

ENGT - Engineering Technology

ENGT 1000 - Introduction to Engineering Technology (3)

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.

Contact Hours: 5

ESTH - Esthetician

ESTH 1000 - Introduction to Esthetics (3)

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.

Prerequisite: Program Admission. Contact Hours: 4

ESTH 1010 - Anatomy and Physiology of the Skin (3)

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.

Prerequisite: ESTH 1000. Contact Hours: 3

ESTH 1020 - Skin Care Procedures (4)

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.

Contact Hours: 8

ESTH 1030 - Electricity and Facial Treatments with Machines (5)

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.

Contact Hours: 9

ESTH 1040 - Advanced Skin Care (3)

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.

Contact Hours: 7

ESTH 1050 - Color Theory and Makeup (4)

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.

Contact Hours: 9

ESTH 1060 - Esthetics Practicum I (4)

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.

Prerequisite: ESTH 1000; ESTH 1010; ESTH 1020; ESTH 1030; ESTH 1040; ESTH 1050. Contact Hours: 12

ESTH 1070 - Esthetics Practicum II (4)

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.

Contact Hours: 12

FOSC - Forensic Science

FOSC 1206 - Introduction to Forensic Science (3)

This introductory course will provide a broad overview of the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.

Prerequisite: Program Admission. Contact Hours: 3

FRSC - Fire Science

FRSC 1100 - Introduction to the Fire Service (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

FRSC 1110 - Fire Administration Supervision and Leadership (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

FRSC 1121 - Firefighting Strategy and Tactics (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

FRSC 1132 - Fire Service Instructor (4)

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.

Prerequisite: Program Admission. Contact Hours: 5

FRSC 1141 - Hazardous Materials Operations (4)

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

Prerequisite: Program Admission. Contact Hours: 5

FRSC 1151 - Fire Prevention and Inspection (4)

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

Prerequisite: Program Admission. Contact Hours: 5

FRSC 1161 - Fire Service Safety and Loss Control (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

FRSC 2100 - Fire Administration Management (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

FRSC 2110 - Fire Service Hydraulics (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

FRSC 2120 - Fire Protection Systems (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

FRSC 2130 - Fire Service Building Construction (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

FRSC 2141 - Incident Command (4)

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.

Prerequisite: Program Admission. Contact Hours: 5

FRSC 2170 - Fire and Arson Investigation (4)

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.

Prerequisite: Program Admission. Contact Hours: 5

GERT - Gerontology

GERT 1000 - Understanding the Gerontological Client (2)

This course 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.

Prerequisite: Program Admission. Contact Hours: 2

GERT 1020 - Behavioral Aspects of Aging (2)

This course 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.

Prerequisite: Program Admission. Contact Hours: 2

GERT 1030 - Gerontological Nutrition (1)

This course 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.

Prerequisite: Program Admission. Contact Hours: 1

HIMT - Health Information Management Technology

HIMT 1100 - Introduction to Health Information Technology (3)

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).

Prerequisite: Program Admission. Contact Hours: 4

HIMT 1151 - Computer Applications in Healthcare (4)

Designed to provide students with computer and software skills used in medical offices. Topics include hardware and software components of computers for medical record applications; database software and information management;specialized information management systems in healthcare; methods of controlling confidentiality and patient rights;accuracy and security of health information data in computer systems as well as future directions of information technology in healthcare.

Contact Hours: 7

HIMT 1200 - Legal Aspects of Healthcare (3)

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.

Prerequisite: Program Admission. Contact Hours: 4

HIMT 1250 - Health Record Content and Structure (2)

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.

Contact Hours: 3

HIMT 1360 - Introduction to Pathopharmacotherapy (3)

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.

Prerequisite: ALHS 1090. Contact Hours: 3

HIMT 1400 - Coding and Classification ICD Basic (4)

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. (ICD-10)

Prerequisite: BIOL 2114 with a minimum grade of C; BIOL 2114L with a minimum grade of C; ALHS 1090; HIMT 1360. Contact Hours: 6

HIMT 1410 - Coding and Classification ICD Advanced (3)

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. (ICD-10)

Prerequisite: HIMT 1400. Contact Hours: 4

HIMT 2150 - Healthcare Statistics (3)

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.

Prerequisite: Appropriate algebra placement test score.. Corequisite: HIMT 2200. Contact Hours: 5

HIMT 2200 - Performance Improvement (3)

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.

Contact Hours: 4

HIMT 2300 - Healthcare Management (3)

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.

Contact Hours: 4

HIMT 2400 - Coding and Classification System CPT/HCPCS (3)

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.

Contact Hours: 4

HIMT 2410 - Revenue Cycle Management (3)

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.

Prerequisite: HIMT 1400. Contact Hours: 4

HIMT 2460 - Health Information Technology Practicum (3)

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.

Prerequisite: HIMT 1200; HIMT 1250. Contact Hours: 9

HIST - History

HIST 1111 - World History I (to 1500) (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

HIST 1112 - World History II (since 1500) (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

HIST 2111 - U.S. History I (to 1877) (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

HIST 2112 - U.S. History II (since 1865) (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

HRTM - Hotel Restaurant Tourism Management

HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management (3)

Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management's role in the hospitality industry, and hospitality industry trends.

Prerequisite: Program Admission. Contact Hours: 3

HRTM 1105 - Tourism in Georgia (3)

This course focuses on the ways tourism impacts the state of Georgia. Topics include regional, historical, cultural, and culinary tourism; how welcome centers and convention and visitors bureaus market the state; career opportunities within the tourism industry; and the variety of reasons tourists come to Georgia.

Contact Hours: 3

HRTM 1110 - Travel Industry and Travel Geography (3)

Introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of international, national, state, major cities and their points of interest to the travel customer. Emphasis is placed on career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include: terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas, and travel regulations and documents needed to travel internationally.

Prerequisite: Program Admission. Contact Hours: 3

HRTM 1130 - Business Etiquette and Communication (3)

This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry.

Prerequisite: Program Admission. Contact Hours: 3

HRTM 1140 - Hotel Operations Management (3)

This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division. Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.

Prerequisite: Program Admission. Contact Hours: 3

HRTM 1150 - Event Planning (3)

This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.

Prerequisite: Program Admission. Contact Hours: 3

HRTM 1160 - Food and Beverage Management (3)

Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.

Prerequisite: Program Admission. Contact Hours: 3

HRTM 1170 - Hospitality Industry Accounting and Financial Analysis (3)

This course provides students with the fundamental knowledge to interpret and analyze the key reports and financial statements used daily in the hospitality industry. Focusing on Profit and Loss statements, students learn to use numbers to assess the performance of individual departments and the overall operation. These numbers are the basis for
managerial decisions that increase revenues and control costs.

Prerequisite: Program Admission. Contact Hours: 3

HRTM 1201 - Hospitality Marketing (3)

Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.

Prerequisite: Program Admission. Contact Hours: 3

HRTM 1220 - Supervision and Leadership in the Hospitality Industry (3)

This courses focuses on the principles of good supervision and leadership as they apply to day-to-day hospitality operations. Topics include recruiting, selection, orientation, compensation and benefits, motivation, teamwork, coaching, employee training and development, performance standards, discipline, employee assistance programs, health and safety, conflict management, communicating and delegating, and decision making and control.

Prerequisite: Program Admission. Contact Hours: 3

HRTM 1230 - Internship (3)

This course introduces students to the application and reinforcement of hotel/restaurant/tourism operational principles in an actual job placement or practicum experience. Students become acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of hotel/restaurant/tourism management techniques, and professional development. The occupation-based instruction includes written individualized training plans and written performance evaluations.

Prerequisite: HRTM 1100. Contact Hours: 9

HUMN - Humanities

HUMN 1101 - Introduction to Humanities (3)

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.

Prerequisite: ENGL 1101 with a minimum grade of C. Contact Hours: 3

IDFC - Industrial Fundamentals

IDFC 1000 - Principles of Electricity I (4)

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.

Contact Hours: 5

IDFC 1005 - Principles of Electricity II (5)

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.

Contact Hours: 6

IDFC 1007 - Industrial Safety Procedures (2)

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.

Contact Hours: 3

IDFC 1011 - Direct Current I (3)

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.

Contact Hours: 4

IDFC 1012 - Alternating Current I (3)

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.

Contact Hours: 4

IDSY - Industrial Systems Technology

IDSY 1005 - Introduction to Mechatronics (4)

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

Prerequisite: Program Admission. Contact Hours: 7

IDSY 1020 - Print Reading and Problem Solving (3)

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.

Prerequisite: Program Admission. Contact Hours: 5

IDSY 1101 - DC Circuit Analysis (3)

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.

Contact Hours: 4

IDSY 1105 - AC Circuit Analysis (3)

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.

Contact Hours: 4

IDSY 1110 - Industrial Motor Controls I (4)

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.

Contact Hours: 7

IDSY 1120 - Basic Industrial PLCs (4)

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.

Contact Hours: 8

IDSY 1130 - Industrial Wiring (4)

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.

Contact Hours: 7

IDSY 1150 - DC and AC Motors (3)

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.

Contact Hours: 4

IDSY 1160 - Mechanical Laws and Principles (4)

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.

Contact Hours: 6

IDSY 1161 - Fundamentals of Machine Tool and Mechanical Systems (4)

Introduces the fundamental concepts necessary for safe operation of basic machine tools, print reading, and mechanical laws and principles. Topics include safety, introduction to threads and fasteners, power tool operation, precision measurements, print reading and sketching, geometric dimensioning and tolerancing, mechanical laws and principles, material processing, and layout and assembly. (This course is only for apprenticeship students; please see an advisor for more information.)

Prerequisite: Regular Status. Contact Hours: 6

IDSY 1170 - Industrial Mechanics (4)

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.

Contact Hours: 8

IDSY 1190 - Fluid Power Systems (4)

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.

Contact Hours: 7

IDSY 1195 - Pumps and Piping Systems (3)

Provides instruction in the fundamentals concepts of industrial pumps and piping systems. Topics include pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

Contact Hours: 5

IDSY 1210 - Industrial Motor Controls II (4)

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.

Contact Hours: 7

IDSY 1220 - Intermediate Industrial PLCs (4)

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.

Contact Hours: 8

IDSY 1230 - Industrial Instrumentation (4)

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.

Contact Hours: 8

IDSY 1240 - Maintenance for Reliability (4)

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.

Contact Hours: 6

IDSY 1260 - Machine Tool for Industrial Repairs (4)

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.

Contact Hours: 7

IDSY 2830 - Networking Industrial Equipment (4)

Provides communication and networking skills needed for cabling and connection to PLC/HMI Devices.

Contact Hours: 7

MAST - Medical Assisting

MAST 1010 - Legal and Ethical Concerns in the Medical Office (2)

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.

Prerequisite: Program Admission. Contact Hours: 2

MAST 1030 - Pharmacology in the Medical Office (4)

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.

Prerequisite: Program Admission; MATH 1012 with a minimum grade of C. Contact Hours: 4

MAST 1060 - Medical Office Procedures (4)

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.

Prerequisite: Program Admission. Contact Hours: 5

MAST 1080 - Medical Assisting Skills I (4)

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, respiratory evaluations, and electrocardiography.

Prerequisite: Program Admission; ALHS 1011; ALHS 1090. Contact Hours: 9

MAST 1090 - Medical Assisting Skills II (4)

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; applied clinical microbiology; advanced reagent testing (Strep Test, HcG etc); administration of medications; maintenance of medication and immunization records; medical office emergency procedures and emergency preparedness; rehabilitative therapy procedures; principles of radiology safety and nutrition.

Prerequisite: Program Admission; ALHS 1011; ALHS 1090. Contact Hours: 9

MAST 1100 - Medical Insurance Management (2)

Emphasizes essential skills required to file insurance claims within the medical practice. Provides information on types of third party plans, managed care policies and procedures, and insurance coding conventions. Topics include managed care, reimbursement, and coding.

Prerequisite: Program Admission; ALHS 1011; ALHS 1090. Contact Hours: 4

MAST 1110 - Administrative Practice Management (3)

Emphasizes essential skills required for the medical practice in the areas of computers and application of computers skills, electronic health records, accounting procedures, and practice management software. Topics include accounting procedures and application software.

Prerequisite: Program Admission; ALHS 1011; ALHS 1090. Contact Hours: 6

MAST 1120 - Human Diseases (3)

Provides review of anatomy and physiology per body system and 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 review of anatomy and physiology and diseases of the body systems.

Prerequisite: Program Admission; ALHS 1011; ALHS 1090. Contact Hours: 4

MAST 1170 - Medical Assisting Externship (4)

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.

Prerequisite: Program Admission. Corequisite: MAST 1180. Contact Hours: 11

MAST 1180 - Medical Assisting Seminar (4)

Seminar 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.

Prerequisite: Program Admission. Corequisite: MAST 1170. Contact Hours: 4

MAST 1510 - Medical Billing and Coding I (2)

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.

Prerequisite: ALHS 1011; ALHS 1090; ENGL 1010 with a minimum grade of C. Contact Hours: 3

MAST 1520 - Medical Billing and Coding II (3)

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.

Prerequisite: MAST 1510. Contact Hours: 5

MAST 1530 - Medical Procedural Coding (2)

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.

Prerequisite: MAST 1510. Contact Hours: 3

MATH - Mathematics

MATH 0090 - QEP Summit Math (3)

Prerequisite: 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.. Contact Hours: 3

MATH 0091 - Support for Foundations of Mathematics (1)

Provides just-in-time support for students requiring remediation in mathematics while they are concurrently enrolled in Foundations of Mathematics. Topics to be covered include whole numbers, fractions, decimals, percent, ratio and proportion, measurement and conversion, geometric concepts, basic statistics, and applications. Lab modules support
topics discussed in MATH 1012.

Corequisite: MATH 1012. Contact Hours: 2

MATH 0999 - Support for College Algebra (1)

This course is to be taken concurrently with MATH 1111. Background topics which are necessary for a student to successfully complete MATH 1111 will be covered, with an emphasis on fractions, exponents, fundamental concepts of algebra, equations, and functions.

Corequisite: MATH 1111. Contact Hours: 2

MATH 1011 - Business Math (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

MATH 1012 - Foundations of Mathematics (3)

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.

Prerequisite: MATH 0090 with a minimum grade of C or diploma program admission level math competency. Contact Hours: 3

MATH 1013 - Algebraic Concepts (3)

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

Prerequisite: MATH 0090 with a minimum grade of C or diploma program admission level algebra competency. Contact Hours: 3

MATH 1015 - Geometry and Trigonometry (3)

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

Prerequisite: MATH 1013 with a minimum grade of C. Contact Hours: 3

MATH 1101 - Mathematical Modeling (3)

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).

Prerequisite: MATH 0090 with a minimum grade of C or degree program admission level algebra competency. Contact Hours: 3

MATH 1103 - Quantitative Skills and Reasoning (3)

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). Students wishing to transfer to a four-year institution should note that this course is to be used in lieu of MATH 1100 and 1101 for non-science, non-math, and non-engineering majors and will be articulated to USG institutions in Area A for appropriate majors. Science, math, and engineering majors must take MATH 1111 or higher.

Prerequisite: MATH 0090 with a minimum grade of C or degree program admission level algebra competency. Contact Hours: 3

MATH 1111 - College Algebra (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

MATH 1112 - College Trigonometry (3)

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, and complex numbers.

Prerequisite: MATH 1111 with a minimum grade of C. Contact Hours: 3

MATH 1113 - Precalculus (3)

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.

Prerequisite: Program Admission and MATH 1111 with C or better.. Contact Hours: 3

MATH 1127 - Introduction to Statistics (3)

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).

Prerequisite: Program Admission. Contact Hours: 3

MATH 1131 - Calculus I (4)

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.

Prerequisite: Program Admission and MATH 1113 with a C or better.. Contact Hours: 4

MATH 1132 - Calculus II (4)

Includes the study of techniques of integration, application of the definite integral, an introduction to differential equations, improper integrals, sequences, and series.

Prerequisite: Program Admission and MATH 1131 with a C or better.. Contact Hours: 4

MCHT - Machine Tool Technology

MCHT 1011 - Introduction to Machine Tool (4)

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.

Contact Hours: 6

MCHT 1012 - Print Reading for Machine Tool (3)

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.

Contact Hours: 3

MCHT 1013 - Machine Tool Math (3)

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.

Prerequisite: MATH 0090 with a minimum grade of C or diploma program admission level algebra competency. Contact Hours: 5

MCHT 1020 - Heat Treatment and Surface Grinding (4)

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.

Prerequisite: Program Admission. Contact Hours: 6

MCHT 1030 - Applied Measurement (3)

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.

Contact Hours: 3

MCHT 1119 - Lathe Operations I (4)

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.

Contact Hours: 6

MCHT 1120 - Mill Operations I (4)

Provides instruction in the setup and use of the milling machine. Topics include safety, milling machines, milling machine setup, and milling machine operations.

Contact Hours: 6

MCHT 1219 - Lathe Operations II (4)

Provides further instruction for students to develop skill in the use of lathes. Topics include lathes, lathe setup, lathe operations, and safety.

Contact Hours: 6

MCHT 1220 - Mill Operations II (4)

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.

Contact Hours: 6

MCTX - Mechatronics

MCTX 1011 - Basic Mechatronics Fundamentals Level 1 (3)

Provides students with an understanding of the basic fundamentals of a mechatronics operation. Includes electronic, pneumatic, and control devices. Students will learn the operation and purpose of components in these automated systems.

Prerequisite: Program Admission. Contact Hours: 5

MCTX 1012 - Basic Mechatronics Fundamentals Level 2 (3)

Provides students with an understanding of PLC installation and setup. Students gain knowledge of components and data storage methods used in automated mechatronics equipment.

Contact Hours: 6

MCTX 1013 - Basic Mechatronics Fundamentals Level 3 (3)

Builds on Levels 1 and 2, providing students with a higher level understanding of electronic circuitry and PLCs as they relate to mechatronics and automated equipment.

Contact Hours: 5

MCTX 1014 - Basic Mechatronics Fundamentals Level 4 (3)

Builds on Level 3 and continues to provide students with a broader knowledge of electronics and the use of semiconductors and power supplies. Also provides further study into the programming of a PLC and connections to field devices.

Contact Hours: 5

MEGT - Mechanical Engineering

MEGT 1010 - Manufacturing Processes (3)

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.

Prerequisite: Program Admission; ENGT 1000. Contact Hours: 4

MEGT 1321 - Machining and Welding (2)

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.

Prerequisite: Program Admission. Contact Hours: 4

MEGT 2100 - Manufacturing Quality Control (3)

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.

Prerequisite: ENGT 1000 or MATH 1013 with a minimum grade of C or MATH 1111 with a minimum grade of C.
Contact Hours: 5

MGMT - Management

MGMT 1100 - Principles of Management (3)

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.

Contact Hours: 3

MGMT 1105 - Organizational Behavior (3)

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.

Contact Hours: 3

MGMT 1110 - Employment Rules and Regulations (3)

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.

Contact Hours: 3

MGMT 1115 - Leadership (3)

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.

Contact Hours: 3

MGMT 1120 - Introduction to Business (3)

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.

Contact Hours: 3

MGMT 1125 - Business Ethics (3)

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.

Contact Hours: 3

MGMT 2115 - Human Resource Management (3)

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.

Contact Hours: 3

MGMT 2120 - Labor Management Relations (3)

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.

Contact Hours: 3

MGMT 2125 - Performance Management (3)

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.

Contact Hours: 3

MGMT 2130 - Employee Training and Development (3)

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.

Contact Hours: 3

MGMT 2135 - Management Communication Techniques (3)

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.

Contact Hours: 3

MGMT 2140 - Retail Management (3)

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.

Contact Hours: 3

MGMT 2145 - Business Plan Development (3)

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.

Contact Hours: 3

MGMT 2160 - Legal and Ethical Environment of Business (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

MGMT 2200 - Production/Operations Management (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

MGMT 2205 - Service Sector Management (3)

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.

Contact Hours: 3

MGMT 2210 - Project Management (3)

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.

Contact Hours: 3

MGMT 2215 - Team Project (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

MGMT 2220 - Management Occupation-Based Instructions (3)

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

Prerequisite: Program Admission. Contact Hours: 9

MKTG - Marketing Management

MKTG 1100 - Principles of Marketing (3)

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.

Contact Hours: 3

MKTG 1130 - Business Regulations and Compliance (3)

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.

Contact Hours: 3

MKTG 1160 - Professional Selling (3)

Introduces professional selling skills and processes. Topics include professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

Contact Hours: 3

MKTG 1190 - Integrated Marketing Communications (3)

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.

Contact Hours: 3

MKTG 1210 - Services Marketing (3)

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.

Contact Hours: 3

MKTG 1270 - Visual Merchandising (3)

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.

Contact Hours: 3

MKTG 1280 - Introduction to Sports and Recreation Management (3)

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.

Contact Hours: 3

MKTG 1370 - Consumer Behavior (3)

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.

Contact Hours: 3

MKTG 2000 - Global Marketing (3)

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.

Prerequisite: MKTG 1100. Contact Hours: 3

MKTG 2010 - Small Business Management (3)

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.

Contact Hours: 3

MKTG 2030 - Digital Publishing and Design (3)

This course covers the knowledge and skills required to use design and digital publishing software as well as design and create business publications, collaterals and digital presences. Course work will include course demonstrations, laboratory exercises and projects. Topics include: digital publishing concepts, basic graphic design, publication layout, web page design, and practical digital applications.

Contact Hours: 5

MKTG 2070 - Buying and Merchandising (3)

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.

Contact Hours: 3

MKTG 2080 - Regulations and Compliance in Sports (3)

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.

Contact Hours: 3

MKTG 2090 - Marketing Research (3)

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.

Prerequisite: MKTG 1100. Contact Hours: 3

MKTG 2180 - Principles of Sports Marketing (3)

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.

Contact Hours: 3

MKTG 2210 - Entrepreneurship (6)

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.

Prerequisite: Program Admission. Contact Hours: 6

MKTG 2280 - Sports Management (3)

Emphasizes leadership and management in the sports marketing industry. Topics include leadership, budgeting, project management, event management, contract negotiation, and international sports marketing.

Prerequisite: MKTG 1280. Contact Hours: 3

MKTG 2290 - Marketing Internship/Practicum (3)

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.

Prerequisite: Program advisor approval. Contact Hours: 9

MKTG 2300 - Marketing Management (3)

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.

Prerequisite: MKTG 1100; program instructor approval. Contact Hours: 3

MKTG 2500 - Exploring Social Media (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

MKTG 2550 - Analyzing Social Media (3)

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).

Prerequisite: MKTG 1100. Contact Hours: 4

MUSC - Music Appreciation

MUSC 1101 - Music Appreciation (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

NAST - Nurse Aide

NAST 1100 - Nurse Aide Fundamentals (6)

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.

Prerequisite: Program Admission. Contact Hours: 9

NAST 2100 - Nurse Aide Accelerated (7)

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 reporting changes in a residents/patients 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.

Contact Hours: 10

PHAR - Pharmacy Technology

PHAR 1000 - Pharmaceutical Calculations (4)

Develops knowledge and skills in pharmaceutical calculations procedures. Topics include systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

Prerequisite: MATH 1012 or MATH 1111. Contact Hours: 4

PHAR 1010 - Pharmacy Technology Fundamentals (5)

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, ethics and laws, and reference sources.

Contact Hours: 6

PHAR 1020 - Principles of Dispensing Medicines (4)

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.

Prerequisite: PHAR 1000; PHAR 1010. Contact Hours: 6

PHAR 1030 - Principles of Sterile Medication Preparation (4)

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

Prerequisite: PHAR 1000; PHAR 1010. Contact Hours: 6

PHAR 1040 - Pharmacology (4)

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.

Prerequisite: Program Admission. Contact Hours: 4

PHAR 1055 - Pharmacy Assistant Clinical (5)

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.

Prerequisite: ALHS 1011; ALHS 1090; MATH 1012 with a minimum grade of C; PHAR 1000; PHAR 1010; PHAR 1020; PHAR 1040. Contact Hours: 15

PHAR 2060 - Advanced Pharmacy Technology Principles (3)

Presents the advanced concepts and principles needed in the pharmacy technology field. Topics include

physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review

Prerequisite: CISM 2201; PHAR 1030; PHAR 1055. Contact Hours: 4

PHAR 2070 - Advanced Pharmacy Technology Clinical (5)

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

Prerequisite: CISM 2201; PHAR 1030; PHAR 1055. Contact Hours: 15

PHLT - Phlebotomy

PHLT 1030 - Introduction to Venipuncture (3)

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.

Prerequisite: Program Admission; ALHS 1040; ALHS 1011; ALHS; 1090; CISM 2201; ENGL 1010 with a minimum grade of C. Contact Hours: 4

PHLT 1050 - Clinical Practice (4)

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.

Prerequisite: PHLT 1030; ALHS 1011; ALHS 1040; ALHS 1090; CISM 2201; ENGL 1010 with a minimum grade of C. Corequisite: PHLT 1030. Contact Hours: 12

PHYS - Physics

PHYS 1111 - Introductory Physics I (3)

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.

Prerequisite: ENGL 1101 with a minimum grade of C; MATH 1112 or MATH 1113 with a minimum grade of C. Corequisite: PHYS 1111L. Contact Hours: 3

PHYS 1111L - Introductory Physics Lab I (1)

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.

Prerequisite: ENGL 1101 with a minimum grade of C; MATH 1112 or MATH 1113 with a minimum grade of C. Corequisite: PHYS 1111. Contact Hours: 3

PHYS 1112 - Introductory Physics II (3)

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).

Prerequisite: PHYS 1111 with a minimum grade of C; PHYS 1111L with a minimum grade of C. Corequisite: PHYS 1112L. Contact Hours: 3

PHYS 1112L - Introductory Physics Lab II (1)

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.

Prerequisite: PHYS 1111 with a minimum grade of C; PHYS 1111L with a minimum grade of C. Corequisite: PHYS 1112. Contact Hours: 3

PNSG - Practical Nursing

PNSG 1600 - Introduction to Pharmacology and Clinical Calculations (3)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills and introduces pharmacological classes. 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. After this pharmacology course, students will have completed a minimum of 85 lecture/lab (4250/50min) hours.

Prerequisite: Program Admission. Contact Hours: 5.6

PNSG 1605 - Fundamentals (6)

An introduction to the nursing process and clinical practice, normal body system function, and terminology related to healthcare. Topics include: nursing as a profession; scope of practice; 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, history taking, and an introduction to structure, function, terminology associated with healthcare, and physical assessment of body systems; customer/client relationships; standard precautions; activities of daily living; infection control/ blood-borne/ airborne pathogens; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care. At the end of the course, students will have completed a minimum of 66 lecture/lab (3300/50min) hours and 75 clinical (4500/60min) hours.

Prerequisite: Program Admission. Contact Hours: 10.4

PNSG 1610 - Adult Health Nursing I (6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include terminology associated with healthcare, structure and function of body systems, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders, and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions concerning the cardiovascular, respiratory, and hematological and immunological systems. Clinical topics include but are not limited to hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions about cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

Prerequisite: Program Admission. Contact Hours: 10.5

PNSG 1615 - Adult Health Nursing II (6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; 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 endocrine, gastrointestinal, and urinary systems. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions concerning cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

Prerequisite: Program Admission. Contact Hours: 10.5

PNSG 1620 - Adult Health Nursing III (6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; 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 neurological and sensory systems, disaster preparedness, emergency response, triage, and bioterrorism. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions concerning cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. This course contains lectures and regular lab 4125/50 =82.5 hours and clinical has 3750/60 =62.5 hours.

Prerequisite: Program Admission. Contact Hours: 10.5

PNSG 1625 - Adult Health Nursing IV (6)

Focuses on client care and clinical client care including using the nursing process, performing assessments, developing critical thinking, engaging in client education, and displaying cultural competence in the adult population and with attention to special populations. Lecture/lab topics include functions of the human body, terminology associated with healthcare, health management and maintenance; prevention of illness; care of the individual as a whole; immunology; 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 musculoskeletal systems and oncology. Clinical topics include, but are not limited to: hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology, and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems. After, this adult health course students will have completed a minimum of 4125/50= 82.5 lecture/lab contact hours and 3750/60=62.5 clinical hour.

Prerequisite: Program Admission. Contact Hours: 10.5

PNSG 1630 - Mental Health Nursing (4)

Presents concepts within the field of mental health nursing and their application to everyday human behavior, thinking, emotion, and communication. Focuses on health management and maintenance and the prevention of illness, care of the mental health patient as a whole, and deviations from the normal state of health. Emphasis is placed on students understanding mental health principles and their application within the context of family, work and social interactions. Topics include an overview of psychological disorders and their treatments; terminology associated with health care, stress and health; health management and maintenance and prevention of illness; care of the mental health patient as a whole, and deviations from the normal state of health in the mental health client; client care, pharmacology, and diet therapy of the mental health client; and standard precautions. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education, displaying cultural competence across the life span and with attention to special populations. At completion of this mental health course, students will have completed a minimum of 75 (3750/50) lecture contact hours and 25 (1500/60) clock hours of mental health-related clinical experience.

Prerequisite: Program Admission. Contact Hours: 7

PNSG 1635 - Maternal Nursing (4)

Focuses on maternal and newborn patient care aspects of health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span, and with attention to special populations. Topics include the function of the human body systems, terminology associated with healthcare, health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatment, pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn, and standard precautions. After this maternity course, students will have completed a minimum of 1500/50 (30) lecture and lab contact hours and 3000/60 (50) clock hours of reproductive, maternity, and newborn-related clinical experience.

Contact Hours: 6

PNSG 1640 - Pediatric Nursing (3)

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client, care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; functions of the human body, terminology associated with healthcare, and standard precautions. After this pediatric course, students will have completed a minimum of 45 (2250/50) lecture/lab contact hours and 25 (1500/60) clock hours of pediatric-related clinical experience.

Contact Hours: 5

PNSG 1645 - Practical Nursing Capstone (5)

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, critical thinking, supervisory skills, client education methods, group dynamics, professional oral and written communication, and conflict resolution. At completion of this nursing leadership course, students will have completed a minimum of 54 lecture/lab (2700/50 min) hours and 60 clock (3600/60 min) hours of leadership-related clinical experience.

Prerequisite: Program Admission. Contact Hours: 8.4

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations (2)

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.

Prerequisite: Program Admission. Contact Hours: 4

PNSG 2030 - Nursing Fundamentals (6)

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.

Prerequisite: Program Admission. Contact Hours: 11

PNSG 2035 - Nursing Fundamentals Clinical (2)

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.

Prerequisite: Program Admission. Contact Hours: 6

PNSG 2210 - Medical-Surgical Nursing I (4)

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.

Prerequisite: Program Admission. Contact Hours: 5

PNSG 2220 - Medical-Surgical Nursing II (4)

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.

Prerequisite: Program Admission. Contact Hours: 5

PNSG 2230 - Medical-Surgical Nursing III (4)

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.

Prerequisite: Program Admission. Contact Hours: 5

PNSG 2240 - Medical-Surgical Nursing IV (4)

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.

Prerequisite: Program Admission. Contact Hours: 5

PNSG 2250 - Maternity Nursing (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

PNSG 2255 - Maternity Nursing Clinical (1)

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.

Prerequisite: Program Admission. Contact Hours: 3

PNSG 2310 - Medical-Surgical Nursing Clinical I (2)

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.

Prerequisite: Program Admission. Contact Hours: 6

PNSG 2320 - Medical-Surgical Nursing Clinical II (2)

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.

Prerequisite: Program Admission. Contact Hours: 6

PNSG 2330 - Medical-Surgical Nursing Clinical III (2)

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.

Prerequisite: Program Admission. Contact Hours: 6

PNSG 2340 - Medical-Surgical Nursing Clinical IV (2)

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.

Prerequisite: Program Admission. Contact Hours: 6

PNSG 2410 - Nursing Leadership (1)

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.

Prerequisite: Program Admission. Contact Hours: 1

PNSG 2415 - Nursing Leadership Clinical (2)

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.

Prerequisite: Program Admission. Contact Hours: 6

POLS - Political Science

POLS 1101 - American Government (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

POLS 2401 - Global Issues (3)

Introduces students to contemporary issues in global affairs. It assumes no prior knowledge of international relations. The course examines problems facing the global community, as well as the prospects for governments, individuals, and international groups to address those problems. The course has three broad areas: the global political economy; human development, inequality, and rights; and global institutions and security. Key to all these areas is the role of the United States and other regional powers in world affairs.

Prerequisite: Program Admission. Contact Hours: 3

PSYC - Psychology

PSYC 1010 - Basic Psychology (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

PSYC 1101 - Introductory Psychology (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

PSYC 1150 - Industrial/Organizational Psychology (3)

Emphasizes interpersonal and behavioral skills required in today's business and industry. Topics include an overview of industrial/ organizational psychology, principles of human resources management, psychological testing, performance appraisal, training and professional development of employees, principles of leadership, motivational factors, workplace conditions, safety and health, and workplace stressors.

Prerequisite: Program Admission. Contact Hours: 3

PSYC 2103 - Human Development (3)

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.

Prerequisite: PSYC 1101 with a minimum grade of C. Contact Hours: 3

PSYC 2250 - Abnormal Psychology (3)

Emphasize the etiology and treatments consideration of various forms of abnormal behavior. Topics include historical and contemporary approaches to psychopathology; approaches to clinical assessment and diagnosis; understanding and defining classifications and psychological disorders.

Prerequisite: PSYC 1101 with a minimum grade of C. Contact Hours: 3

RADT - Radiologic Technology

RADT 1010 - Introduction to Radiology (4)

Introduces medical imaging and radiologic science and health care professions with an emphasis on ethics and professionalism. Fundamental principles of radiation protection, equipment operation, and exposure are discussed. Medical imaging services are described with instruction regarding patient care including patient interactions and preparation. Topics include: introduction to medical imaging and radiologic sciences and health care, ethics and law in medical imaging and radiologic sciences, patient care and services in the medical imaging and radiologic sciences, basic principles of radiation protection and exposure, equipment introduction, and patient interactions/preparation.

Prerequisite: Program Admission; ENGL 1101. Contact Hours: 5

RADT 1030 - Radiographic Procedures I (3)

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 chest and abdomen cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

Prerequisite: Program Admission. Contact Hours: 5

RADT 1060 - Radiographic Procedures II (3)

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.

Prerequisite: Program Admission. Contact Hours: 5

RADT 1065 - Radiologic Science (2)

Content of this course is 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.

Prerequisite: Program Admission; Program Instructor Approval. Contact Hours: 2

RADT 1075 - Radiographic Imaging (4)

The content of this course introduces factors that govern and influence the production of the radiographic image using 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 IR exposure; gray scale; spatial resolution; distortion; grids; image receptors and holders; processing considerations; image acquisition; image analysis; image artifacts; and guidelines for selecting exposure factors and evaluating images within a digital system. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

Prerequisite: Program Admission; Program Instructor Approval; MATH 1101 or MATH 1111; RADT 1010. Contact Hours: 5

RADT 1085 - Radiologic Equipment (3)

Content 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 digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

Prerequisite: Program Admission; Program Instructor Approval. Contact Hours: 4

RADT 1200 - Principles of Radiation Biology and Protection (2)

Cellular biology and the molecular effects of ionizing radiation are reviewed. The various health effects of radiation exposure are explained including variations in cell radiosensitivity and response. Units and measures used to evaluate radiation exposure and the agencies and regulations involved in radiation safety are presented. Elements of a personnel monitoring program are identified. Radiation protection tools and methods including personnel and patient radiation protection techniques are discussed. Topics include: introduction to radiation biology, radiation energy transfer, radiation effects, radiosensitivity and response, introduction to radiation protection, units, detection, and measurement, surveys, regulatory/advisory agencies, and regulations, personnel monitoring, application, patient protection, and personnel protection.

Prerequisite: BIOL 2114; BIOL 2114L. Contact Hours: 2

RADT 1320 - Clinical Radiography I (4)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient before, during and following the radiologic procedure.

Prerequisite: BIOL 2114; BIOL 2114L. Contact Hours: 12

RADT 1330 - Clinical Radiography II (7)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient before, during and following the radiologic procedure.

Prerequisite: BIOL 2114; BIOL 2114L. Contact Hours: 21

RADT 2090 - Radiographic Procedures III (2)

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; special radiographic procedures, and pathological considerations of the cranium, facial bones, sinuses and special procedures.

Prerequisite: Program Admission. Contact Hours: 4

RADT 2201 - Introduction to Computed Tomography (2)

Introduces the student to computed tomography and patient care in the CT suite. Topics include: introduction to computed tomography, patient assessment and preparation, contrast administration, radiation safety and protection, medical ethics and law, and patient information management.

Prerequisite: Program Admission. Corequisite: RADT 2220; RADT 2250. Contact Hours: 2

RADT 2210 - Computed Tomography Physics and Instrumentation (5)

Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system principles, operation and components, image parameters and data acquisition, image processing and display, post processing, informatics, image quality and artifacts, and quality control.

Prerequisite: Program Admission. Corequisite: RADT 2230; RADT 2265. Contact Hours: 5

RADT 2220 - Computed Tomography Procedures I (3)

Provides knowledge CT procedures of the head, thorax, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

Prerequisite: Program Admission. Corequisite: RADT 2201; RADT 2250. Contact Hours: 3

RADT 2230 - Computed Tomography Procedures II (3)

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.

Prerequisite: Program Admission. Corequisite: RADT 2210; RADT 2265. Contact Hours: 3

RADT 2250 - Computed Tomography Clinical I (4)

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.

Prerequisite: Program Admission. Corequisite: RADT 2201; RADT 2220. Contact Hours: 12

RADT 2260 - Radiologic Technology Review (3)

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: Patient Care (Patient Interactions and Management), Safety (Radiation Physics, Radiobiology and Radiation Protection), Image Production (Image Acquisition, Technical Evaluation, Equipment Operation and Quality Assurance), and Procedures (Head, Spine, Pelvis, Thorax, Abdomen and Extremities).

Prerequisite: Program Admission. Contact Hours: 3

RADT 2265 - Computed Tomography Clinical II (4)

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.

Prerequisite: Program Admission. Corequisite: RADT 2210; RADT 2230. Contact Hours: 12

RADT 2340 - Clinical Radiography III (6)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient before, during and following the radiologic procedure.

Prerequisite: BIOL 2114; BIOL 2114L . Contact Hours: 18

RADT 2360 - Clinical Radiography IV (9)

Content and clinical practice experience should be designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient before, during and following the radiologic procedure.

Prerequisite: BIOL 2114; BIOL 2114L. Contact Hours: 27

RADT 2520 - Mammographic Anatomy, Physics, and Positioning (6)

The student should have pre-existing knowledge and skills gained during their entry level radiography educational experience and reinforced through professional practice. The content in this course is intended to aid technologists in gaining the required post primary structured education for mammography. The course provides the student with an overview of the following topics: Breast Anatomy and Mammographic Correlation, Breast Pathology, Patient Assessment and Communication, Departmental Structure and Regulatory Guidelines, Equipment, Interventional Procedures, Mammography Quality Management, Positioning, Breast Sonography, Technical Application, New Technologies.

Prerequisite: Program Admission. Corequisite: RADT 2530. Contact Hours: 6

RADT 2530 - Clinical Mammography (6)

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 mammographic imaging and total quality management. Levels of competency and outcomes measurement ensure the patient's well-being before and after the mammographic procedure. Topics include: Mammography clinical practice, patient preparation and education, mammographic procedure, quality control, interventional special procedures, and positioning.

Prerequisite: Program Admission. Corequisite: RADT 2520. Contact Hours: 18

RELG - Religions

RELG 1101 - World Religions (3)

Introduction to World Religions is a survey course of the history, practice, and modern relevance of the world's religious traditions. Through the study of religion and its influence on history and culture, greater insight and understanding of diverse populations can be attained. Topics include an overview of significant religious traditions from around the world, critical analysis of the relationships between religions and artistic traditions, and critical analysis of the influence of religion on culture, politics, and history.

Prerequisite: ENGL 1101 with a minimum grade of C . Contact Hours: 3

RNSG - Registered Nursing

RNSG 1034 - Pharmacology for Nursing (3)

This course provides an introduction to nursing pharmacology that integrates the concepts of physiology, pathophysiology, chemistry, and nursing fundamentals to build a foundation for administering drug therapy to patients. Using a simple to complex approach, key content areas are presented to help conceptualize the important components related to nursing pharmacology. Incorporated into this course are major principles of mathematics such as ratio-proportion, fractions, decimals, and conversion between the various systems of weights and measures. Students will learn how to competently prepare and administer medications including oral, subcutaneous, intradermal, intramuscular, intravenous formulas and injections, and reconstitution of solutions. The basic concepts of pharmacology, such as drug testing and approval, pharmacokinetics and pharmacodynamics, therapeutic and toxic effects, dosage calculations, and challenges related to drug therapy, provide the foundation from which drug therapy associated with specific body systems can be addressed. Discussion of the major drug groups focuses on therapeutic actions and indications, pharmacokinetics, contraindications and cautions, adverse effects, clinically important drug-to-drug interactions and nursing considerations which emphasize the nursing process and focus on patient care and teaching. Prototypes of the major drug groups are emphasized. Lifespan considerations, evidence for best practice, patient safety, and critical thinking are integrated throughout the course.

Prerequisite: BIOL 2113; BIOL 2113L; ENGL 1101; MATH 1111; PSYC 1101;. Contact Hours: 4

RNSG 1500 - Bridge to Professional Nursing Practice (5)

This course is designed to facilitate successful entry of practical nurse graduates into the second year of the associate degree nursing program. The Access to Professional Nursing course is designed to expand on the breadth and depth of common content from practical nurse education programs and to introduce new theories, processes and skills specific to registered nurse practice. Primary content areas include the transition in role expectations between LPN and RN, nursing process, health assessment, utilization of critical thinking skills, the communication process, and caring interventions. Students are expected to review and demonstrate mastery of select nursing knowledge, concepts, and skills.

Prerequisite: Program Admission. Contact Hours: 9

RNSG 1530 - Bridge to Professional Nsg Prac II (2)

The intent of this course is to transition the LPN and paramedic student into the second year Associate Nursing Program academic life. The course focuses on the challenges of the LPN or paramedic transitioning to the role of a Registered Professional Nurse. The concepts of role transition and role conflict will be emphasized. Classroom content will explore current LPN/Paramedic to RN role transition, managing change, nursing skills, the profession of nursing, practicing within regulatory frameworks, and critical thinking. Students will practice and develop beginning competency for basic nursing skills in the nursing laboratory.

Prerequisite: BIOL 2113; BIOL 2113L; BIOL 2114; 2114L; BIOL 2117; BIOL 2117L; ENGL 1101; MATH 1111; PSYC 1101;. Contact Hours: 3

RNSG 1710 - Introduction to Nursing Practice (7)

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.

Prerequisite: Program Admission. Contact Hours: 14

RNSG 1720 - Adult Health I (7)

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.

Prerequisite: RNSG 1710. Contact Hours: 15

RNSG 1730 - Adult Health II (6)

This course focuses on providing care to client with complex mental health disorders and chronic illness in a variety of outpatient and specialty settings. This course builds upon the previous concepts and principles of case management, therapeutic treatment, collaboration and referral among behavioral health and community health agencies. Application of
the nursing process for care of behavioral health and chronic long term illnesses are emphasized while proving clinical opportunities at in-patient and outpatient behavioral health, long term care, rehabilitation, wound care, home health and other outpatient settings. The lab for this course is concentrated on honing on previous learned nursing skills by providing
sim lab scenarios. A project is required for this course that concentrates on providing mental health disorder pathology, therapeutic treatment and referrals to the older client community.

Prerequisite: RNSG 1720. Contact Hours: 12

RNSG 2710 - Parent Child Nursing (7)

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.

Prerequisite: PSYC 2103; RNSG 1730. Contact Hours: 15

RNSG 2720 - Adult Health III (7)

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.

Prerequisite: RNSG 2710. Contact Hours: 15

RNSG 2730 - Transitions to Professional Nursing (6)

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.

Prerequisite: RSNG 2720. Contact Hours: 12

SOCI - Sociology

SOCI 1101 - Introduction to Sociology (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

SOCI 2600 - Introduction to Social Problems (3)

Provides an in-depth study of current social problems such as poverty, unemployment, race relations, environmental concerns, deviance, drugs and crime, social inequality, and global threats. Emphasis is on causes, consequences, policy, and possible solutions to these problems.

Contact Hours: 3

SPAN - Spanish

SPAN 1101 - Introduction to Spanish Language and Culture I (3)

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.

Prerequisite: Appropriate Placement Test Scores. Contact Hours: 3

SPAN 1102 - Introduction to Spanish Language and Culture II (3)

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.

Prerequisite: SPAN 1101. Contact Hours: 3

SPCH - Speech

SPCH 1101 - Public Speaking (3)

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.

Prerequisite: Program Admission. Contact Hours: 3

SURG - Surgical Technology

SURG 1010 - Introduction to Surgical Technology (8)

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.)

Prerequisite: Program Admission. Contact Hours: 14

SURG 1020 - Principles of Surgical Technology (9)

Provides continued study of surgical team participation by wound management and co-related skills for the operating room. Topics include: patient care concepts; preoperative, intraoperative and postoperative skills; perioperative case management; and principles of minimally invasive surgical techniques. (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.)

Prerequisite: Program Admission. Contact Hours: 17

SURG 1080 - Surgical Microbiology (2)

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.

Prerequisite: Program Admission. Contact Hours: 2

SURG 1100 - Surgical Pharmacology (2)

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.

Prerequisite: Program Admission. Contact Hours: 3

SURG 2030 - Surgical Procedures I (5)

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, specialty supplies, equipment, and instrumentation and the Surgical Procedure. There are similar surgical procedures as far as instrumentation, supplies, patient positioning, and operative sequence. This is referred to as the Co-Related Procedures Concept. The purpose of using the Co- Related Procedures Concept is to allow the instructor time to teach surgical procedures and avoid repetition. As with co-related procedures, the concept of minimally invasive surgery (MIS) as an approach is used and describes any surgical approach other than open. Robotic-assisted and endoscopic procedures are categorized as MIS. Interventional radiology is a medical subspecialty that refers to a range of techniques utilizing radiologic image guidance and minimally invasive
procedures to diagnose and treat diseases in several surgical specialties.

Prerequisite: Program Admission. Contact Hours: 8

SURG 2040 - Surgical Procedures II (5)

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, specialty supplies, equipment, and instrumentation and the Surgical Procedure. There are similar surgical procedures as far as instrumentation, supplies, patient positioning, and operative sequence. This is referred to as the Co-Related Procedures Concept. The purpose of using the Co-Related Procedures Concept is to allow the instructor time to teach surgical procedures and avoid repetition. As with co-related procedures, the concept of minimally invasive surgery (MIS) as an approach is used and describes any surgical approach other than open. Robotic-assisted and endoscopic procedures are categorized as MIS. Interventional radiology is a medical subspecialty that refers to a range of techniques utilizing radiologic image guidance and minimally invasive procedures to diagnose and treat diseases in several surgical specialties.

Prerequisite: Program Admission. Contact Hours: 8

SURG 2110 - Surgical Technology Clinical I (3)

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.

Prerequisite: Program Admission. Contact Hours: 9

SURG 2120 - Surgical Technology Clinical II (3)

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.

Prerequisite: Program Admission. Contact Hours: 9

SURG 2130 - Surgical Technology Clinical III (3)

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 ofthe 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.

Prerequisite: Program Admission. Contact Hours: 9

SURG 2140 - Surgical Technology Clinical IV (3)

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.

Prerequisite: Program Admission. Contact Hours: 9

SURG 2240 - Seminar in Surgical Technology (2)

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.

Prerequisite: Program Admission. Contact Hours: 2

THEA - Theater Appreciation

THEA 1101 - Theater Appreciation (3)

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.

Prerequisite: Program Admission . Contact Hours: 3

WELD - Welding

WELD 1000 - Introduction to Welding Technology (4)

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, oxyacetylene welding, and welding career potentials.

Contact Hours: 6

WELD 1010 - Oxyfuel and Plasma Cutting (4)

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating, oxyfuel cutting, and plasma cutting. Topics include metal heating and cutting techniques, manual and automatic oxyfuel cutting techniques, oxyfuel pipe cutting, plasma torch and theory, plasma machine set up and operation, and plasma cutting techniques.

Prerequisite: WELD 1000. Contact Hours: 6

WELD 1030 - Blueprint Reading for Welding Technology (4)

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.

Prerequisite: WELD 1000; WELD 1070; WELD 1090. Contact Hours: 6

WELD 1040 - Flat Shielded Metal Arc Welding (4)

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.

Prerequisite: WELD 1000 (or as corequisite with WELD 1000). Contact Hours: 6

WELD 1050 - Horizontal Shielded Metal Arc Welding (4)

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.

Prerequisite: WELD 1000; WELD 1040. Contact Hours: 6

WELD 1060 - Vertical Shielded Metal Arc Welding (4)

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.

Prerequisite: WELD 1000; WELD 1050. Contact Hours: 6

WELD 1070 - Overhead Shielded Metal Arc Welding (4)

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.

Prerequisite: WELD 1000; WELD 1060. Contact Hours: 6

WELD 1090 - Gas Metal Arc Welding (4)

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.

Prerequisite: WELD 1000; WELD 1070. Contact Hours: 6

WELD 1110 - Gas Tungsten Arc Welding (4)

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.

Prerequisite: WELD 1070; WELD 1090. Contact Hours: 6

WELD 1120 - Preparation for Industrial Qualifications (4)

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.

Prerequisite: WELD 1040; WELD 1070; WELD 1090; WELD 1110. Contact Hours: 6

WELD 1150 - Advanced Gas Tungsten Arc Welding (3)

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.

Prerequisite: WELD 1000; WELD 1110. Contact Hours: 5

WELD 1151 - Fabrication Processes (3)

Presents practices common in the welding and metal fabrication industry. Topics include metal fabrication safety and health practices and metal fabrication procedures.

Prerequisite: WELD 1030; WELD 1070; WELD 1150. Contact Hours: 4

WELD 1152 - Pipe Welding (4)

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).

Prerequisite: WELD 1000; WELD 1070; WELD 1150. Contact Hours: 7

WELD 1153 - Flux Cored Arc Welding (4)

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.

Prerequisite: WELD 1000; WELD 1090. Contact Hours: 6

WELD 1330 - Metal Welding and Cutting Techniques (2)

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.

Contact Hours: 4

Faculty & Staff Credentials

Faculty

Abbot, Gregory	Air Conditioning Technology; Diploma, West Georgia Technical College
Acevedo, Luis	Electrical Engineering; M.S.E.E., Farleigh-Dickinson University
Alsobrook, Tara M.	Nursing; M.S.N., Columbus State University
Alu, Ann Ejimole	Chemistry; M.S., East Tennessee State University
Anderson, McKenzie	Nurse Aide; Diploma, West Georgia Technical College
Aoa, Sandra	LPN / ADN Bridge Program; M.S.N., Grand Canyon University
Arnold, Exie	Speech Communications; M.S., Troy University
Bacud, Raymond	Mathematics; M.S., University of West Georgia
Baker, Barry	Automotive Technology; Diploma, West Georgia Technical College
Bates, Nicol	Program Director, Surgical Technology; B.S., Northern Kentucky University
Barnes, Timmy	Criminal Justice; M.S., Columbia Southern University
Beach, Matthew	Precision Manufacturing and Maintenance; B.S., South University
Bishop, Jeremy	Natural Science; D.C., Life University
Bishop, Jessica	Allied Health; Diploma, West Georgia Technical College
Bonanni, Tammie	Early Childhood Education; M.Ed., Valdosta University
Bowe, Erik	Computer Information Systems; M.S.; Kennesaw State University
Brake, Mary	Registered Nursing; B.S.N., Clayton State University
Brazier, Christina	Registered Nursing; M.S.N., University of West Georgia
Britt, John	Welding
Brooks, Terri	Adult Education; M.A., Liberty University
Brown, Pamela	Nurse Aide; M.S.N., Capella University
Byrd-Johnson, Tanya	Business Technology; M.Ed., University of West Georgia
Cade, Margaret	Mathematics; M.Ed., University of West Georgia
Calhoun, Crystal	English; M.A., University of West Georgia
Callaway, John	Precision Manufacturing; A.A.S., Arkansas College of Technology
Cardenas, Ysidora "Doris"	ESL Instructor
Carlson, Amy	Lead Instructor, Adult Education; M.Ed., University of West Georgia
Carter, Jason	Mathematics; M.S., University of West Georgia
Coke, Sophia	Registered Nursing; B.S.N., University of Phoenix
Cole, Christy	Clinical Laboratory Technology; B.S., Auburn University
Conner, Tyler	Culinary Arts; A.A.S, Walters State Community College
Cook, Stephanie	Biology; M.S.; University of West Georgia
Cormier, Calvin	Welding
Creamer, Caycee	Biology; M.S. University of West Georgia
Davidson, Marschell	Accounting; M.A., Western Governors University

Davis, Jennifer Jiles	English; M.A., University of West Georgia
Davis, SherRee	Practical Nursing Program Director; M.S.N., University of South Alabama
Durham, Michael	Commercial Construction Management; B.S., Southern Polytechnic State University
Edwards, Dennis	Culinary Arts; A.O.S., Le Cordon Bleu College of Culinary Arts
Edwards, Francisca	Computer Information Systems; Ph.D., Capella University
Finkelstein, Jacob	Precision Manufacturing
Ford, Willie	Welding; Diploma, West Georgia Technical College
Freeman, Joyce	Early Childhood Education; M.A., Arkansas Tech University
Freeman, Karen	Early Childhood Education; M.Ed., LaGrange College
Frost, Tammy	Computer Information Systems; M.S., University of West Georgia
Gann, E. Delaine	Cosmetology
Garner, Billy	Air Conditioning Technology; Diploma, South Georgia Technical College
Gooden, Lisa	Mathematics; M.A., Kennesaw State University
Gore, Shannon	Practical Nursing, A.S., Chattahoochee Technical College
Gray, Sherry	Lead Instructor, Adult Education; B.A., LaGrange College
Green, Brittany	Psychology; M.A., University of West Georgia
Grey, Wendy	Early Childhood Education; Ed.S., West Georgia College
Hardy, William (Bill)	Program Director, Emergency Medical Technology; Diploma, Central Alabama Community College
Hatch, Heather	Biology; M.S., Jacksonville State University
Henry-Mitchell, Erika	Radiology Technology Clinical Coordinator; M.B.A., Western Governors University
Hickman, Stephanie	Practical Nursing; A.D.N., West Georgia Technical College
Hodge, Leonard	Commercial Truck Driving; Technical Certificate, West Georgia Technical College
Hollon, Ross	Welding; Diploma, West Georgia Technical College
Hooker, Kendra	Practical Nursing; B.S., Chamberlain University
Ingham, Phyllis	Clinical Laboratory Technology; Ed.D., Argosy University
Jackson, TaTanisha	Mathematics; M.Ed., Alabama State University
Kelley, Karen	Psychology; M.A., University of West Georgia
Kennedy, Jason	History; M.A., University of West Georgia
Key, Steven Trevor	Diesel Equipment; Diploma, North Georgia Technical College
Knott, Robyn	Medical Assisting; B.M., University of West Georgia
Knowles, Rebecca	Cosmetology; Diploma, Total Image Hair Design
LaFleur, Jean	Mathematics; Ed.S., Nova Southeastern University
Lake, Cruz	Program Chair, Fire Science Technology; B.A.S. Columbia Southern University
Laver, Kimberly	Biology; M.S., University of West Georgia
Lawal, Abiola K.	Mathematics; M.S., Central Missouri State University
Lawrimore, Melissa J.	Registered Nursing; M.S.N., University of West Georgia

Layton, Tyler	Welding; Certificate, West Georgia Technical College
Lee, Kierstyn	Practical Nursing; A.D.N., West Georgia Technical College
Lindsey, Patrick	Precision Manufacturing & Maintenance; A.A.S., West Georgia Technical College
Love, Judaya	Esthetics; Diploma., Minnesota School of Cosmetology
Madric-Morris, Taurus	Marketing: M.S., Liberty University
Maffett, Loretta	Business Technology; M.Ed. University of West Georgia
Marshall, Mitchell	Welding; Diploma., West Georgia Technical College
Martin, Melondy	Dental Hygiene Clinical Coordinator; M.S. University of Tennessee
Massey, Chasity P.	Practical Nurse; Diploma, West Georgia Technical College
Mayfield-Kelly, Sheila	Program Director, Registered Nursing; M.S.N., Walden University
Maynard, Kisha	Mathematics; M.S., Clark Atlanta University
McClain, Jane	English; M.A., University of West Georgia
McFarlin, Gina	Accounting; M.Ed., University of West Georgia
Miller, Donald	English: M.A., University of West Georgia
Minor, Leslie	Biology: M.D., America University of Integrative Sciences
Mitchell, Debra	Culinary Arts; M.S., Queens College CUNY
Moore, Stephen	Physics; M.S., New Mexico State University
Morgan, Kristy	Nurse Aide: Diploma, West Georgia Technical College
Mote, Salinda	Instructor, Adult Education; B.S., Mercer University
Moye, Jessica	Pharmacy Technology; B.S., University of West Georgia
Murphy, Bryan	English; M.A., University of West Georgia
Nieto, Bernardo	Mathematics; M.A., Georgia State University
Nolan, Kimberly	Dental Assisting; Diploma, Everest Institute
North, Marilyn	Registered Nursing; M.S.N., University of Texas in Austin
Parker, Ricky	Welding; West Georgia Technical College
Patterson, Dale	Cosmetology; Diploma, West Central Technical College
Patterson, DeeDee	Cosmetology; Diploma, West Central Technical College
Pennington, Joseph	Welding; Diploma, West Georgia Technical College
Person, Schurita T.	Cosmetology; Diploma, Osborne University
Pilon, Matt	Mathematics; M.S., University of West Georgia
Plumlee, Bambi	Practical Nursing; B.S.N., University of Texas at Arlington
Reed, Artesha	Cosmetology; Diploma, West Georgia Technical College
Regilus, Guerdy	Criminal Justice; D.S.L., Regent University
Rivas, Maria	Biology; D.C., Palmer College of Chiropractic
Robinson, Cindy	Cosmetology; Diploma, Cedartown School of Cosmetology
Robinson, Lavurn	Practical Nursing; Diploma, Southern Crescent Technical College

Rooks, Ronald	Commercial Truck Driving
Sanders, Joey	Accounting; M.A.F.M., Keller Graduate School of Management
Shackleford, Tara	Computer Information Systems; M.I.T., American Intercontinental University
Sharpe, Melinda	Registered Nursing; M.S.N., Grand Canyon University
Shepard, Louis	Criminal Justice; M.S., Troy State University
Simmons, Coleen	Business Management; D.B.A., Argosy University
Stirman, Dana	Health Information Technology; M.Ed., Western Governors University
Sutton, Abby	Nurse Aide; Diploma, West Georgia Technical College
Taylor, Kyle	English; M.A., University of West Georgia
Tedder, Anabelle	Biology; M.S., University of West Georgia
Tengelsen, Jacob	Psychology; Ph.D., University of West Georgia
Thernell, Sole Heidi	Psychology; M.S., Southern Oregon State University
Thomas, Maquissa	Registered Nursing; M.S.N., Georgia State University
Thompson, Traci	English and Reading; M.A., Virginia State University
Threadgill, Alan	Electrical Systems; B.B.A., University of Georgia
White, Tim	Machine Tool Technology; A.A.S., West Central Technical College
White-Felde, Lori	Practical Nursing; M.S.N., University of West Georgia
Whitman, Richard	Machine Tool Technology; Technical Diploma, West Georgia Technical College
Wilson, Thomas	Precision Machining; Technical Diploma, West Georgia Technical College
Wood, Ashley	Practical Nursing; A.D.N., West Georgia Technical College
Worsley, Sarah E.	Nurse Aide; Diploma, West Georgia Technical College
Wortham, David C.	Natural Science; D.C., Sherman College of Chiropractic
Yarbrough, Joey G.	Biology; M.S., University of West Georgia

Senior Staff

Buoy, Kristen	Vice President, Academic Affairs; M.Ed., University of Georgia
Byrd, Dylan	Chief Executive Assistant to the President
Cromer, Steve	Vice President, Economic Development; M.S. Capella University
Murray, Monica	Administrative Assistant to the Vice Presidents
Post, Julie	President; Ed.D., University of Georgia
Whitlock, Tonya	Vice President, Student Affairs; Ph.D., Mercer University

Administrative Staff

Addy, Jamie	Librarian; M.S., Valdosta State University
Almon, Volita	Instructional Coordinator; M.Ed., University of West Georgia
Alvis, Danny	Database Administrator

Ball, Jennifer	High School Coordinator; B.S., DeVry University
Barsom, Michelle	Executive Director, Library Services; M.L.I.S., University of Alabama
Basham, Lori	Director of Admissions; M.S., Auburn University
Billingslea , Sheila	High School Coordinator, Douglas Campus; M.S., Capella University
Boyd-Gomez, Donna	Special Populations Coordinator, M.Ed., Clark Atlanta University
Colton, Kim	Assistant Director, Financial Aid; B.A., University of West Georgia
Corley, McKenzie	Human Resources Coordinator
Corso, Diane	Systems Administrator, IT; A.A.S., West Central Technical College
Cotney, Rachel	Librarian; M.L.S., Valdosta State University
Cotton, LaToya	Student Life Manager, Student Organizations and Activities; M.P.A., University of West Georgia
Crockett, Kim	Academic Support Director; M.P.A., Columbus State University
Cromer, Steve	Assistant Vice President, Economic Development; M.S.E., Capella University
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Eason, Jeremy M.	Associate Dean, School of Business and Public Services; M.Ed., University of West Georgia
Enujioke , Emmanuel	Librarian; Ph.D., Georgia State University
Fielder, Linsey	Dean, School of Nursing; M.S.N., Western Governors University
Gardner, Rod	Associate Dean of Health Sciences, M.H.C., Liberty University
Gilbert, Nikki	Dean of Health Sciences; M.H.A.Ed, University of Phoenix
Grimes, Joshua	Librarian; M.L.I.S., Louisiana State University
Hall, Harold "Lemond"	Director of Online Learning; Ed.D., University of Phoenix
Hall, Joquona	Enrollment Center Coordinator; B.S., Stillman College
Henderson, Brittney	Executive Director, Institution Advancement: B.S., University of West Georgia
Hofius , Melinda	Dean of Students; M.Ed., University of West Georgia
Jenkins, Shirley	Student Retention & Advisement Manager; M.B.A., Mercer University
Jiles , Michael	Executive Director, Facilities; A.A., University of Kentucky
Jiles, Teresa	Manager, Human Resource; A.S., West Georgia Technical College
Jones, Zelma	Manger, Career Services; M.S., University of Phoenix
Kelley, Kim	Executive Director, Financial Aid; B.A., Piedmont College
Kirk, Beverly	Associate Dean, School of Arts and Science; M.A., University of Alabama
Lathrop, Tina	Manager, Advisement & Student Academic Success; B.B.A., Valdosta State University
Loftin, F. Bart	Commercial Truck Driving Training Manager; Technical Certificate, Griffin Technical College
Long, Angelia	Enrollment Center Coordinator; B.B.A., Brewton-Parker College
Lovvorn, Judi	Director of Dual Enrollment; M.S.M, Troy University
Matthews, Taneca L.	Bookstore Manager; M.B.A., University of West Georgia
Montgomery, Lucinda	Associate Dean, School of Trade and Tech; Ph.D., Georgia State University

Myers, Jacob	Manger, IT ; A.A.S., Information Technology, Purdue University
Moon, Dallas	Assistant Registrar; B.B.A., University of West Georgia
Newman, Leigh	Executive Director, Economic Development; M.B.A., Benedictine University
Perry, James	Chief of Police; B.S., Columbia Southern University
Petty, Jane G	Instructional Coordinator; B.S., Lynchburg College
Price, Hilary	Facility Director
Purdy, Dawn	Executive Director, Curriculum; M.Ed., University of Georgia
Russell, Babs	Dean, School of Business and Public Services; M.Ed., University of West Georgia
Sanders, Pam	Compliance and Accreditation Coordinator; B.S., Valdosta State University
Saturday, Anna	Conference Center Coordinator
Saylors , Paige	Assistant Vice President, Academic Affairs; M.S.H.A., Independence University
Smith, Eberon	Director of Continuing Education Training
Smith, Shonda	Associate Dean, School of Nursing; M.S.N., University of West Georgia
St. Martin, Jonathan	Librarian; M.L.I.S., Rutgers University
Sunrich, Matthew	Librarian; M.L.I.S., Valdosta State University
Thompson, Subrena	Instructional Coordinator; M.Ed., University of West Georgia
Waldrip, Pattie	Instructional Coordinator
Walton, Cameron	Systems Administrator, IT; Ed.S., University of West Georgia
Welborn , Gary	Dean, School of Trade and Technology; M.B.A., Clemson University
Williams, Kathleen	Executive Director of Accreditation, Data, and Compliance; PhD., Valdosta State University
Wilson, Amber	Executive Director of Financial Services; B.B.A., University of West Georgia
Wright, Tammy R.	Enrollment Center Coordinator, Murphy Campus; M.Ed., University of West Georgia

Support Staff

Abraham, Ancelet	Technical Support Specialist
Addison, Brittany	Research & Evaluation Specialist
Alexander, Alei	Academic Advisor
Alvis, Amanda	WIOA Program Specialist
Alvis, Robert	Database Administrator
Arflin , Teresa	Financial Aid Technician
Ayers, Kaitlyn	Student Affairs Assistant
Ayers, Charlotte	Financial Aid Technician
Barnes, Meagan	Academic Advisor
Barr, Jeff	Economic Development, Welding
Basinger, Keith	Maintenance Supervisor

Binn, Diamond	Student Affairs Assistant
Blair, Tema	Financial Aid Technician
Bray, Kim	Student Affairs, Financial Aid Technician
Brinkley, Rebekah	Recruiter/Admissions Counselor
Brown, Debra	Recruiter/Admissions Counselor
Brown, Wilma	Student Affairs Assistant
Cheney, MyLean	Student Affairs Assistant
Connell, Megan	Admissions Counselor
Costner, Angelia	Accounting Specialist
Cross, Susan	Administrative Assistant
Cummings, Michael	Helpdesk Support Specialist
Davidson, Kamicia	Advising Coach
Dawe, Brandi	Financial Aid Technician
Dennis, Vanessa	Cashier
Devezin, Dwayne	Maintenance Technician
Donald, Kimberly	Academic Advisor
Dollar, Amy	Communications Specialist
Fischer, Kimberly	Admissions Counselor
Ford, Jeffery Scott	Campus Police Officer
Frith, Lori	Accounts Receivable Specialist
Fuquay, Lindsey	Webmaster
Garner, Bethany	Student Services Assistant
Gibbs, Susan	Cashier
Golden, Regina	Bookstore Assistant
Green, Temika	Admissions Counselor
Green-Smalling, Marie	Student Affairs, Financial Aid Technician
Greer, Brigette	Bookstore Assistant
Griffin, Darlene	Academic Advisor
Griffin, Ivey	Program Specialist, Trade and Technology
Gross, Daniel	Research & Evaluation Specialist
Grubbs, Rebecca	Student Affairs Assistant
Hallmark, Julie	WIA Program Specialist
Hampton, LaDonna	Bookstore Assistant
Hand, Patrice	Cashier
Hannah, Lisa	Bookstore Assistant
Harp, Annie	Health Sciences Program Assistant

Harris, Betevia	Academic Advisor
Harris, Jessica	Bookstore Assistant
Harrison, Niketa	Financial Aid Coordinator
Hayes, Danny	Campus Police Officer
Henry, Danette	Human Resources Coordinator
Holloway, Tori	Financial Aid Specialist
Hooks, Richard	Groundskeeper
Huddlestun, Aaron	Technical Support Specialist
Hulsey, Teresa	Maintenance Technician
Hunter, Teresa	WIOA Coordinator
Jett, Samantha	Recruiter/Admissions Counselor
Johnson, Jeremy	Maintenance Technician
Johnson, Kathy	CRM Coordinator
Johnson, Madison	Cashier
Johnson, Tosha	Accounting Technician
Kenerly , Mark	Maintenance Technician
Lang, Misty	Manager, Student Engagement
Letorneau, Kyle	Campus Police Officer
Levell, Kaylen	Student Affairs Assistant
McDowell, Candice	Student Affairs Assistant
McWhorter, Kellie	Recruiter/Admissions Counselor
Miller, Allison	Account Specialist
Minter, Greg	Recruiter/Admissions Counselor
Monroe, Shanta	Cashier
Morgan, Susan	Recruiter/Admissions Counselor
Morris, Kenneth	Maintenance Technician
Murray, Monica	Academic Affairs, Program Specialist
Murray, Phillip	Groundskeeper
Neese, Kimberly	Recruiter/Admissions Counselor
Nelson, Stephanie	Student Affairs Assistant
Ogle, Sabrina	Student Affairs Assistant
Oman, Joseph	Maintenance Technician
Owens, Andrianna	WIOA Program Specialist
Owens, Wrenette	Human Resources Coordinator
Parham, Kedar	Groundskeeper
Petersil, Morgan	Financial Aid Specialist

Pfau, Lindsay	Account Specialist
Pitts, Michael D.	Police Officer
Rawlins, Renee	Simulation Lab Specialist
Reaves, Laura	Accounting Technician
Reece, Nataja	Recruiter/Admissions Counselor
Reid, John	Custodian
Robinson, Timothy	Facilities Project Manager
Rollyson, Connie	Adult Education Career Coach
Santelli, Penny	Admissions Counselor
Seagraves, Lauren	Advising Coach
Sell, Mary	WIOA Coordinator
Sharp, Jimmy	Maintenance Supervisor
Shepherd, Lou Ann	Adult Education WIOA Career Coach
Shirey, Christy	Data Management Assistant
Silva, Madison	Advising Coach
Simmerson, Jessica	Career Services Specialist
Simpson, Loriann	Accounts Payable/RFP/Travel Technician
Singleton, Wanda	Receptionist
Skinner, Luke	Groundkeeper
Smith, Becky	Administrative Assistant I
Smith, Jaclyn	Academic Advisor
Stephens, Cynthia	Student Services, Program Assistant
Stevens, Donald	Campus Police Sergeant
Sticher, Terri	Economic Development, Coordinator
Streeter, Judith	Student Affairs Assistant
Sullivan, Glenn "Charlie"	Student Affairs Assistant
Taylor, Josie	Student Affairs Assistant
Thompson, Amanda	Data Entry Specialist
Thompson, Denise	Business Office Analyst
Thompson, Lonetha	Student Affairs, Financial Aid Specialist
Todd, Quinton	Technical Support Specialist
Towns, Tiara	Admissions Counselor
Treadwell, Berneita	Campus Police Officer
Truitt, Ben	Campus Police Officer
Turner, Jennifer	Campus Police Officer
Waddle, Yvonne	Accountant

Waldrip, Crystal	Library Assistant
Waldrup, Laura	Dual Enrollment Program Specialist
Walker, Maria	Academic Affairs, Program Specialist
Ward, Gary	Technical Support Specialist
Webster, Shantinique	Administrative Assistant
Webster, Tabitha	Bookstore Assistant
Wells, Jennifer	Financial Aid Coordinator
Wheeler, Rebecca	Adult Education Career Coach
White, James	Maintenance Technician
Williams, Maia	Human Resources Coordinator
Williams, Teresa	Program Specialist
Williamson, Steven	Maintenance Supervisor
Wilson, John	Maintenance Technician
Wood, Tim	Maintenance Technician
Wright, Morgan	Human Resource Coordinator
Wright, Susan	Property Account Specialist
Wright, Tyler	Maintenance Technician
Yarbrough, Clint	Groundskeeper

Campus Locations

Campuses

Carroll Campus
500 Technology Parkway
Carrollton, Georgia 30117
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

Locations

Adamson Square Location
401 Adamson Square
Carrollton, Georgia 30117
678.664.0400

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