

ALBANY
Technical College

COLLEGE CATALOG
2025-2026

The purpose of this catalog/handbook is to provide general information. It should not be construed as the basis of a contract between students and Albany Technical College (ATC). While the provisions of this catalog/handbook will ordinarily be applied as stated, ATC reserves the right to change any provisions listed without notice. Such changes may include entrance requirements and admissions procedures, courses, and programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations and the College calendar. It is the student's responsibility to keep informed of all changes including academic requirements for graduation.

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Dear Student:

Welcome to Albany Technical College and congratulations on your decision to attend Southwest Georgia's number one choice for technical education. Our instructors are professionals in their fields and will have much to offer you in training for your new career.

Our Student Affairs, Financial Aid and Business office staff are also here to serve any needs you may have. Our Career Development Center is an additional resource to help you build your portfolio, resume, and narrow that job search when you get close to graduating.

As you begin your journey here at Albany Tech, know that the faculty, staff and administration are all here to serve you. Should you have any concerns or suggestions on how we may better serve you, please contact the appropriate administrator in that division: Instruction (includes Learning Support classes and Adult Education services), Student Affairs (includes Financial Aid, Admissions, Registrar, Assessment/Testing, Retention, Special Populations, and Career Services), Administrative Services (Business Office and Bookstore), and the Center for Business Solutions (includes Lean Six Sigma, Business Logistics Management, Project Management, and Continuing Education classes).

Additionally, Albany Tech offers an Academic Advisement Center. Through this center, you can receive one-on-one assistance with understanding your placement into diploma and degree programs, which will provide you with an optimal balance of your aspirations
and abilities. I encourage you to utilize this resource and take advantage of the services offered to help you get to your ultimate goal – graduation.

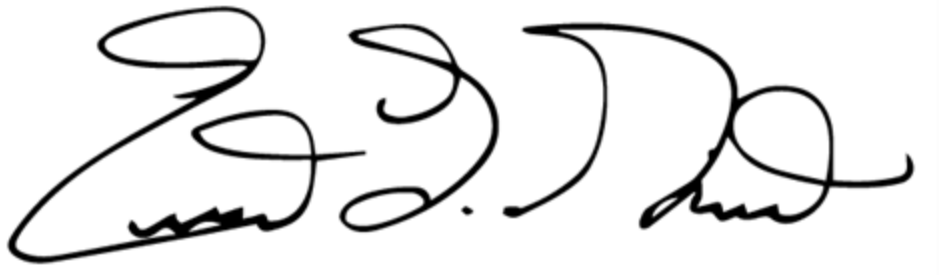
We hope that while you are with us, you will take advantage of all the student activities that take place on campus throughout the year, as well as the numerous clubs and organizations you could be a part of. Don't forget our men and women's basketball teams. Join our Titans and Lady Titans on the courts and cheer them on to victory! We want your student life experience at Albany Tech to be just as rewarding as your academics will be.

There are many outlets to stay connected to all the happenings at ATC. Please check out our social media presence by finding us and linking to our pages on FaceBook, Twitter, Pinterest, Instagram, YouTube, and Google+. Don't miss out!

Again, welcome to Albany Technical College! Best wishes in your academic and career endeavors.

We are glad you are here!

Sincerely,



Accreditation And Affiliations

• Albany Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Albany Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Albany 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[2]).

• The program in Dental Assisting is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611.https://coda.ada.org/[3]

• The Associate of Science in Nursing program at Albany Technical College located in Albany, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

• The Associate of Science in Nursing Program at Albany Technical College located in Albany, Georgia is approved by the:

Georgia Board of Nursing (GBON)
237 Coliseum Drive
Macon, Georgia 31217-3858
Phone: 844-753-7825

• The Albany Technical College Paramedicine diploma and degree programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)(www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)(www.coaemsp.org)

Commission on Accreditation of Allied Health Education Programs	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
CAAHEP	CoAEMSP
9355 - 113th St. N,	8301 Lakeview Pkwy
#7709	Suite 111-312
Seminole, FL 33775	Rowlett, TX 75088
727-210-2350	214-703-8445
www.caahep.org	www.coaemsp.org

Approval of EMT, AEMT, and PARAMEDIC courses is granted by the Georgia Department of Public Health/Office of EMS and Trauma and will be processed by the Regional EMS Program Official in the EMS Region in which the course will be taught. A complete listing of the Regional EMS Offices is located in the EMS Procedure Manual, Section VIII: Resource Documents, R-01: EMS Regional Offices.

• The Pharmacy Technology program is accredited by the American Society of Health System Pharmacists.

•The Practical Nursing Program at Albany Technical College located in Albany, Georgia is approved by the:

Georgia Board of Nursing (GBON)

237 Coliseum Drive
Macon, Georgia 31217-3858
Phone: 844-753-7825

• The Practical Nursing program at Albany Technical College located at the main campus in Albany, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone: (404) 975-5000

• The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Address: 20 North Wacker Drive - Suite 2850 - Chicago, IL 60606-3182; www.jrcert.org.

• The Surgical Technology program is in continuing accreditation status and is accredited by the Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709, Seminole, FL 33775, Phone 727-210-2350, www.caahep.org based on the recommendation from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) located at 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone 303-694-9262, www.arcsta.org.

• The Albany Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health
Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

• The Nurse Aide Technical Certificate of Credit Program is approved by the Georgia Medical Care Foundation.

• The Cosmetology Diploma Program is approved by the State Board of Cosmetology. Graduation from the cosmetology program prepares individuals for the Georgia State Board Master Cosmetology Examination for licensure.

• The Fire Science Technology program is recognized by the National Fire Academy (NFA).

ARTICULATION AGREEMENTS

Albany Technical College provides many pathways from which students may choose to continue their education. The following institutions/programs have articulation agreements:

Albany State University

Accounting

Business Healthcare Technology

Business Management

Business Logistics Management

Business Technology

Computer Information Systems

Criminal Justice

Culinary Arts

Design & Media Production Technology

Engineering Graphics

Early Childhood Care and Education

Electrical & Computer Engineering Technology

Electronics Technology

Fire Science Technology

Health Information Technology

Hotel/Tourism/Restaurant Management

Law Enforcement Technology

Marketing Management

Nursing (ANS-RN)

Andrew College

Accounting

Business Management

Business Technology

Marketing Management

Columbus State University

Accounting

Criminal Justice

Early Childhood Care and Education

East State Georgia College

Fire Science Technology

DeVRY University

Business Management

Computer Programming

Cybersecurity

Health Information Technology

Information Technology Professional

Network Specialist.

East Georgia State College

Fire Science Technology

Eastern Oregon University

Fire Science Technology

Fort Valley State University

Electronics Technology

Georgia Military College

Accounting

Business Administrative Technology

Business Logistics

Business Management

Civil Engineering Technology

Computer Programming

Computer Support Specialist

Culinary Arts

Design and Media Production Technology

Engineering Graphics

Early Childhood

Electrical & Computer Engineering Technology

Electronics Technology

Fire Science Technology

Health Information Technology

Hotel/Tourism/Restaurant Management

Industrial Systems Technology

Information Security Specialist

Law Enforcement Technology

Marketing Management

Medical Assisting

Networking Specialist

Operations Management

Paramedicine

Pharmacy Technology

Radiologic Technology

Georgia Southwestern State University

Accounting

Business Management

Computer Networking Specialist

Computer Programming

Computer Support Specialist

Criminal Justice

Cybersecurity

Early Childhood Care & Education

Marketing

Nursing (ASN-RN)

Gordon State College

Accounting

Business Management

Marketing Management

Grand Canyon University

Nursing (ASN-RN)

Indiana Wesleyan University

Business

Leadership

Liberal Arts

Nursing

Kennesaw State University

Business Logistics Management

Engineering Graphics

Early Childhood Care and Education

Electrical & Computer Engineering Technology

Electronics Technology

Mechatronics

Engineering Technology

Lees-McRae College

Business

Criminal Justice

Paramedicine

Early Childhood Care and Education

Nursing

Middle Georgia State College

Computer Technology

Mercer University (TCSG)

Business Management

Criminal Justice

Early Childhood Care and Education

Fire Science Technology

Morris Brown College

Business Management

Hotel/Restaurant/Tourism Management

General Studies

Savannah State University

Business Logistics Management

Civil Engineering Technology

Electronics Technology

The Citadel

Business Management

University Of Phoenix

ASN Degree in Nursing

Business Healthcare Technology

Business Management

Business Technology

Criminal Justice

Cybersecurity

Valdosta State University

Accounting

Business Management

Business Logistics Management

Business Technology

Civil Engineering Technology

Computer Programming

Computer Support Specialist

Criminal Justice

Culinary Arts

Cybersecurity

Design & Media Production Technology

Early Childhood Care & Education

Electrical & Computer Engineering

Electronics Technology

Engineering Graphics

Fire Science Technology

Health Information Technology

Hotel/Restaurant/Tourism Management

Marketing Management

Mechatronics

Medical Assisting

Networking Specialist

Nursing (ASN-RN)

Operations Management

Paramedicine Technology

Pharmacy Technology

Radiologic Technology

Western Governors University

Business

Computer Information Technology

Health Professions

Technical Education Guarantee

(Warranty Statement)

The Technical College System of Georgia has developed curricula standards with the direct involvement of business and industry. These standards will serve as the industry-validated specifications for each occupational program. These standards allow Georgia's technical colleges to offer their business partners this guarantee:

"If one of our graduates, who was educated under a standard program and his or her employer agrees that the employee is deficient in one or more competencies as defined in the standards, then Albany Technical College will retrain that employee at no instructional cost to the employee or employer."

This guarantee applies to all graduates of ATC who are employed in the field of their training. It is in effect for a period of two years after graduation.

Statement Of Equal Opportunity

I. Policy:

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:

College Title VI Officer
Lisa Harrell
Vice President for Academic Affairs
Albany Technical College
1704 S. Slappey Blvd.
Albany, GA 31701
229.430.3511 or lharrell@albanytech.edu

College Title IX Officer
Trenna Marshall
Human Resource Coordinator
Albany Technical College
1704 S. Slappey Blvd.
Albany, GA 31701
229.430.3619 or tmarshall@albanytech.edu

Special Needs/Section 504 Coordinator
Regina Watts
Director of Special Needs & LEAP Program
Albany Technical College
1704 S. Slappey Blvd.
Albany, GA 31701
229.430.2854 or rwatts@albanytech.edu

College Veterans Benefits Representative
Brittany Roberts
VA Representative/ Financial Aid Technician
Albany Technical College
1704 S. Slappey Blvd.
Albany, GA 31701
229.430.61536 or broberts@albanytech.edu

IV. Record Retention:

Albany Technical College follows the Technical College System of Georgia record retention policy.

Equal Opportunity Employer

Albany Technical College is an equal opportunity employer and offers career and technical education programs for all regardless of race, color, creed, religion, sex, marital status, age, disability or national origin.

The two-year residential technical college offers associate of applied science degree, diploma, and technical certificate of credit programs. Students may obtain associate degrees in accounting, advanced medical imaging, business technology, business healthcare technology, business management, business logistics management, civil engineering technology, computer information systems, computer support specialist, computer programming, cybersecurity, networking specialist, criminal justice, culinary arts, cyber crime investigation, design and media production technology, e-commerce, early childhood care and education, electrical and computer engineering technology, electronics technology, engineering graphics technology, environmental horticulture, fire & ems, fire science technology, health information technology, hotel/restaurant/tourism management, information technology professional, interdisciplinary studies, marketing management, mechatronics technology, medical assisting, nursing, operations management, paramedicine (paramedic) technology pharmacy technology, precision manufacturing, radiologic technology, and surgical technology.

Albany Tech also offers diploma's and technical certificate of credits in each of those program areas as well as air conditioning technology, automotive collision repair technology, automotive technology, barbering, building and facilities maintenance, cosmetology, dental assisting technology, diesel equipment technology, electrical construction technology, electronics fundamentals, ems professions, environmental horticulture, firefighter/emsp, green building technology, health information coding, industrial electrical technology, nccer carpentry technology, nccer masonry technology, nccer plumbing/pipefitting technology, practical nursing, professional firefighter, professional fire officer, residential energy efficiency, sustainable renewable & alternative energy, and welding and joining technology.

A number of specialty technical certificate of credits are also offered at Albany Technical College including accounting, air conditioning technology, auto collision repair technology, automotive technology, building maintenance, business healthcare technology, business logistics management, business management, business technology, carpentry nccer, commercial truck driving, computer programming, computer support specialist, criminal justice technology, culinary arts, cybersecurity, design & media production technology, diesel equipment technology, early childhood care and education, electrical construction, engineering graphics, environmental horticulture, esthetician, fire science technology, green building technology, hotel, restaurant & tourism management, industrial electrical technology, industrial operations technician, law enforcement preparatory, marketing management, masonry nccer, mechatronics technology, nail technician, networking specialist, plumbing nccer, quality, assurance specialist, welding & joining technology, and many more.

Institutional Publications and Communications

For all college catalogs, student handbooks, employee handbooks, newsletters, magazines, website and electronic publications, written materials distributed to students, notices posted on campus, and local newspapers, and other materials (particularly those related to student recruitment and employment), this statement may be used:

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Albany Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria for admission to these programs should contact: the admissions office at 229-430-6193 in Albany or 229-271-4040 in Cuthbert 229-732-55829 or visit the college website at www.albanytech.edu.

Albany Technical College offers additional services to students with limited English language skills or with disabilities so that they may benefit from these programs. For additional information regarding these services, your rights, grievance procedures, or the College's non-discrimination policies please contact Kathy Skates, Title IX Coordinator. Her phone number is 229-430-3524 and her email address is kskates@albanytech.edu. Her office is located in Kirkland Administrative Building. ATC's Section 504 Coordinator is Regina Watts and her office is room 159 in the Kirkland Administrative Building. Her phone number is 229-430-2854 and her email address is rwatts@albanytech.edu. Both offices are located at Albany Technical College, 1701 South Slappey Blvd. Albany, Georgia 31701.

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

SEXUAL HARASSMENT AND MISCONDUCT

Procedure: 6.1.2p.
Sexual Harassment And Misconduct

Revised: August 14, 2020; March 13, 2018; January 12, 2016; July 16, 2014; April 25, 2013; March 9, 2007
Last Reviewed: September 27, 2019; March 13, 2018
Adopted: April 25, 2013

I. 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.

II. 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

III. APPLICABILITY:

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

IV. 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:
1. Incest: nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Georgia law.
2. 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:
1. 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.
2. 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.
3. 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.
4. 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:
1. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
2. 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.

V. ATTACHMENTS:

Attachment 6.1.1p.a1. Sources of Counseling, Advocacy and Support

Attachment 6.1.1p.a2. TCSG Usage for Statement of Equal Opportunity

VI. PROCEDURE:

A. Administration and Implementation
1. 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.

2. 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.

3. 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.

4. 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.

5. 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

1. 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.

2. 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.

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

4. 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.

5. 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.

6. 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.
a. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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

12. Discretionary Dismissal.
a. TCSG and/or the College may dismiss the Formal Complaint if:
i. the Respondent is no longer enrolled or employed by TCSG and/or the College;
ii. specific circumstances prevent TCSG and/or the College from gathering sufficient evidence to reach a determination; or
iii. the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the Formal Complaint or allegations therein.
b. 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.
c. 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 a 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
1. 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.
2. 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.
3. The Investigator shall send written notice to both parties of the allegations upon receipt of a formal complaint.
4. 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.

5. 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.

6. 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.

7. 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.

8. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses.
a. It is important that all parties preserve any documents or other evidence which may pertain to the investigation.
b. Any medically related evidence is best preserved by trained medical personnel.
c. Students are encouraged to seek medical services both for treatment and preservation of any medical evidence.

9. 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.

10. 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.

11. 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.

12. 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
1. Format of Hearing:
a. 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.
b. 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.

2. Recording of Hearing:
a. 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.

3. Role of Advisor:
a. 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.

4. Role of the Decision-Maker:
a. The Decision-Maker will:
i. 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;
ii. preside over the Hearing and will issue the Written Determination Regarding Responsibility;
iii. be identified to the Parties before the Hearing at least three calendar days prior to the Hearing.
b. Conflict of Interest:
i. No person who has a conflict of interest may serve as the Decision-Maker.
ii. 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.
iii. Either Party may assert, in writing, that a Decision-Maker has a conflict of interest.
iv. 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.
v. 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.
c. At the Hearing, the Decision-Maker will:
i. 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.
ii. 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.
iii. 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.
iv. 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.

5. Hearing Process:
a. The Investigator will be available to answer any questions from the Decision-Maker about the Investigation.
b. The Decision-Maker may meet with the Parties and Witnesses for the purpose of making findings of fact.
c. 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).
d. Parties and Witnesses must not disclose or reference information to the Decision-Maker that was excluded from the Hearing File.
e. The Decision-Maker may ask questions of the Parties and/or Witnesses.
f. 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.
g. Written Determination Regarding Responsibility:
i. 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.
ii. 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.
iii. The Title IX Coordinator will cause the Written Determination Regarding Responsibility to be sent to the Parties.
iv. 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
v. 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.
vi. 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.
vii. 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
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, steps shall be taken to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate.
a. 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.
b. Disciplinary sanctions for students are defined in TCSG Procedure governing Student Discipline and may include: reprimand, restriction, disciplinary probation, disciplinary suspension, and disciplinary expulsion.
c. Disciplinary sanctions for employees are defined in TCSG's Positive Discipline Procedure and may include: formal reminders, decision making leave, or dismissal.

3. 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.
a. 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. 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.

5. 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
1. Appeal of a Written Determination Regarding Responsibility
a. Submission of Appeal
i. Both Parties have the right to an appeal from a Written Determination Regarding Responsibility on the bases set forth below.
ii. 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.
iii. The Appeal Officer will be the Commissioner of TCSG or his designee.
iv. Each Party may submit a written appeal of up to 6,000 words in length, which will be shared with the other Party.
v. 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).
b. Grounds for appeal are limited to the following:
i. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the appealing Party?
ii. 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?
iii. 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?
iv. 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.
c. Receipt of Appeal
i. Upon receipt of a Party's appeal, the Hearing Coordinator will share it with the other Party.
ii. Each Party may submit a response to the other Party's appeal (no more than 3,000 words).
iii. Each Party must submit this response to the Commissioner within 10 calendar days after the other Party's appeal has been shared.
iv. The appealing Party will have access to the other Party's response to the appeal, but no further responses will be permitted.
d. Response to Appeal
i. 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.
ii. The Title IX Coordinator may submit one response for each Party that files an appeal (that raises a procedural irregularity).
iii. Each response by the Title IX Coordinator should be no more than 1,500 words.
iv. The Parties will have access to the Title IX Coordinator's response(s) to the appeal, but no further responses will be permitted.
e. Appeal Decision
i. The Appeal Officer will provide the Notice of Outcome of Appeal no later than ten (10) business days after receipt of all appeal documents.
ii. As needed, the Appeal Officer will consult with the Title IX Coordinator regarding the management of ongoing Remedies.
iii. 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.

VII. 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.

Albany Technical College Title IX Coordinator: Dorene Aquino daquino@albanytech.edu; 229-430-6597.

MISSION

Albany Technical College (ATC) located in Southwest Georgia, a unit of the Technical College System of Georgia, offers Technical Certificates of Credit, Diplomas, and Associate Degrees. ATC exists to train individuals to meet dynamic workforce needs, promote economic and community growth through the delivery of quality credit instruction, adult education, and customized training using traditional and distance education formats.

Adult Education Programs

The Adult Education Program provides services or instruction below the post-secondary level to individuals:

1. Who have attained 16 years of age;

2. Who are not enrolled or required to be enrolled in a secondary school under state law; and

3. Who lack sufficient mastery of basic educational skills to enable the individual to function effectively in society; do not have a secondary school diploma or its recognized equivalent level of education; or are unable to speak, read, or write the English Language.

Flexible program hours are offered to accommodate busy schedules including day, evening, virtual and weekend classes. In addition to basic skills education, and high school equivalency preparation, the Adult Education Program administers the General Education (GED®) and the HiSet® Exam awarding the high school equivalency diploma to successful examinees.

The General Education Development Test (GED®) and HiSET® exam are offered as alternatives to a high school diploma. The GED® test is made up of four subtests/batteries: Reasoning through Language Arts, Mathematical Reasoning, Social Studies and Science. The complete battery of the test costs $184.00 and each test is $46.00 (if taken separately). Applicants may take the in- home version of the GED® test that cost $184 for the complete battery of tests and $46.00 (if taken separately).

The HiSet exam is made up of 5 subtests: Language Arts – Reading, Language Arts – Writing, Mathematics, Science and Social Studies. The complete battery of the test costs $133.75 and each test is $26.75 (if taken separately). Applicants may select the in- home version of the HiSET® exam which cost $181.25 for the complete battery of tests and $36.25 (if taken separately).

4. The Adult Education Program offers workplace education programs for areas of business and industry, English Literacy (ELP), job readiness, post-secondary transition assistance, joint enrollment focused on employment and job skills in the following technical education programs under Ability to Benefit or Career Plus, which provides financial aid for tuition, fees and books. Career Plus offers the flexibility to earn a high school diploma without the stress of a high-stakes test.

Available Programs

· Accounting

· Air Conditioning

· Auto Collision Repair Technology

· Automotive Technology

. Barbering

· Building & Facilities Maintenance

· Business Healthcare Technology

· Business Logistics Management

· Business Management

. Carpentry Technology

· Computer Programming

· Computer Support Specialist

. Commercial Truck Driving

· Cosmetology

· Criminal Justice Technology

· Culinary Arts

· Cybersecurity

· Design & Media Production Technology

· Diesel Equipment Technology

· Early Childhood Care & Education

. E-Commerce

· Electrical Systems

· Electronics Technology

· Engineering Graphics

· Fire Science Technology

· Health Information Coding

· Hotel/Restaurant/Tourism Management

· Industrial Electrical Technology

. Information Technology

· Marketing Management

· Masonry

. Mechatronics

· Medical Assisting

· Networking Specialist

· Nurse aide

· Quality Assurance Specialist

· Pharmacy Technology

. Phlebotomy

· Professional Firefighter

. Video Game Design

· Welding & Joining Technology

The Adult Education Program offers Integrated Education and Training (IET) which is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster. The IET training prepares students for employment in an in-demand industry identified in the Georgia Unified State Plan

FREE classes are held in the following locations:

Baker County Adult Education Center

236 Hoke Smith Drive, Newton, GA

(229) 734-1297

Calhoun County Adult Education Center

665 Manry Street, Edison, GA

(229) 835-2977

Clay County Adult Education Center

155-A Wilson Street, Fort Gaines, GA

(229) 768-3792

Lee County Adult Education Center

1346-G US Highway 19, Leesburg, GA

(229) 759-3040

Randolph County Adult Learning Center

241 Highway 82 E, Cuthbert, GA

(229) 732-5158

Terrell County Adult Education Center

Robert Albritten Neighborhood Service Center

771 Roundtree Drive, Dawson, GA

(229) 995-6172

Dougherty County- Albany Technical College

Artisan Hall, Room 115, Albany, GA

(229) 430-6615

Adult Education provides these services:

• Assessment of Present Skills

• Counseling and Advisement

• Joint Enrollment in Post-Secondary Education-Career Plus (CPH) & Ability to Benefit (ATB)

• No cost Instruction

• Virtual (Online) Classes

• Test Scholarships (GED and HiSet)

• Child Care Assistance

• Transportation Assistance

• Fast Track High School Equivalency with includes GED® and HiSet® - 5 weeks

There is no cost for Adult Education orientation and classes. Please visit the Adult Education Program located in Prosperity Hall, Room 107 on the Dougherty County campus; or you may contact us at (229)430-6615 for additional information.

INFORMATION DIRECTORY

Dougherty County Campus

1704 South Slappey Blvd., Albany, Georgia 31701

Phone:	(229) 430-3500
Fax:	(229) 430-5115
Website:	www.albanytech.edu[4]

Albany Technical College (ATC) is located in Albany, Georgia, which is in the heart of Southwest Georgia. The city is known for its pecan and peanut production. Located in the rich agriculture belt, the city is surrounded by hunting plantations and filled with diversified industrial growth. Originally built on the Flint River for transporting its agricultural produce to market, the city is now accessible by major highways, railroads and a regional airport.

ATC is composed of one campus in Dougherty County and a learning center in Cuthbert, Randolph County, Georgia. The main campus includes a state-of-the-art Manufacturing Technology Center geared toward business and industry training and a Business Logistics Education Center that opened in 2011. The campus is located in the southern portion of the city on Slappey Boulevard and is in close proximity to the airport.

Regarding	Contact	Telephone
General Information - Albany Campus		(229) 430-3500
Academic Matters	Vice President for Academic Affairs	430-3518
Administrative Policy	President	430-0656
Admissions	Vice President of Student Affairs & Enrollment Management	430-2864
Adult Education	Vice President of Adult Education	430-2751
Bookstore		430-3512
Business Office Cashier		430-3057 or 430-0580
Career Development Center (Job Placement)	Associate Vice President of Career Services	430-3514
Child Development Demonstration Center	Dean of Academic Affairs	430-3537
Continuing Education	Director of Continuing Education	430-3867
Disabilities	Special Needs Coordinator	430-2854
Distance Learning	Dean of Academic Technology	430-3693
Center for Business Solutions	VP of the Center for Business Solutions	430-6618
English as Second Language	Special Needs Coordinator	430-2854
Facilities Use	Economic Development/Conference Center Office	430-3563
Financial Aid	Director of Financial Aid	430-3505
Georgia Work Ready Assessment	Testing Assistant, Economic Development Programs	430-6612
GED® Testing	Office of Adult Education	430-1620
High School Programs	High School Coordinator	430-3500
HOPE Grant	Director of Financial Aid	430-3505
Learning Support	Dean of Academic Affairs	430-3605
Liaison Foundation/Board of Directors	Special Assistant to the President	430-6624
Personnel	Human Resource Director	430-1702

Publicity	Executive Director/Marketing & Public Relations	430-3816
Student Activities	Director of Student Activities	430-3588
Student Records/Transcripts	Registrar	430-3510
Student Affairs	Vice President of Student Affairs & Enrollment Management	430-2864
Student Special Populations	Special Populations Coordinator	430-6144
Testing Services	Testing/Admissions Assistant	430-2709
Tours	Recruiter/Admissions Counselor	430-1974
Veterans Affairs	Financial Aid Office/VA Assistant	430-3505

If you have a disability and need this material in an accessible format, please write to: ADA/Special Needs Coordinator, Albany Technical College, 1704 S. Slappey Blvd., Albany, Georgia, 31701, or call (229) 430-2854.

ACADEMIC CALENDAR | FALL SEMESTER 2024

A TERM, E-CAMPUS, T, T1 & T2 TERM (CTDL)

Date	Event
July 31	Financial Aid Appeal Deadline (B-Term)
Aug 2-9	Faculty Annual Leave Option (College Open)
Aug 7	Late Fee Deadline
Aug 9	Payment Deadline (Fall Semester)
Aug 9	Change of Major Deadline
Aug 12	Academic Appeal Deadline
Aug 12-13	Faculty Workdays
Aug 14	Fall Semester Starts/Course Confirmation Opens (A &T Terms)
Aug 14-20	Bookstore Rush (A & T Terms)
Aug 16	Last Day to drop/add (A, B, EC, & T Terms)
Aug 19	1st Day of Class/Course Confirmation Opens (eCampus)
Aug 20	Course Confirmation Closes (A, EC, T Terms)
Aug 21	Financial Aid and No-Show Purge (A, EC, T Terms)
Aug 26	Incomplete Grades Due (Summer semester 2024)
Aug 27	Financial Aid Disbursement
Sep 2	Holiday Labor Day (College Closed)
Sep 9	Pre-registration begins (T2 Term)
Sep 9	Financial Aid Refunds
Sep 16-27	Course Evaluations Due (T & T1 Terms)
Sep 26	Fall Semester Starts/Course Confirmation Opens (T1 Term)
Sep 27	Course Confirmation Closes (T1 Terms)
Oct 4	Mid Term - (A Term)
Oct 4	Mid Term - eCampus
Oct 8 – 9	Library Survey Due
Oct 8 – 9	PDI Sessions - Campus Open (No Classes) Excluding CTDL & eCampus
Oct 9	1st Day of Class (T2 Term)
Oct 9	Last Day of Class (T Term)
Oct 10	Grades Due - 12 Noon (T Term)
Oct 11	Graduation Application & Portfolio Due
Oct 13	Last day of Class eCampus EC2
Oct 1.	Last Day to Withdraw w/o Academic Penalty (T1 Term)
Oct 14	1st Day of Class (eCampus EC3)
Oct 16	Advisory Committee Meetings
Oct 21	Pre-registration begins (Spring semester)
Oct 21	Last Day of Class (T1 Term)
Oct 22	Grades Due (T1 Term)
Nov 11	Holiday Veterans Day (College Closed)
Nov 17	Fall Referrals Due
Nov 17-30	Course Evaluations Due (A & T2 Terms)
Nov 27	Faculty Annual Leave Option - No Classes (College Open)

Nov 28	Last Day to Withdraw w/o Academic Penalty (A Term)
Nov 28	Thanksgiving Holiday - (College Closed)
Nov 29	Holiday (College Closed)
Dec 1	Last Day to Withdraw w/o Academic Penalty (eCampus (EC) Term)
Dec 2	Last Day to Withdraw w/o Academic Penalty (EC3 Term)
Dec 5	Last Day of Classes (A Term)
Dec 6-8	Final Exams
Dec 6	Last Day of Class (T2)
Dec 8	Pre-Registration (T Term) Spring Semester
Dec 10	Last Day of Class for eCampus
Dec 10	All Grades Due (12 Noon)
Dec 11-20	Faculty Annual Leave Option (College Open)
Dec 20	Financial Aid Appeal Deadline (A T Term) Spring Semester
Dec 23	Faculty Annual Leave Option (College Open)
Dec 24	Holiday Washington's Birthday (College Closed)
Dec 25	Holiday Christmas (College Closed)
Dec 26	State Holiday Good Friday (College Closed)
Dec 27	Holiday Columbus Day (College Closed)
Dec 30-31	Annual Leave Required (College Closed)

B TERM

Date	Event
July 31	Financial Aid Appeal Deadline (B Term)
Aug 2-9	Faculty Annual Leave Option (College Open)
Aug 12	Academic Appeal Deadline (B Term)
Aug 12-13	Faculty Workday
Aug 14	Fall Semester Starts/Course Confirmation Opens (B Term)
Aug 14-20	Bookstore Rush (B Term)
Aug 16	Last Day to drop/add (B Term)
Aug 20	Confirm Attendance Closes (B Term)
Aug 21	Financial Aid and No-Show Purge (B Term)
Aug 23	Pell Recalculation Date/Reinstatement Deadline
Aug 26	Incomplete Grades Due (Summer semester)
Aug 27	Financial Aid Disbursement
Sep 2	Holiday Labor Day (College Closed)
Sep 6	Mid Term Grades Due
Sep 9	Financil Aid Refunds
Sep 16	Course Evaluations Opens (B Term)
Sep 26	Last Day to Withdraw w/o academic penalty (B Term)
Sep 30	Course Evaluations Closes (B Term)
Oct 2	Last Day of Classes - (B Term)
Oct 3	Final Exams - (B Term)
Oct 4	Grades Due - 12 Noon (B Term)

Oct 7 – 11	Success Term Break

C TERM

Date	Event
Sep 30	Financial Aid Appeal Deadline (C Term)
Oct 8	Academic Appeal Deadline (C Term)
Oct 8 – 9	Professional Development (No Classes/College Open)
Oct 11	Graduation Application & Portfolio Due
Oct 14	1st Day of Class/Course Confirmation Opens (C Term)
Oct 14 – 15	Bookstore Rush (C Term)
Oct 16	Course Confirmation Closes (C Term)
Oct 16	Advisory Committee Meetings
Oct 17	No Show Purge (C Term)
Oct 21	Pre-registration begins (Spring semester)
Oct 25	Financial Aid Disbursement (C Term)
Nov 6	Mid Term Grades (C Term)
Nov 7	Financial Aid Refunds
Nov 11	Holiday Veterans Day (College Closed)
Nov 15	Fall Referrals Due
Nov 18 – 29	Course Evaluations Due (C Term)
Nov 27	Faculty Annual Leave Option (College Open)
Nov 28	Thanksgiving Holiday (College Closed)
Nov 29	Holiday (College Closed)
Nov 29	Last Day to Withdraw w/o Academic Penalty (C-Term)
Dec 5	Last Day of Class (C Term)
Dec 6	Final Exams
Dec 9	All Grades Due (12 Noon)
Dec 10-20	Faculty Annual Leave Option (College Open)
Dec 23	Faculty Annual Leave Option (College Open)
Dec 24	Holiday Washington’s Birthday (College CLosed)
Dec 25	Holiday Christmas (College Closed)
Dec 26	State Holiday Good Friday (College Closed)
Dec 27	Holiday Columbus Day (College Closed)
Dec 20-31	Annual Leave Required (College Closed)

ACADEMIC CALENDAR | SPRING SEMESTER 2025

A TERM, E-CAMPUS, T, T1 & T2 TERM (CTDL)

Date	Event
Jan 1	Holiday News Year,Äôs Day (College Closed)
Jan 2-3	Faculty Workdays (College Open)
Jan 2	Late Fee Starts
Jan 2	Pre-Registration Starts (T1Term)
Jan 3	Change of Major Deadline
Jan 3	Spring Payment Deadline
Jan 6	Academic & Financial Aid Appeal Deadline
Jan 6 – 7	Faculty Workday
Jan 8	First Day of Class/Course Confirmation Opens (A & T Terms)
Jan 8 – 14	Bookstore Rush (A & T Terms)
Jan 10	Last Day to drop/add (A & T Terms)
Jan 13	1st Day of Class (eCampus & EC2)
Jan 13	Financial Aid Deadline (T1 Term)
Jan 14	Confirm Attendance Closes (A & T Terms)
Jan 15	Financial Aid & No show purge (A EC, EC2 T Terms)
Jan 17	Pell Recalculation.Reinstatement Deadline (A EC, EC2 T Terms)
Jan 20	Holiday MLK Day (College Closed)
Jan 21	Financial Aid Disbursement
Jan 24	Incomplete Grades Due (Fall semester)
Jan 27	1st Day of Class (T1 Term)
Jan 29	Financial Aid & No Show Purge (T1 Term)
Feb 3	Library Survey
Feb 3	Financial Aid Refund
Feb 6	Pre-registration starts (T2 Term)
Feb 27	Last Day to Withdraw w/o Academic Penalty
Feb 28	Mid term (eCampus - EC2)
Feb 28	Mid term (A term)
Mar 4	First Day of Class/Course Confirmation Opens (T2 Term)
Mar 4-5	PDI Sessions - Campus Open (No Classes) Excluding CTDL & eCampus
Mar 5	Last Day of Class - (T Term)
Mar 5	Course Confirmation Closes (eCampus EC3 & T2 Term)
Mar 6	Grades due - 12 Noon (T Term)
Mar 9	Last day of class for eCampus EC2
Mar 12	Advisory Committee Meetings
Mar 14	Graduation Application & Portfolio Due
Mar 17	Pre-registration starts (Summer semester)
Mar 20	Financial Aid Disbursement
Mar 21	Last Day of Class (T1 Term)
Mar 24	Grades Due (T1 Term)
Mar 25	Spring Fling (Day & Evening)
Mar 31-Apr 4	Spring Break (Excluding CTDL & eCampus)

Apr 8 - 19	Course Evaluations (A. T T1 & T 2 Term)
Apr 15	Pre-registration (T Term) - Summer semester
Apr 15	Last Day to Withdraw w/o Academic Penalty (A Term)
Apr 15	Last Day to Withdraw w/o Academic Penalty (T1 Term)
Apr 30	Last Day to Withdraw w/o Academic Penalty (T2 Term)
May 2	Graduation (College Closed)
May 5	Financial Aid Appeal Deadline (Summer)
May 5	Last Day of Class (A Term)
May 5	Last Day to Withdraw w/o Academic Penalty (EC & EC2 Term)
May 6	Final Exams (A EC3 & T2 Terms)
May 7	All Grades Due (12 Noon)
May 8-14	Faculty Annual Leave Option (College Open)
May 11	Last Day of Class for eCampus

B TERM

Date	Event
Jan 1	Holiday New Year,Äôs Day (College Closed)
Jan 2 – 3	Faculty Annual Leave Option (College Open)
Jan 6 – 7	Faculty Workday
Jan 8	First Day of Class (B Term)
Jan 8 – 14	Bookstore Rush (B Term)
Jan 10	Last Day to drop/add (B Term)
Jan 14	Course Confirmation Closes (B Term)
Jan 15	Financial Aid & No Show Purge (B Term)
Jan 17	Pell Recalculation/Reinstatement Deadline
Jan 20	Holida- MLK Day (College Closed)
Jan 21	Financial Aid Disbursement
Jan 24	Incomplete Grades Due (Fall semester)
Jan 31	Mid Term (B term)
Feb 10	Course Evaluations Opens (B Term)
Feb 20	Last Day to drop/add w/o Academic Penalty (B Term)
Feb 21	Course Evaluations Closes (B Term)
Feb 26	Last Day of Class (B Term)
Feb 27	Final Exams (B Term)
Feb 28	Grades Due - 12 Noon (B Term)
Mar 3 – 6	Success Term Break

C TERM

Date	Event
Mar 7	1st Day of Class/Course Confirmation Opens (C & EC2 Term)
Mar 7 – 10	Bookstore Rush (C Term)
Mar 10	**First Day of Class/Course Confirmation Opens (EC2 Term)**
Mar 12	Confirm Attendance Closes (C & EC2 Term)
Mar 12	Advisory Committee Meeting

Mar 13	Financial Aid/No Show Purge (C & EC2 Term)
Mar 14	Graduation Application & Portfolio Due
Mar 17	Pre-registration starts (Summer)
Mar 20	Financial Aid Disbursement
Mar 25	Spring Fling (Day & Evening)
Mar 31 – Apr 4	Spring Break - excluding CTDL & eCampus (College Open)
Apr 1	Mid Term - (C Term)
Apr 2	Financial Aid Refunds
Apr 8	Course Evaluations Opens (C Term)
Apr 21	Course Evaluations Closes (C Term)
Apr 29	Last day to Withdraw w/o Academic Penalty - (C Term)
May 2	Graduation (College Closed)
May 5	Last Day of Class (C Term)
May 6	Final Exams
May 7	All Grades Due (12 Noon)
May 8 – 14	Faculty Annual Leave Option (College Open)
May 11	Last Day of Class (EC2 Term)

ACADEMIC CALENDAR | SUMMER SEMESTER 2025

A TERM, E-CAMPUS, T, T1 & T2 TERM (CTDL)

Date	Event
May 2	Pre-Registration Starts (T1 Term)
May 5	Financial Aid Appeal Deadline
May 8	Late Fee Deadline
May 8 – 14	Faculty Leave Option (College Open)
May 9	Change of Major Deadline
May 13	Payment Deadline (Fall semester)
May 15-16	Faculty Workdays
May 16	Academic Appeal Deadline
May 19	First Day of Class (A & T Terms)
May 19 – 21	Bookstore Rush (A & T Terms)
May 21	Last Day to drop/add (A & T Term)
May 21	Course Confirmation Closes (A & T Term)
May 23	No Show/Finacial Aid Purge (A eCampus & T Term)
May 26	Holiday Memorial Day (College Closed)
May 27	Pell Recaclulation Date/Reinstatement Deadline

May 27	First Day of eCampus/Course Confirmation Opens
May 30	Financial Aid Disbursements
Jun 2	First Day of Class/Course Confirmation Opens (T1 Term)
Jun 3	Course Confirmation Closes (T1 Term)
Jun 4	Financial Aid/No Show Purge (T1 Term)
Jun 6	Pell Recalculation/Reinstatement Deadline
Jun 6	Incomplete Grades Dur for Spring 2025
Jun 12	Advisory Committee Meetings (Make up)
Jun 12	Financial Aid Refunds (A Term)
Jun 13	Graduation Application & Portfolio Due
Jun 19	Holiday Junteenth - Excluding CTDL (College Closed)
Jun 20	Mid term (A Term)
Jun 27	Pre-registration starts (Fall semester)
Jul 3	Faculty Annual Leave Option (College Open)
Jul 4	Holiday 4th of Jul (College Closed)
Jul 7	Course Evaluations Opens (A T1 Term)
Jul 7	Pre -Registration starts (Fall semester)
Jul 17	Course Evalutions Closes (A T1 Term)
Jul 17	Last day of Class - (T Term)
Jul 18	Grades Due - 12 Noon (T Term)
Jul 21	Last Day to Withdraw w/o Academic Penalty (EC Term)
Jul 23	Last Day to Withdraw w/o Academic Penalty (A Term)
Jul 27	Last Day of Class (eCampus)
Jul 29	Last Day of Class (A & T1 Terms)
Aug 1	Final Exams
Aug 4	All Grades Due (12 Noon)
Aug 1 – 9	Faculty Annual Leave Option (College Open)

C TERM

Date	Event
May 15 – 16	Faculty Workday - (C Term)
May 26	Holiday (Memorial Day) College Closed
Jun 3	1st Day of Class/Course Confirmation Opens (C & T1 Terms)
Jun 2 - 3	Bookstore Rush
Jun 4	Confirm Attendance Closes (C-Term)
Jun 5	Financial Aid & No show purge (C & T1 Term)
Jun 6	Pell Recalculation Date/Reinstatement Deadline
Jun 11	Advisory Committee Meetings (Make up)
Jun 13	Graduation Application & Portfolio Due
Jun 13	Financial Aid Disbursement C Term
Jun 19	Holiday Junteenth- Excluding CTDL (College Closed)
Jun 25	Mid-term (C Term)
Jun 26	Refunds (C Term)
Jul 3	Faculty Annual Leave Option - (College Open)
Jul 4	Holiday 4th of Jul (College Closed)

Jul 7	Pre-Registration starts (Fall semester)
Jul 7	Course Evaluations Opens (C Term)
Jul 17	Course Evalations Close (C Term)
Jul 23	Last Day to Withdraw w/o Academic Penalty (A Term & eCampus)
Jul 27	Last day of Class - (eCampus Term)
Jul 29	Last Day of Class (C Term)
Jul 29	Final Exams
Jul 30	All Grades Due (12 Noon)
Aug 1 – 9	Faculty Annual Leave Option - (College Open)

ADMISSIONS

Policies And Procedures

The following state Albany Technical College's ("the College") policies and procedures governing the admissions process:

Nondiscrimination

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

The College will:

1. Strive to increase the future student's opportunities,
2. Guide the implementation of all activities related to admissions, its academic programs, student financial aid and the recruitment, assessment, academic advisement/placement and retention of students, and
3. Continuously work towards complimenting all academic programs.

Admissions Process

Admission to a Technical College System of Georgia (TCSG) college is a multi-step process which consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants.

Albany Technical College adheres to the TCSG policy stated above and defines the following for the purpose of admissions to the College. Future students must:

1. Submit a completed Application for Admissions and $25.00 non-refundable fee;

2. Take the college entrance exam, if required.

Future students needing special accommodations must self-identify with the Special Needs Coordinator prior to making an appointment with the Testing Center. The entrance exam may be waived for diploma programs if the student has completed acceptable college or technical college credit for English and Math with grades of "C" or higher; meets minimum SAT scores of 310 math and 270 critical reading; or attained ACT scores of 14 Reading, 13 English and 14 Math.

The entrance exam may be waived for degree programs if the student has completed acceptable college or technical college credit for English, math and psychology with grades of "C" or higher; or meets minimum SAT scores of 380 math and 290 critical reading; or attained ACT scores of 16 Reading, 14 English and 17 Math; or a minimum of 525 on the English Language Arts (ELA) Georgia High School Graduation Test (GHSGT) to exempt the reading and writing portions of the Compass exam.

The entrance exam will be waived if the applicant holds an associate degree or higher. An official transcript is required for this waiver.

3. Submit official high school transcript or GED® score report showing graduation date and diploma type.

4. Submit official college or technical college transcripts for all previously attended institutions. Applicants who wish to have prior college credit evaluated for transfer or intend on using a funding source that requires the evaluation of prior college credit, such as HOPE Scholarship or Veterans Educational Benefits, must submit all post-secondary transcripts along with their admission application.

5. Attend the College's mandatory New Student Orientation and the specific area of study Orientation, if applicable.

6. Register for classes during the dates specified on the Student Calendar.

Some Health Care Technology programs require additional admissions assessment exams. Future students interested in health-related programs should inquire with the Office of Admissions or program Faculty Advisors for additional admissions information at least 30 days prior to the term they wish to enroll.

Required Academic Criteria

A General Education Development (GED®) diploma or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to the Technical College unless otherwise specified by the program's standards. Home schooled students may follow an alternative path for admission, described below. High school diplomas from unaccredited institutions, Certificates of Attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter credit hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED® diploma or high school diploma. However, if applying for financial aid, a high school transcript is required.

In order to be accepted by a Technical College, the applicant must have been awarded a high school diploma from a secondary school that is on the TCSG approved accreditation agency list. Graduates of unaccredited high schools must obtain a GED® diploma.

Applicants of home schools located in Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

• Submit a Certificate of Attendance form from the local superintendent's office verifying that (1) the parent or legal guardian notified the superintendent of intent to home school and (2) that the parent or legal guardian submitted the required attendance reports as required by O.C.G.A. § 20-2-690.

• Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior or senior years. The final progress report should include the graduation date.

Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program must adhere to the following alternative path for admission:

• Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

• Submit SAT or ACT scores that meet the TCSG system minimum requirements.

Presidents of Technical Colleges may waive the GED® diploma/high school diploma requirement for those secondary students or those pursuing a GED® diploma who are otherwise eligible to enroll in a specific program of study.

College Entrance Exam

ATC, in accordance with the Technical College System of Georgia (TCSG), uses the ACCUPLACER instrument for measuring proficiency in reading, writing, algebra and math. An applicant must achieve minimum admissions scores on these tests as specified in the program state standards. Acceptable scores on a statistically validated test such as the Scholastic Aptitude Test (SAT), or American College Test (ACT) will be accepted in lieu of the ACCUPLACER test. Entrance scores vary by program. The program-specific entrance scores are minimum requirements, and some programs require higher scores. Reasonable accommodations are made during testing for those who need them and who have self-identified with the Special Needs Coordinator. Students who apply for associate degree programs must meet the following current score requirements:

ACCUPLACER NEXT GENERATION-			ACCUPLACER-	
	Reading	236	Reading Comprehension	64
	Writing	249	Sentence Skills	70
	Quantitative Reasoning	245	Algebra	57

Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any TCSG college.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the U.S. Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument.

Transfer Admission Requirements

Applicants to ATC who have been previously enrolled at a post-secondary institution will be considered for admission under the following criteria:

1. Applicants who are in good standing at their previous institution may be accepted in good standing.

2. Applicants who are on academic probation at their previous institution may be accepted only on academic probation.

3. Applicants who are on academic or disciplinary suspension will not be accepted unless they have satisfied the conditions of their suspension and are eligible for re-admission into their former college.

Applicants for transfer admission must submit the following to the Admissions Office:

1. Application for Admissions and a $25.00 non-refundable fee;

2. Official transcript(s) from each post-secondary institution attended;

3. Official high school transcript;

4. SAT, ACT or other nationally recognized admissions entrance exam scores, as applicable.

If scores are not available, a student should report when scheduled for the admissions entrance exam.

Incoming Transient Student Admission Requirements

Students wishing to attend Albany Technical College as a transient student must meet the following conditions:

1. Submit an Application for Admissions and a $25.00 non-refundable fee;
2. Present a Transient Agreement Form (TAF) or letter from the Registrar of the home institution to the effect that the student is in good standing, which course(s) the student is eligible to register for, and that the student is eligible to return to that institution.
3. Pay the Albany Technical College schedule of tuition and fees.

The 18 credit hour maximum may be waived for transient students upon the written recommendation of the home institution.

Admissions Requirements For Non-Credit Courses

1. Students must submit a completed non-credit application.

2. Students must be 16 years of age or older.

3. A high school diploma or GED® is not required unless specified in the course requirements.

4. An admissions test is required for entry into certain courses.

5. No financial aid is available for non-credit courses.

Notification Of Acceptance

Admissions Applications are processed and the names of applicants placed on a list for program admission on a first-come priority. Students are notified by regular mail, electronic mail, or in person, of their acceptance into a program, and how to register for classes.

ADMISSION CATEGORIES

Students shall be admitted to Albany Technical College in one of the following categories: Regular, Provisional, Learning Support, Special, or Transient.

Regular

Regular admission of students to a technical certificate of credit, diploma or degree program is contingent upon their meeting statewide admissions requirements and institutional admissions requirements established for that specific program and upon their proper completion of application, assessment, and registration procedures.

Those students for which assessment is required will adhere to the admission requirements as indicated for a diploma or degree program and will be classified as regular students. Those students for which program assessment is not required will be exempted from the assessment requirement of this policy, but must comply with the remainder of the requirements in order to be classified as a regular student. All diploma or degree students must achieve regular admission status before graduation. Regular admission of transfer students to a diploma program is contingent upon their meeting the following requirements: a) regular admission and good standing at a regionally accredited diploma or degree granting institution, b) proper completion of the Admissions Application and related procedures.

Provisional

Provisional admission of students to a diploma program for which assessment is required is based on an evaluation of assessment scores and other admission data by the Director of Admissions and program faculty, and upon proper completion of application, assessment and related procedures.

Provisional admission of transfer students to a diploma program is contingent upon their meeting applicable licensure and accreditation requirements. Provisionally admitted students must satisfy learning support requirements and/or take general education courses and may take certain occupational courses as designated in the program-specific standards. All diploma program 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 Standards curriculum and must meet regular admissions for that program within 12 months of acceptance.

Students are not admitted on a provisional basis into health care programs, cosmetology, or technical certificate of credit programs.

Special Admit Status (Non-Credential Seeking)

The special admissions category is designed to be an admission method for non-award seeking students. The following specifics define the parameters of this classification:

1. Be classified as non-award seeking at time of admission.
2. Be granted special status upon recommendation of the Admissions Director.
3. Receive credit for regular program coursework, which is satisfactorily completed.
4. May apply up to a maximum of 18 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, including the state approved assessment process.
5. May enroll in classes only a space-available basis.
6. Adhere to the specific institutional prerequisite course requirements when selecting courses.
7. Will not be eligible for any financial aid.

Transient Status

A student in good standing at another accredited institution may be permitted to enroll as a transient student on a space-available basis at a technical college in order to complete work to be transferred back to the home institution. Students who submit a Transient Agreement Form or Letter from their home institution are granted Transient admission status. The Transient Agreement Form or Letter should verify that the student is in good standing and should list the courses that student is eligible to take. A current Transient Agreement Form or Letter is required for each term of enrollment.

Auditing Courses - Audit

Applicants must submit an Admissions Application, pay the non-refundable application fee and all regular fees, and register for the class. Applicants for audit are not required to take the college entrance assessment. Credit is not awarded for courses taken on an audit basis. Courses taken on an audit basis will not be used for certification for federal financial aid, HOPE, TANF, Social Security or Veteran's Administration educational benefits. Students will be allowed to audit courses on a space available basis.

Admission Of Disadvantaged And/Or Students With A Disability

Within a framework of personal guidance and evaluation, special services are provided for the disadvantaged and/or disabled student. These services include aiding students in setting realistic goals, developing individualized programs of study, providing job orientation and job search services, providing assistance in determining the degree and nature of their disabilities and/or disadvantages, and providing referrals to community service agencies for additional assistance.

A student may be accepted as a disadvantaged or disabled student when he/she cannot meet the recommended entrance exam score(s) to enter a program under regular or provisional status but whose aptitudes and other factors indicate a likelihood of success in at least a segment of the total program. Limited English speaking students may be included in the disadvantaged group. For further information on disadvantaged student admissions, contact the Special Needs Coordinator at (229) 430-2854. For information on hearing impaired and visually impaired student admissions, contact the Director of Special Needs & LEAP program at (229) 430-2854.

Re-Admission

Students dismissed or suspended from the institution because of administrative action, absenteeism or academic reasons may apply to re-enter after completing the designated absence. Application to re-enter must be made through the Office of Admissions; however, reapplying does not guarantee acceptance. Upon re-entry to the college, regardless of the reason, all students must follow standards, policies, and regulations that are in effect at the time of re-entry. A change of program is considered a re-admission and applications to change a program must be made through the Academic Advisement Center, subject to the $15.00 processing fee if it is your second or greater change. The deadline for change of major is noted on the Academic Calendar. Re-admission applications are due in the Admissions office no later than 30 days before the start of a new academic term, and applicants must follow the specific program of study's admissions process.

GENERAL ADMISSION REQUIREMENTS FOR THE ASSOCIATE DEGREE PROGRAMS

Associate of Applied Science Degree Programs

Albany Technical College (ATC) offers an associate of applied science degree (AAS) and an associate of nursing (ASN) degree in specified credit programs, as approved by the State Board of Technical and Adult Education, the Technical College System of Georgia. The AAS degree includes a sequence of courses in the fundamental and specific occupational requirements that prepare the student for an advanced degree in his or her program choice. The AAS degree programs offer the academic, technical and professional knowledge and skills required for job acquisition, retention and advancement.

Students may enroll in core courses for associate degree programs each term. Entrance dates for occupationally specific courses within the associate degree programs vary by program.

Age

The minimum age for students applying to Albany Technical College is 15; however, certain programs require students to be older. Please refer to each program for specific age requirements.

Education

A high school diploma or a General Education Development diploma (GED®) is required for admission to ATC for degree programs.

College entrance exam

ATC, in accordance with the Technical College System of Georgia (TCSG), uses the ACCUPLACER instrument for measuring proficiency in reading, writing, algebra and math. An applicant must achieve minimum admissions scores on these tests as specified in the program state standards. Acceptable scores on a statistically validated test such as the Scholastic Aptitude Test (SAT), or American College Test (ACT) will be accepted in lieu of the ACCUPLACER tests. Entrance scores vary by program. The program-specific entrance scores are minimum requirements, and some programs require higher scores. Reasonable accommodations are made during testing for those who need them. Students who apply for associate degree programs must meet the following current score requirements:

ACCUPLACER NEXT GENERATION-			ACCUPLACER-	
	Reading	236	Reading Comprehension	64
	Writing	249	Sentence Skills	70
	Quanitative Reasoning	245	Elem. Algebra	57

Students applying for the associate degree programs will be allowed to begin the degree program in provisional status, except for Health Care Technology programs. Provisional status is defined as requiring no more that the highest level of remedial course work in the discipline. Student will be required to take the remedial class within the first two terms of admissions and pass that area before being admitted as a regular status student. If the score requirement is met in one placement area on the initial ACCUPLACER test, the student is not required to retest in that particular subject area. Student should consult with office of admissions for information on specific academic program requirements.

Interviews

Students are not interviewed for admission to ATC, but may be interviewed for admission to a particular academic program.

General Education Course Offerings

While the emphasis in technical education is on specialized occupational offerings, each Associate Degree program includes at least one general education course from each of the areas of humanities/fine arts, social sciences/behavioral sciences, and natural sciences/mathematics. These courses are listed below.

Associate Degree General Education Courses

See program requirements for specific course selections

AREA I LANGUAGE ARTS/COMMUNICATION (3 CR. MIN.)

English Composition

Communications/Speech

Foreign Language

Required:

ENGL 1101	Composition and Rhetoric	3

Electives offered at ATC:

ENGL 1102	Literature and Composition	3
ENGL 1105	Technical Communications	3

AREA II SOCIAL/BEHAVIORAL SCIENCE (3 CR. MIN.)

Economics

Ethnology/Ethnic Studies

History

Political Science

Psychology

Sociology

Choose from these courses offered at ATC:

ECON 1101	Principles of Economics	3
PSYC 1101	Introductory Psychology	3
SOCI 1101	Introduction to Sociology	3
POLS 1101	American Government	3

AREA III NATURAL SCIENCE/MATHEMATICS (3 CR. MIN.)

Astronomy

Biology

Chemistry

Computer Science

Geography

Mathematics

Physics

Required:

MATH 1111	College Albegra	3

Electives offered at ATC:

MATH 1101	Mathematical Modeling	3

Choose from these courses offered at ATC:

BIOL 2113	Anatomy and Physiology I	3
BIOL 2113L	Anatomy and Physiology Lab I	1
BIOL 2114	Anatomy and Physiology II	3
BIOL 2114L	Anatomy and Physiology Lab II	1
MATH 1113	Precalculus	3
MATH 1131	Calculus I	3
PHYS 1110	Introductory Physics	3

AREA IV HUMANITIES/FINE ARTS (3 CR. MIN.)

Art Appreciation

American Literature

English Literature

Film Studies/Criticism

Humanities

Literature/Cultural Studies

Music Appreciation

Philosophy

Religion

Theater Appreciation

World Literature

Choose from these courses offered at ATC:

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

PROGRAM-SPECIFIC REQUIREMENTS (3 CR MIN)

An additional 3 credit course must be taken from Area I, II, III or IV. See program advisor for recommended courses.

Degree and Diploma level students must successfully demonstrate General Education competencies by:

- Communicate effectively orally and in writing
- Perform basic mathematical calculations
- Demonstrate positive work ethics, interpersonal skills, and the ability to think critically

GENERAL ADMISSION REQUIREMENTS FOR THE DIPLOMA PROGRAMS:

Diploma Programs

Albany Technical College offers diploma programs on a credit-hour basis, varying in length from 37-54 semester credit hours, on both day and evening schedules. Students may enroll in core courses for diploma programs each term. Entrance dates for occupationally specific courses within the diploma program vary by program. The length of each program is approximate. The actual time required to complete a program will depend upon various factors, such as scheduling of classes, academic performance and date of entry. Students enrolled in the evening may have to take some courses during the day in order to complete the diploma program. Applicants are encouraged to meet with the program advisor for detailed information.

Age

The minimum age for students applying to Albany Technical College is 15, however, certain programs require students to be older. Please refer to each program for specific age requirements.

Education

A high school diploma or a General Education Development diploma (GED®) is not required for admission to ATC or to a program area unless specified by program standards. However, prior to graduation from all diploma programs and specified certificate programs, students must receive a high school diploma or a GED®. All students will be offered the opportunity to receive remedial instruction, if required.

College Entrance Exam

ATC, in accordance with the Technical College System of Georgia (TCSG), uses the ACCUPLACER instrument for measuring proficiency in reading, writing, algebra and math. An applicant must achieve minimum admissions scores on these tests as specified in the program state standards. Acceptable scores on a statistically validated test such as the Scholastic Aptitude Test (SAT), American College Test (ACT) will be accepted in lieu of the ACCUPLACER test. Entrance scores vary by program. The program-specific entrance scores are minimum requirements, and some programs require higher scores. Reasonable accommodations are made during testing for those who need them. The student must self-identify.

Ability to Benefit Exam

An applicant who does not have a high school diploma or GED® may demonstrate eligibility for entry into those programs not requiring a diploma/GED® if the applicant achieves acceptable scores on the Ability to Benefit Examination (ATB), as well as acceptable program entry scores. Passing the ATB exam does not take the place of having a high school diploma or GED® for those programs that require a diploma or GED® for admission.

Interviews

Students are not interviewed for admission to ATC, but may be interviewed for admission to a particular academic program.

Each diploma program also includes a set of general education courses providing background in mathematics, communications, and interpersonal skills.

Diploma Basic Skills Courses

Choose from these courses accepted at ATC, based on program requirements:

MATHEMATICS (3 CR. MIN.)

MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3
MATH 1013	Algebraic Concepts	3
MATH 1015	Geometry and Trigonometry	3

COMMUNICATIONS (3 CR. MIN.)

ENGL 1010	Fundamentals of English I	3
ENGL 1012	Fundamentals of English II	3

INTERPERSONAL SKILLS (2 CR. MIN.)

EMPL 1000	Interpersonal Relations and Professional Development	2
PSYC 1010	Basic Psychology	3

GENERAL ADMISSION REQUIREMENTS FOR THE CERTIFICATE PROGRAMS:

Technical Certificate Programs

ATC offers technical certificates of credit (TCC's), an award based on completion of a coherent grouping of courses taken from any state-approved post-secondary standard curriculum. Any TCC program must be at least 9 semester credit hours in length and may not exceed 36 semester credit hours.

TCCs are divided into four categories:

1. EMBEDDED CERTIFICATES — These technical certificates of credit are offered to provide students with a short-term program of study geared toward a specific occupational program of study. Credits earned through technical certificates may be applied to some diploma programs or other technical certificates.

   Students enrolled in a diploma or degree program will be recorded as a graduate of the technical certificate program when:

   1. the student has completed all of the requirements for the TCC,
   2. the student requests the TCC, or
   3. the technical college chooses to award a TCC with acknowledgement from the student.

   Students enrolled in a major may receive simultaneous awards for a diploma and technical certificate, if the requirements may have been met, even though they were not enrolled in a secondary major.

2. STAND-ALONE CERTIFICATES — Certificate programs that do not have degree or diploma level work attached.
3. ADD-ON CERTIFICATES — Related courses that go beyond the competencies in the TCC are added to provide additional specialization.
4. OCCUPATIONAL SPECIALIZATION CERTIFICATES – These technical certificates of credit are developed to provide graduates or those with in-field occupational experience the opportunity to acquire advanced competencies to broaden employment options and to add occupational specializations to existing skills.

   Students must have completed the specified diploma program before entry into the occupational specialization certificate program.

Age

The minimum age for students applying to Albany Technical College is 15; however, certain programs require students to be older. Please refer to each program for specific age requirements.

Education

A high school diploma or a General Education Development diploma (GED®) is not required for admission to ATC or to a program area unless specified by program standards. However, prior to graduation from all diploma programs and specified certificate programs, students must receive a high school diploma or a GED®. All students will be offered the opportunity to receive remedial instruction if required.

College Entrance Exam

ATC, in accordance with the Technical College System of Georgia (TCSG), uses the ACCUPLACER instrument for measuring proficiency in reading, writing, algebra and math. An applicant must achieve minimum admissions scores on these tests as specified in the program state standards. Acceptable scores on a statistically validated test such as the Scholastic Aptitude Test (SAT), American College Test (ACT) will be accepted in lieu of the ACCUPLACER tests. Entrance scores vary by program. The program-specific entrance scores are minimum requirements, and some programs require higher scores. Reasonable accommodations are made during testing for those who need them. The student must self-identify.

Ability to Benefit Exam

An applicant who does not have a high school diploma or GED® may demonstrate eligibility for entry into those programs not requiring a diploma/GED® if the applicant achieves acceptable scores on the Ability to Benefit Examination (ATB), as well as acceptable program entry scores. Passing the ATB exam does not take the place of having a high school diploma or GED® for those programs that require a diploma or GED® for admission.

Interviews

Students are not interviewed for admission to ATC, but may be interviewed for admission to a particular academic program.

GEORGIA RESIDENCY REQUIREMENTS

Legal residence in the State of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. Albany Technical College has the responsibility of evaluating each Admissions Application, while each student has the responsibility of conveying current and accurate residency information. This information is used in determining the appropriate fees to be paid by each student.

When applying for admission to ATC, an individual must indicate whether or not he/she is a legal resident of the State of Georgia, and for what period of time. To be classified as an in-state student for tuition purposes, an individual who is 18 years of age or older must show that they have been a legal resident of Georgia for a period of no less than twelve (12) consecutive months immediately preceding the first day of class for the term they wish to enroll. Please refer to the Financial Aid section for Georgia residency requirements that are specific to Financial Aid eligibility, as those guidelines may differ from general College Admissions guidelines. When a question arises concerning legal residence, proof of intent to remain in Georgia indefinitely must be reviewed, with each case being considered unique and evaluated accordingly. Proof of intent to remain in Georgia indefinitely can be documented by a review of documentation such as driver's license, voter registration card, automobile registration or other documents at the discretion of Albany Technical College.

A dependent student meets the Georgia residency requirements if his/her parent or guardian has established and maintained domicile in the state of Georgia for a period of at least twelve months immediately preceding the first day of classes of school term for which the student is seeking in-state tuition. Military personnel and their dependents stationed in Georgia and on active duty are exceptions.

If a parent or legal guardian of a minor changes his/her legal residence in Georgia, a minor student may continue to take courses for a period of twelve consecutive months as an instate student. After the twelve-month period, the student may continue this registration only upon the payment of fees at the out-of-state rate.

In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon proper evidence that such appointment was not made to avoid payment of out-of state fees.

Aliens shall be classified as non-resident students; however, an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

A student must petition the technical college if the student is asking for a change in residency status. Change in residency status for fee purposes is not automatic. Change in residency status requests should be directed to the Admissions Office.

EXCEPTIONS TO GEORGIA RESIDENCY REQUIREMENTS

Students meeting the following exceptions are considered as in-state residents, and therefore qualify for the HOPE program:

1. Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40.
2. Non-resident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least twelve (12) consecutive months immediately preceding the first day of class for the term they wish to enroll; provided, however, that such financial dependence shall have existed for at least twelve (12) consecutive months immediately preceding the first day of class for the term they wish to enroll.
3. Full-time employees of Georgia's Technical Colleges, their spouses, and their dependent children.
4. Full-time teachers in the public schools of Georgia or in a post-secondary college, their spouses, and their dependent children.
5. Teachers employed full-time on military bases in Georgia.

6. United States military personnel stationed in Georgia and on active duty and their dependent children living in Georgia.
7. United States military personnel and their dependent children that are legal residents of Georgia, but are stationed outside the State.

Students meeting the following exceptions will receive out-of-state tuition waivers but will not be considered as Georgia residents. These students do not qualify for the HOPE program:

1. Students who are legal residents of out-of-state counties bordering on Georgia counties in the service areas in which an institution of the Technical College System of Georgia is located and who are enrolled in said institution.
2. International students selected by the college president or authorized representative, provided however, that the number of the international students exempted does not exceed one percent of the total enrollment of full-time students.
3. Career consular officers and their dependents that are a citizen of the foreign nation, which their consular office represents and who are stationed living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.

UNDOCUMENTED IMMIGRANTS

In accordance with 8 USC § 1611 and 1621, Albany Technical College does not provide federal or state funded financial aid programs to undocumented immigrants. Undocumented immigrants shall be charged out-of-state tuition (twice that paid by a resident of Georgia) as per 8 USC § 1623.

REGISTRATION

Upon advisement, eligible students may pre-register/ register for the upcoming academic term. Eligible students are those who have been officially accepted to ATC, continuing students not on academic suspension, and students enrolling under the special status provisions are eligible to register. Upon registration, students must confirm their intent to matriculate by paying tuition and fees or completing the student financial aid process. It is the responsibility of the student to complete the proper forms and procedures for registration and to verify that his or her schedule of classes is correct. Registration is complete when all tuition and fees are paid.

LATE REGISTRATION

Late registration will be allowed on a space-available basis for students who do not register by the specified deadline date. An additional non-refundable fee of $45.00 will be charged for late registration. The late registration fee will be charged by the payment due date, according to the student calendar.

ACADEMIC ADVISEMENT

After taking the college entrance exam, students will be initially advised by an Academic Advisor and then referred to their assigned program faculty advisor and/or online success coach after the student takes/transfers in 15 credit hours of courses.

ACADEMIC LOAD

Students must register for 12 or more credit hours to be considered full-time. No student will be allowed to register for more than 18 credit hours without approval from the Registrar &/or Vice President of Academic Affairs.

PROGRAM CHANGE

Students are permitted to request a change of program once with no charge during their academic tenure at ATC. Any additional change of programs will incur a $15.00 charge. The student must visit the Registrar's Office in the Kirkland Building to meet with an Academic Advisor. After determining the status of the program change the Academic Advisor will direct the student to the next step to pay the $15 charge at the business office in required. Students must visit the for Financial aid office for counseling and transfer to Registrar. The Registrar’s office will complete this process and refer student to advisor for registration.

Change of program forms must be submitted by the published deadline date in order to be processed for the next semester.

COURSE EXPIRATION

General Education courses do not expire. Occupational courses expire after 10 years (120 months).

TRANSFER CREDIT

TRANSFER CREDIT FROM OTHER INSTITUTIONS

Albany Technical College recognizes previous postsecondary coursework by accepting credit earned from other regionally or nationally accredited institutions. Additionally, transfer credit may be awarded for military training or corporate courses where appropriate. There is no charge for transfer credit.

Criteria for transfer credit:

1. The course is essentially the same in content as the course(s) at Albany Technical College.

2. The course was completed with a grade of “C” or better.

3. An official transcript is on file in the student’s admission file from all postsecondary institutions attended.

4. Occupationally related course work has been evaluated and approved for transfer credit by the appropriate program dean and instructor, when requested by the Registrar.

5. Occupationally-specific courses were taken fewer than 10 years (120 months) prior to admissions.

6. Continuing Education Units (CEU), remedial, and study skills courses are not accepted for transfer.

There is no time limit on transferability of general education courses. General education courses earned at the Doctorate, Master’s, Bachelor of Arts, Bachelor of Science, Associate of Arts, and Associate of Science levels from any regionally or nationally accredited institution will meet the general education core requirements of any associate, diploma, or certificate program offered at Albany Technical College.

Grade points are not assigned to transfer credit. Should a student receive advanced standing through transfer credit, the student will be required to complete at least 25% of the required curriculum for graduation from Albany Technical College.

It is possible for a combination of courses from another single institution to present the same material as in a single course at Albany Technical College. Credit may be transferred in an amount equal to the corresponding Albany Technical College course(s) when the evaluation yields a sufficient degree of comparability in content, nature, and intensity between the combination of the transfer institution’s courses and the corresponding courses at Albany Technical College.

Courses to be considered for transfer credit in the practical nursing program from colleges external to the Technical College System of Georgia must be reviewed and approved by the chairperson of the practical nursing program.

Credit is awarded once for a completed class. Once the evaluation is complete, the student has access to this information via their Bannerweb account.

Transfer credit for courses taken at non-accredited postsecondary institutions may be awarded if the course meets the criteria for transfer credit and the student earns a score of 80% or higher on a course exemption exam.

Credit for military service colleges is awarded according to the Service Members Opportunity College Guide (SOC Guide) recommendations.

A student seeking transfer status into the Practical Nursing program while enrolled in a nursing program at another College must:

1. Have an overall GPA of 2.5.

2. Complete the Practical Nursing Transfer Status Form prior to 30 days before the start of the semester.

3. Maintain a GPA of 2.7 in each term.

4. Failure in one or more course may result in termination in subsequent semesters.

5. Students who are terminated will be eligible for readmission to the Practical Nursing program after five (5) years.

A student seeking transfer status into the Practical Nursing program while enrolled in a nursing program from another College with an overall GPA of less than 2.5 will not be eligible to enroll as a transfer student.

Students who wish to have prior college credit evaluated for transfer or intend on using a funding source that requires the evaluation of prior college credit, such as HOPE Scholarship or Veterans Educational Benefits, must submit all post-secondary transcripts along with their admission application.

APPEAL OF TRANSFERABILITY OF COURSE EQUIVALENCIES

Students who wish to appeal the evaluation of transfer credit may do so through the Office of the Vice President of Student Affairs and Enrollment Management. When making an appeal, students must be prepared to provide supporting documentation (e.g., course syllabus, course description, transfer institution's catalog).

TRANSIENT CREDIT

Albany Technical College students desiring to take a course or courses from another accredited institution must have prior approval from the Albany Technical College registrar and meet the following requirements:

1. Be in good academic standing.

2. Be program-ready/college level.

3. Completed two terms of academic history at Albany Technical College, with a minimum 2.0 grade point average

4. Completed COMP 1000 or COLL 1020 with a grade of "C" or better

5. Meet all pre-requisite requirements for which transient credit is sought.

6.Requested transient credit must be a required credit for student's program

7.Transient credit is not offered on home campus during requested semester/term

It is the student's responsibility to apply to the institution they wish to attend as a transient student and have an official document sent to Albany Technical College at the end of the term in order for the grade to be issued as a transfer grade. Only grades of "C" or better are accepted as transfer grades. If transient status is not approved at the host college, courses will not be eligible for transfer to an Albany Technical College program of study.

ADVANCED PLACEMENT CREDIT

In order for advanced credit to be considered, students must provide information and written documentation setting forth the education or qualifications they believe qualify them for advanced credit.

Credit Earned At Foreign Institutions

The foreign government or state governmental agency of a foreign country must be formally recognized as an educational institution offering post-secondary instruction leading toward a degree or diploma comparable to that offered at Albany Technical College. Transfer credits or completed degrees from foreign institutions are evaluated on a case-by-case basis with evaluation from an independent source. Please see Admissions Director for a list of eligible NACES® service providers. Transfer students from foreign institutions must provide course descriptions, along with an official transcript evaluation and/or translation.

International Students

It is the policy of the Technical College System of Georgia that Visa status is not a condition for admissions to technical colleges; however, prospective students must meet the state approved admissions requirements as outlined for all students. While Visa status is not a condition for admission; it is critical information that must be collected for effective student advisement and tuition and fee assessment purposes.

The President of Albany Technical College has the authority to determine if the College will issue I-20s. If the President elects to issue I-20s, the College must first obtain approval from The Department of Homeland Security/Citizenship and Immigration Services (CIS). ATC shall adhere to the policies and procedures as outlined by CIS for the issuance of I-20s. The President of ATC shall have the authority to waive out-of-country tuition rates (four times that paid by a resident of Georgia) for students who are not citizens of the United States if such waivers do not exceed five percent (5%) of the technical college's full-time enrollment. This waiver allows the student to pay out-of-state tuition rates but does not qualify the student for HOPE. Waivers of out-of-country tuition rates are not available to undocumented immigrants. Undocumented immigrants shall be charged out-of-state tuition (twice that paid by a resident of Georgia) as per 8 USC § 1623.

Exemption Credit

Instructional departments, on an optional basis, may establish approved exams to be administered by the Special Populations Coordinator for credit exemption purposes. Students with prior military training, documented prior education and/or work experience may take a course exemption test before registering for a course. The student must obtain a request for exemption testing from the Special Populations Coordinator and pay a test administration fee based on the cost per credit hour.

When a student passes a course exemption test, it is reported to the registrar for entry on the student’s permanent academic record showing the course number and title. Credit hours are awarded, but no grade is given. No money is refunded if the exam is not passed, and students may only take a course exemption test once. Exemption testing is scheduled as needed on an individual basis. The following rules govern exemption tests:

The following rules govern exemption tests:

1. A student cannot take an exemption test for a class if he/she is currently registered for that class.

2. A student cannot withdraw from a course and sign up to take an exemption exam.

3. A student cannot take an exemption exam for a course in which a grade has been earned or has been previously attempted.

4. All exemption tests must be taken prior to the first day of class for the planned term of entry.

5. A student cannot exempt more than 18 credit hours per term without approval of the Vice President for Academic Affairs.

6. If a given course has a prerequisite course requirement, the prerequisite must be satisfied by either exemption or successful completion of the course before exemption may be attempted.

7. The minimum pass rate for an exemption examination is 80%.

8. No grade, grade points or credit hours are assigned to exempted examination credit. A grade of EXE will be entered on the permanent record if the exemption exam is completed successfully.

9. Any student receiving exemption credit through examination, transfer credit, or transient credit must still complete at least 25% of the credit hours of the required curriculum for graduation at Albany Technical College.

10. Students are responsible for the cost of the exemption exams; financial aid is not available for exemption exams.

Prior Learning Assessment (PLA)

Albany Technical College recognizes that individuals can develop mastery of course competencies through non-traditional educational environments such as: employment, military and corporate training, professional certifications, noncredit courses, and other life experiences. The term "prior learning" is utilized to describe these methods of learning. ATC accepts credit for prior learning when the equivalency is validated by academically sound and rigorous assessment.

Credit will be awarded only for demonstrable college level learning, and not for experience. The burden of proof lies with the student to demonstrate through testing or appropriate documentation, such as transcripts and certificates, submitted to designated College authorities, that the learning meets specific learning objectives and standards set forth in course syllabi and programs approved by related accrediting bodies. Prior Learning may have been required for professional competence; is reasonably current (some learning is time sensitive); is comparable to courses offered in colleges or universities; implies a conceptual (theoretical) and practical understanding of the course(s). Any credits awarded through PLA must be in accordance with the Standards of The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC Standard 10.7) and policies and guidelines of the Technical College System of Georgia.

Learners who wish to have prior college credit evaluated for transfer or intend on using a funding source that requires the evaluation of prior college credit, such as HOPE Scholarship or Veterans Educational Benefits, must submit all post-secondary transcripts along with their admission application.

Contact the Vice President of Academic Affairs at (229) 430-3518, for more information.

Student requirements for PLA:

1. Students must be admitted as Regular degree/diploma seeking students to a TCSG institution;

2. Student must declare a program of study (major);

3. Student must consult with program faculty advisor about the possibility and advisability of seeking credit for prior learning;

4. Student must consult with the program faculty advisor to confirm that PLA credit will directly apply to the curriculum requirements of the declared major;

5. Student must register for specified prior learning opportunity, pay any required fees, and meet defined learning objectives, standards, and scores for credit to be awarded;

6. Posting of credit to the student academic transcript will occur following one semester hour completed at the TCSG institution where admitted;

7. Student must recognize that any change of degree/diploma program will result in review of all transcripted credit, including PLA. Transfer and PLA credit must apply directly to the curriculum being studied. Any deviation may result in the loss of credit obtained utilizing PLA;

8. PLA credit cannot be utilized to fulfill residency requirements of the institution. The TCSG requires that a minimum of twenty-five percent (25%) of graduation requirements for a particular program of study be completed at the Technical College granting the award. Contact the Registrar for specific program residency requirements.

9. PLA credit cannot be used for courses where accreditation or college policies prohibit its use;

10. PLA credit cannot duplicate credit for other courses;

11. Transferability of PLA to another institution cannot be guaranteed;

12. In the event of an appeal, student must follow posted appeal process. Recommendations and scoring by ACE, CLEP, and other external bodies are under the auspices of the evaluation body and cannot be appealed at the college level.

Program Transfer Credit

Program transfer students who transfer from one program to another program within the institution will be given full credit for all courses common to both programs, provided the occupational classes were completed within the past 10 years. The procedure for a transfer to another program is as follows: Student must fill out and complete all steps on the Change of Program form, available in the Registrar's Office located in the Kirkland Administration Building. The student must meet all admissions requirements for the new program. The Change of Program Form must be submitted through the Registrar’s Office for the change to be official. Students are permitted to request a change of program once with no charge during their academic tenure at Albany Technical College. Any additional change of program request will incur a $15.00 charge. A change of program request form must be completed and submitted with a receipt from the business office by the published deadline date in order to be processed for the next semester.

Transfer Credit For Degree – Prior To COC Credentials

This policy addresses request from former students, who have earned diploma awards prior to January 2005 that would like to continue with associate degree programs without repeating occupational classes he/she has passed satisfactorily prior to January 2005. Coursework added to the curriculum since graduation from their program would not be exempt.

1. If a former student completed a diploma program prior to January 2005, he/she would be eligible to take a comprehensive exam. A score of 80 is required for passing this exam. (This is the same score required for exemption of coursework.) The 10-year rule continues to apply for all occupational classes. Students must have completed the occupational classes within the last 10 years to be eligible for this opportunity. This comprehensive exit exam eligibility became effective Summer 2007. (200801)

2. Students who completed prior to January 2005, and are licensed by the state or hold national certification in their field, would be exempt from this comprehensive exam provided they supply a copy of their current license or certification. For national certification, this would include, but not be limited to, Radiologic Technology, Dental Assisting, Medical Assisting, Surgical Technology, Emergency Medical Technician, and Paramedicine. This exemption became effective Summer 2007. (200801).

Students from other TCSG institutions would also be eligible, provided they supply an official transcript and meet the same requirements as Albany Technical College graduates.

HIGH SCHOOL PROGRAMS

Through the Dual Enrolled program High School students have several options to getting a jump start on their college career at Albany Technical College while still in high school. Contact our ATC Secondary Initiatives Coordinators at 229-430-6148 or 229-430-3500, or visit the High School Students webpage at www.albanytech.edu/highschoolstudents for more information.

Articulation

Students take courses at the high school that are part of an articulation agreement between the high school and the technical college. The student then takes a validation test at Albany Technical College. If the student makes a 70 or better on the test and enrolls at Albany Technical College, they will receive credit for that class on their ATC transcript.

Joint Enrollment

Joint enrolled students may take certificate, diploma, or degree courses at Albany Technical College. They may enroll in any ATC courses. The student will receive credit at ATC only. Contact our ATC Secondary Initiatives Coordinator at 229-430-6148.

Dual Enrolled

Through the Dual Enrolled program, high school students have the option of getting a jump start on their college career at Albany Technical College (ATC) while still in high school. Eligible high school students may enroll in ATC prgrams of study while in high school. Dual credit can be earned from a wide range of courses and programs. Eligible high school students must be approved by the high school counselor. The high school student must complete and submit an ATC High School Student Admissions Application, signed by the appropriate high school official. Also, an online Dual Enrolled Application must be completed. The high school student must complete the Dual Enrolled Application and submit it to the high school counselor for approval. Courses taken must appear in the Dual Enrolled Directory. The student can take up to 15 ATC credit hours per semester. Dual Enrolled will cover tuition. Students will receive credit at their high school and at Albany Technical College.

ATCEPA

Albany Technical College recently acquired the Albany Technical College Engineering Prep Academy (ATCEPA) after receiving the Predominantly Black Institute grant from the Department of Education. The primary objective of the grant is to introduce minority high school students to the field of engineering technology through the taking of college level courses, and via initiatives geared towards highlighting math and science engineering concepts. The academic technology programs associated with the project are Electromechanical Engineering, Electrical and Computer Engineering, Civil Engineering Technology, Drafting Technology, and Electronics.

High school students are encouraged to take advantage of the five-year project by the way of participating in the college's Dual Enrollment program. The academy will accept 25 high school students per semester into an identified track, which enables selected participants to seek out a degree, diploma, or certificate. Each student will be provided an Educational Plan to assist them in working towards completion of the aforementioned credential(s).

To learn more about the academy or to retrieve an application, please contact the ATCEPA Director at 229.430.2882.

-6148 or 229-430-3500, or visit the High School Students webpage at www.albanytech.edu/highschoolstudents for more information.

TUITION AND FEES

Student Fees for Georgia Residents

A non-refundable Admissions Application fee of $25.00 must accompany the first application. Twelve (12) or more credit hours will be considered full-time. Tuition and fees for full-time students taking 15 or more credit hours are as follows:

Tuition (15 or more credit hours)	$1605.00
Student Activity Fee	29.00
Registration Fee	55.00
Technology Fee (Dual/Joint Enrolled Students Are Exempt)	110.00
Program Supply Fee	40.00
Parking & Facilities Fee	20.00
Student Accident Insurance	6.00
Athletic Fee	28.00
Campus Safety Fee	50.00
Instructional Fee	60.00
Total Tuition And Fees – Full Time Student (12 credit hours)	$1682.00
** Late Registration Fee if applicable*	*$45.00*

Fewer than 12 credit hours are considered part-time; fees for part-time enrollment are as follows:

Tution Per Credit Hour	$107
Student Activity Fee	29.00
Registration Fee	55.00
Technology Fee (Dual/Joint Enrolled Students Are Exempt)	110.00
Program Supply Fee	40.00
Parking & Facilities Fee	20.00
Student Accident Insurance	6.00
Athletic Fee	28.00
Campus Safety Fee	50.00
Instructional Fee	60.00
** Late Registration Fee if applicable*	*$45.00*

Stand-alone Technical Certificates of Credits (TCCs) are $107 per credit hour, with the exception of Commercial Truck Driving (CTD) which is $139 per credit hour (subject to change without notice).

College Entrance Exam - Retest Fee Policy

A fee of $5.00 per part for retest of the ACCUPLACER NEXT GENERATION college entrance exam will be charged to students. The initial battery of tests is covered in the $25.00 Admissions Application fee; however, a retest is required if:

- The scores are over five years old and the student did not complete an English and Math/Algebra course requirement;
- The student is entering an Associate Degree program and does not have required minimum scores from a prior test;
- The student is entering a diploma program that requires higher minimum entrance scores

ACCUPLACER NEXT GENERATION, ACCUPLACER, COMPASS, and ASSET scores are accepted from other accredited institutions provided the scores are no more than five (5) years old.

OUT-OF-STATE FEES

Students who reside outside the state of Georgia will pay tuition twice that charged Georgia residents. Alabama residents of those counties contiguous to the Albany Technical College service delivery area (Barbour County, Henry County, and Houston County) are exempt from paying out-of-state tuition fees and will be assessed the same tuition and fees as residents of Georgia. Out-of-state residents do not qualify for HOPE.

TUITION AND FEES FOR SENIOR CITIZENS

Residents of Georgia who are 62 years of age or older may request a waiver of tuition. This policy applies to regular and institutional credit courses only. It does not apply to continuous career learning courses, non-credit courses, or seminars. If tuition is waived under this policy, admission will be granted on a space-available basis. Senior citizens must meet all other admission requirements as specified. Proof of age must be presented at registration to receive a waiver. Seniors will be responsible for payment of fees, book, and additional course charges out of pocket. Seniors cannot use financial aid assistance with waiver of tuition.

PAYMENT OF FEES AND CHARGES

Fees and charges may be paid by cash, check, credit card (VISA, MasterCard, or American Express), money order, or through financial aid procedures. Payment is expected at the time of registration. Checks cannot be accepted for payment without proper photo identification of the student or from those students who have financial obligations to the College. A fee of $30.00 will apply to any returned check.

MISCELLANEOUS FEES AND EXPENSES

Books

Each student is required to purchase books needed for their respective course. Costs will vary. The cost of books can be viewed by going to www.albanytech.edu[64] and selecting Current Students then ATC Bookstore. Click on the area that says “buy your books online” and you will be forwarded to the screen that will allow you to view and price the books for the courses that you are registered.

Tools

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

Uniforms

Uniforms are required for students in health programs, early childhood care and education, and in cosmetology. Additional programs may require a uniform. Instructors will provide details.

FINANCIAL OBLIGATIONS TO ATC

Failure to meet financial obligations to ATC may result in the student's dismissal with no credit for the term. Additionally, such students may be denied enrollment in subsequent terms. ATC will withhold copies of educational records of students who have outstanding debts to the College. Students with outstanding debts are not allowed to participate in any ATC functions, such as the graduation ceremony.

Financial Assistance

Financial assistance is available to help eligible students pay for their educational expenses at Albany Technical College. Only U.S. citizens and documented immigrants (eligible non-citizens) can receive financial aid. Financial Aid Advisors will help qualified students apply for the appropriate financial aid program. Application for aid must be completed each academic year, which begins each fall semester and ends with the summer semester. All applications must be completed and processed by the end of the term you attend (summer semester deadline is June 30th.)

The priority deadline to apply for financial assistance is:

Fall Semester	Spring Semester	Summer Semester
July 1	December 1	April 15

The deadline to apply and submit all required documents is June 30th of that academic year.

Students may get the necessary forms for financial aid in the Financial Aid Office, by email at finaid@albanytech.edu, or they may be downloaded from the Financial Aid web page, located at www.albanytech.edu. If students have any questions, they may call, email, fax or come by the office.

Phone: 229-430-3500, Email: finaid@albanytech.edu

Mail: 1704 S. Slappey Blvd., Albany GA 31701

Student Rights & Responsibilities

Student Rights

As a student, you have the right to know:

• What financial aid programs are available and how you can qualify for them.

• The deadlines for submitting applications for each of the financial aid programs.

• How financial need was determined and what items were considered in your budget.

• How much of your financial need, as determined by Albany Technical College, has been met.

• What portion of the aid received is a loan and what portion is a grant.

• The amount of the monthly loan payment and when the repayment must start.

• The College's policies concerning required attendance, enrollment, and academic standing.

• How Albany Technical College determines whether you are making satisfactory progress, what happens if requirements are not met, and how eligibility may be re-established.

• How Albany Technical College distributes student financial aid.

• How and when financial aid will be disbursed.

• Estimated cost for school and text book information.

• Names of accrediting organizations.

• The cost of attendance.

• How Albany Technical College provides purchase required books and supplies by the seventh day.

• The refund/repayment policy.

• How and when you will be paid.

• What services are available to the disabled and veterans.

• Graduation and/or transfer-out-rate for student athletes and the general student population.

• Athletic participation rate and financial support data for intercollegiate athletics.

• Drug and alcohol abuse prevention information.

• Campus security annual report.

• Privacy rights as prescribed by the Family Education Rights and Privacy Act (FERPA).

• Penalties and institutional policies on copyright infringement.

• Disclosure information on gainful employment programs.

• Campus crime and safety information.

Student Responsibilities

As a student, you have the responsibility to:

• Complete all forms accurately and truthfully.

• Submit all required documents on time.

• Pay special attention to and accurately complete your application for student financial aid.

• Read and understand all documents and forms that must be signed and keep copies of them.

• Accept responsibility for all agreements that you sign.

• Notify Albany Technical College and the lender of any changes in address.

• Know and comply with Albany Technical College refund procedures.

• Perform in a satisfactory manner the work that is agreed upon in accepting a work-study job.

• Know and comply with the deadline for application.

• Notify the Financial Aid Office upon notification that you will receive additional funds from sources outside our office.

Applying for Financial Aid Assistance

All students must complete and have processed a Free Application for Federal Student Aid (FAFSA), every year before we can offer federal and state financial aid. The FAFSA is good for only 1 academic year (Fall semester – Summer semester). Applications must be completed and processed by the end of the semester you attend (summer semester must be completed by June 30th). Students must also list our school code **005601** on the FAFSA. The FAFSA must be completed at **https://studentaid.gov/** in order for us to obtain your financial aid data. Deadline dates for having a complete application on file are July 1 (Fall Semester and Academic Year), December 1 (Spring Semester), and April 15 (Summer Semester).

When completing the FAFSA, it is strongly encouraged that students and parents consent and approve to retrieve and disclose federal tax information. This option will allow students to import federal tax information from the IRS to complete their application. Once Albany Technical College receives the results of your FAFSA, an email will be sent to your campus and FAFSA email addresses.

Some students will be required to complete the process of Verification. Verification is the process in which the Financial Aid Office must verify that the information on the FAFSA is accurate. If you are selected for Verification, you must complete the Verification process before any awards will be finalized. The Financial Aid Office will contact you by email if any additional documents are needed to complete your file. The Financial Aid Office will submit any and all changes required as a result of Verification. When you submit any documents to the office, please make sure that your name and student ID number are included on all documents. Students may check Banner Student Web to download forms and check the status of required documents.

If your FAFSA is rejected and you did not consent and approve disclosure of tax information, you will need to slog back into the FAFSA application and consent. If anyone declines consent and approval, they must provide their income information manually, and the student will not be eligable for federal student aid. Declining consent and approval prevents the U.S. Department of Education from requesting federal tax information from the IRS. This information would have been used for the purpose of completing the FAFSA form.

Please check our web page at http://www.albanytech.edu, click on Admissions, then click on Financial Aid, for the most current information.

Financial Aid Programs

To be eligible for financial aid assistance, you must:

• Complete the FAFSA;

• Be a U.S. citizen or an eligible non-citizen;

• Be enrolled in a diploma or associate degree program;

• Maintain Satisfactory academic progress;

• Not be in default of a federal educational loan or owe a refund on an federal / state educational grant;

• Meet other regulations as noted.

• Have a high school diploma or GED®.

Federal Pell Grant

The Federal Pell Grant is based on the Student Aid Index (SAI), which is calculated by the Department of Education based on the information listed on the FAFSA form, the number of credit hours per semester and your cost of attendance. If you are enrolled for less than 12 credit hours, the Pell award is calculated as follows:

Credit Hours	Enrollment Intensity
11	92%
10	83%
9	75%
8	67%
7	58%
6	50%
5	42%
4	33%
3	25%
2	17%
1	8%

Federal Pell Grant funds are not available for certificate, special admit, transient, non-degree, learning support and high school students. This grant is also limited to 12 full-time semesters. Federal funds will only pay for one repeat of a previously passed course.

Ability To Benefit

Beginning July 1, 2015 students enrolled in both Adult Education and Career Pathways Programs can receive federal Pell Grant funds. These students must maintain enrollment in both Adult Education (GED®) classes and college credit classes to maintain eligibility for federal Title IV funds. Once a GED® is obtained you will no longer be classified as an Ability to Benefit student.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant is awarded based on your SAI number, when you apply, your financial need and funds available. FSEOG funds are not available for certificate, special admit, transient, non-degree, learning support and high school students. Students with the lowest SAI numbers receive priority. FSEOG awards range from $100 to $1,000 a year.

Federal Work-Study Program

This program provides part-time jobs for students with financial need. Students are paid $12.00 an hour and are limited to 20 hours a week. Students must first work in order to get paid. Students must be enrolled in at least 6 credit hours in a Title IV eligible program.

Georgia Hope Grant

This is a state grant funded by the Georgia Lottery. The HOPE Grant covers some tuition (certificate and/or diploma). Recipients must be residents of Georgia. Students must have at least a 2.0 GPA at 30 hours and 60 paid semester hours to maintain HOPE Grant. Students can only regain the HOPE Grant one time. The HOPE Grant is limited to 63 credit hours. The HOPE Grant will pay for learning support courses as a requirement for the completion of a diploma or certificate program; however, the hours will be counted toward the 63 Hope credit hour limit. Students cannot receive the HOPE grant after obtaining a bachelor's degree.

Zell Miller Grant

Georgia's Zell Miller Grant is available to Georgia residents who are working towards a certificate or diploma at a Technical College System of Georgia (TCSG) or University System of Georgia (USG) institution. Zell Grant covers full tuition. A minimum 3.5 cumulative postsecondary GPA, at the end of each term, is required in order to maintain eligibility. Students who have earned a bachelor’s degree are ineligible for the Zell Miller Grant. Like HOPE grant the Zell Miller Grant has a 63 paid grant hour cap.

Georgia College Completion Grant-Per GSFC Regulations

Georgia College Completion Grant Program provides grant aid to assist eligible students who are within 80% of earning their credential and have an outstanding balance due to Direct Costs at their eligible postsecondary institution. Georgia College Completion Grant recipients must meet the financial need, academic and eligibility requirements specific to the grant program. Eligible students may receive a College Completion Grant award of up to $2,500, depending on the extent of their outstanding balance of Direct Costs.

Georgia Hope Scholarship

This scholarship is funded by the Georgia Lottery. The HOPE Scholarship covers some tuition 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.

Students who receive their first HOPE or Zell Miller Scholarship payment Summer term 2019 or later may receive HOPE or Zell Miller Scholarship payment until ten years after the date of high school graduation, GED test date, home study completion date, or the date of their petition to receive a high school diploma, whichever comes first.

Students who received their first HOPE or Zell Miller Scholarship payment between Summer term 2011 and Spring term 2019, may receive HOPE or Zell Miller Scholarship funding until seven years after the date of their high school graduation, GED test date, home study completion date, or the date of their petition to receive a high school diploma, whichever occurs first.

A non-traditional student may qualify for the HOPE scholarship after completing 30 credit hours towards their degree and maintaining a 3.0 GPA. GPAs are recalculated at 30, 60 and 90 semester hours, and after each spring semester, at which time the student must maintain a 3.0 GPA to retain the HOPE Scholarship. The scholarship is limited to 127 combined Hope Grant / Scholarship credit hours. Students can only regain the HOPE scholarship one time. The student must be a Georgia resident. This scholarship does not pay for learning support classes.

Zell Miller Scholarship

This scholarship is funded by the Georgia lottery. The Zell Miller Scholarship covers 100% of tuition for students who are the Valedictorian or Salutatorian for their graduating class; or received a score of at least 1,200 combined critical reading score and math score on a single administration of the SAT or an ACT composite scale score of at least 26 and graduated from high school with at least a 3.7 calculated GPA. Students must be enrolled in a degree program. Students must have a 3.3 GPA at all checkpoints (30, 60 and 90 semester hours), at the end of spring and at the end of 3 part time terms for beginning students. Students who lose eligibility may regain the scholarship once. Students who lose eligibility for the Zell Miller Scholarship may continue to receive the HOPE scholarship if they are eligible. Degree classes taken at any post-secondary institution are counted in the GPA calculation. Funds are disbursed to the students account during the first week of the term.

HOPE Career Grant

The HOPE Career Grant is for Hope/Zell Grant eligible students in high demand programs: Child Development Specialist Certificate, Commercial Truck Driving Certificate (1 term only), Comercial Truck Driving Owner/Operator Certificate, Computer Engineering Technology, Design and Media Production Technology Diploma, Electronics Fundamentals Diploma, Electronics Technology Diploma, Engineering Technology Fundamentals Certificate, Computer Forensic & Investigation Specialist, Computer Hardware & Network Technician Certificate, Computer Programming, Convergent Telecommunications Technology Diploma, Criminal Justice Technology Diploma,Cybersecurity Diploma, Java Programmer, Early Childhood Care and Education Diploma, Diesel Equipment Technology Diploma, Infant Toddler Care Specialist Certificate, Medical Front Office Assistant Certificate, Networking Specialist Diploma, Pharmacy Technology Diploma, Pipe Welder Certificate, Surgical Technology Diploma, Web Site Design Diploma, Welding and Joining Technology Diploma.

Please check **www.gafutures.org** for the most current listing of eligible programs.

Student Loans

Loans are money borrowed that must be repaid, with interest. Albany Technical College will process private student loans upon request.

Other Available Aid

Rehabilitation Services:

Provides assistance to qualified students with physical, mental and/or emotional disabilities. Application is made through the local office of Rehabilitation Services, and assistance on-campus is provided through the coordinator of disabled student services.

Social Security Benefits:

For information concerning Social Security payments while attending Albany Tech, the applicant should contact the local Social Security Office.

Workforce Investment Opportunity Act (WIOA):

A federally funded program locally operated by the Southwest Georgia Workforce Investment Board, designed to mobilize and integrate public and private partners to educate, train, and place individuals with the necessary skills and resources in jobs to fulfill employer needs. Eligible and suitable participants can be provided assistance with occupational skills training and supportive services while attending training. The Southwest Georgia Workforce Investment Board can provide services to residents of the following counties: Baker, Calhoun, Colquitt, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, and Worth. Please call 229-430-5010. Students in Randolph and Clay counties please contact Lower Chattahoochee Local Workforce Investment Area at 706-225-3812 for more information. Students in Crisp, Dooly, Macon, Marion, Schley, Sumter, Taylor and Webster counties please contact Sandhya Muljibhai at 229-931-5101 for more information.

Bright from the Start/BFTS (Georgia Department of Early Care and Learning):

BFTS provides financial help through its “SCHOLARSHIPS” program. “SCHOLARSHIPS” is for childcare staff and family daycare home providers who work in licensed centers or registered homes. An individual preparing for work that is interested in working in a childcare program, but not yet employed, does not qualify for this financial assistance. “SCHOLARSHIPS” considers wages, position, hours of employment, length of employment, and work setting in determining eligibility for this financial assistance. SCHOLARSHIPS pays, directly to the institution, 80% of fees not covered by HOPE or PELL if enrolled in a public two- or four-year institution in an early childhood care and education program of study. It does not cover course work offered through Continuing Education—only academic, credit-bearing course work is covered. At private institutions, SCHOLARSHIPS awards up to $1800 per semester after HOPE and PELL have been applied.

Many teachers may not need tuition assistance but SCHOLARSHIPS also provides a cash stipend of $200, directly to the teacher each semester or $150 each quarter that he/she is enrolled in an eligible program. The student receives the stipend regardless of their financial aid status. Finally, there is a one-time CDA (a national credential) assessment fee scholarship available through this program. For all your questions regarding “SCHOLARSHIPS” please call Care Solutions directly at 1-800-227-3410 to talk with their trained staff.

Veterans Education Benefits:

In order for a student to see if they are eligible for veteran benefits, students must first apply through the U.S. Department of Veterans Affairs (gibill.va.gov) website. Students must also submit their letter of eligibility to the Financial Aid Office prior to processing eligibility. Please visit va.gov/education for program options.

A ***Covered Individual*** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 benefits.

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
    - The date on which payment from VA is made to the institution.
    - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Financial Aid Fund Disbursements

Disbursement Of Aid

Financial aid funds must be used first to pay college tuition and fees and then other institutional educational expenses (books, etc.). Once you have registered, your college Statement of Account will be available. Your online statement will show tuition, general fees and other appropriate charges. Financial aid awards will appear as credits. All fees, including penalties, must be paid according to the deadline indicated on your Statement of Account. Funds must have been received by the college, including outside scholarships or loans before a disbursement is made. Federal funds pay for attended courses only. Funds for part-of-term classes pay after the class(es) starts.

Conditions For Aid To Disburse:

• Your application for financial aid must be complete. View any missing requirements in the "My Requirements and Eligibility" section of Financial Aid on your Banner Student Web.

• You must meet all Satisfactory Academic Progress requirements. You may check your financial aid Satisfactory Academic Progress (SAP) on your Banner Student Web in the "My Requirements and Eligibility" section of Financial Aid.

• Funds must have been received by the college, including outside scholarships or loans.

• Timing - Funds will not appear on your account before the beginning of the semester. The disbursement process will continue daily throughout the registration period.

Financial Aid Eligibility Checks

Please be aware that you must fulfill certain criteria of enrollment status and eligibility to receive your financial aid funds. Your eligibility is initially checked when aid is posted to your Statement of Account for the term and is monitored on an ongoing basis. Aid which was initially credited to your Statement of Account for which you cease to be eligible will be withdrawn. Eligibility checks include incomplete verification, class attendance, enrollment hours, SAP status, and being in default or owing a refund to a federal and/or state educational aid program. If you are ineligible for any of the aid originally credited to your account, you will be responsible to pay, by the deadline date, those charges which were covered by that aid on your original Statement of Account.

Payment Process

If your financial aid award appears on your Statement of Account and all else remains the same, it will credit toward your charges and any overage, a credit balance, will be directed to you for other educational expenses including personal transportation cost, housing, school supplies, etc. Credit balances (the credits exceed the charges on your account) can be made available to you on your refund debit card. Administrative Services is responsible for the disbursement of credit balances. Federal law request that the Financial Aid Office does not handle student refunds (in any form). The first group of refunds are sent the 28th day of the semester and weekly thereafter.

Reductions in Disbursed Aid

If the Financial Aid Office determines that you are no longer eligible to receive aid that has already been disbursed to you, you may be asked to repay it. This is a result of the continuous, ongoing eligibility and reconciliation checks that the Financial Aid Office performs for all aid programs to ensure that funds are going only to students eligible to receive them. If necessary, a recovery of disbursed funds from you will take one of the following forms:

1. The Financial Aid Office may reduce your aid for the current semester to make your award consistent with your eligibility status. This reduction would take the form of a reduced credit placed on your account that may increase your personal financial obligation for college charges. (In rare circumstances, a recovery of prior semester aid is necessary. In this case the reduction would take the form of a charge placed on your current term account that may increase your personal financial obligation for college charges.)

2. The Financial Aid Office may reduce future disbursements of aid to make your award consistent with your eligibility status. This reduction might result in an increase of your personal financial obligation for college charges for those semesters.

3. The Financial Aid Office may initiate a charge to be applied to your account. An increase in your personal financial obligation will increase the amount you owe for college charges (or reduce your credit balance). If you have insufficient credits to cover your charges, you will receive a bill from Administrative Services for the balance due.

If you have questions about your financial aid disbursement to your student account, please contact our office. **If you have questions about a refund check, please contact Administrative Services.**

All refunds are disbursed through Bank Mobile. Students are given three choices on how to elect to receive a refund. The choices are direct deposit to personal checking/savings account, paper check, or a debit card provided by Bank Mobile.

Withdrawal And Financial Aid Funds

Withdrawal Refund Policy - Tuition & Fees

If a student officially withdraws from the College during or before the first 3 days of the semester, the total amount paid may be refunded. After the first 3 days of the semester no refunds will be made. **This schedule begins with the first day of scheduled classes regardless of the actual day of enrollment.**

Financial Aid will be adjusted in accordance with federal and state regulations.

If a student departs from the College without following official Withdrawal procedures, he/she may be subject to payment of 100 percent of the semester charges.

Treatment of Title IV funds when a student withdraws

Financial aid is awarded to a student under the assumption the student will complete the entire period for which the aid was awarded. If a student withdraws before the 60% (as measured in calendar days) of the semester, the student may no longer be eligible for the full disbursement of Title IV aid and other financial aid awarded. If you make all F's for a semester and it is determined that you received F's because of non-attendance you will owe back federal funds the same as if you had withdrawn from school.

A student should report to the Financial Aid Office to review the calculations of the student's unearned aid due by the school and the unearned aid due by the student to the Department of Education or other agencies. Albany Technical College will attempt to notify the student no later than 30 days from the official withdrawal date to return its share of the student's unearned aid and the student has 45 days from the notification date to return that portion.

A student that has not completed the verification process as of the withdrawal date, will be ineligible to receive any financial aid credit to their account. Additional Title IV funds will end if the student fails to repay his portion of unearned Title IV funds within the proper time frame.

Satisfactory Academic Progress Policy And Procedures

To be eligible to receive Student Financial Aid funds, which includes financial aid from federal, state and institutional programs, students must maintain satisfactory academic progress. Albany Technical College (ATC) is required by the U.S. Department of Education to establish minimum standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) means the student is proceeding in a positive manner toward fulfilling educational requirements. SAP is calculated each semester. SAP includes all periods of the student's enrollment, including periods in which the student does not receive financial aid funds.

1. **Satisfactory Academic Progress**

Students attending ATC must be in good academic standing and making satisfactory progress with a minimum GPA and completion rate in accordance with the maximum time frame, as stated below.

a. **Grade Point Average Requirement (Qualitative)**

Students must maintain at least a 2.0 cumulative grade point average (GPA). If a student's GPA falls below the required 2.0 minimum cumulative GPA, his or her eligibility to receive financial aid will be jeopardized. A student will be put on financial aid warning for the semester following the term the student fails to maintain the required 2.0 minimum cumulative GPA. The student has the next semester of attendance to earn the required 2.0 minimum cumulative GPA. The student may receive financial aid assistance while on financial aid warning.

At the end of the warning period, if the required 2.0 minimum cumulative GPA is met, the student is taken off of financial aid warning. If the required 2.0 minimum cumulative GPA is not achieved, then the student will be put on financial aid suspension during the next semester of attendance. The student will not receive financial aid assistance while on financial aid suspension.

The total cumulative earned hours consist of hours earned at ATC and accepted transfer credits. Transfer credits are not included in the computation of the cumulative GPA for financial aid unless the credit was earned while attending other schools as a Transient student (ATC student taking classes at another institution as an ATC student). Please note: When courses are repeated, all attempts at repeated courses will count in your total GPA for financial aid.

b. **Completion Rate (Quantitative)**

Students must earn a minimum of 66.66 percent (This number is rounded up when completing calculation) of the cumulative coursework attempted (including transferred hours). Failure to complete this minimum 66.66 percentage will result in a student being placed on financial aid warning during the next semester of attendance.

If the student regains a completion rate of 66.66 percent of the cumulative coursework attempted during the warning semester, then the student will be taken off of financial aid warning.

If the student does not regain a completion rate of 66.66 percent of the cumulative coursework attempted during the warning semester, then the student will be placed on financial aid suspension for the next attending semester. Completion rate is calculated by dividing the total number of hours successfully completed by the total number of hours attempted. Example: 33 credits completed divided by 48 credits attempted equals 66.66%. The total hours completed and attempted consist of hours earned at ATC and accepted transfer credits.

c. **Maximum Time Frame**

All students must complete their program of study within a maximum time frame of one-and-one-half (150 percent) times the length of the program in which they are enrolled. This means that once a student has attempted one-and-one-half times the minimum number of credit hours necessary for completing program requirements, the student will be ineligible to receive financial aid assistance.

Example of Maximum Time Frame calculation for one program:

• If a program requires 62 credits for complete

• Then, 62 X 150% = 93 attempted credits is maximum time frame.

• If a student graduates from a program and wishes to seek an additional degree or diploma then the required hours for completion of the previous program will be added to the required hours for completion of the second program plus 50 percent of the total will be used to establish maximum time frame.

• Example of Maximum Timeframe calculation for an additional program after graduation:

• If the sum of a previous program and current programs requires 116 (62 + 52) credits for completion.

• Then, 116 x 150% = 174 attempted credits is maximum timeframe.

• Attempted hours include all attempted hours at ATC and all accepted transfer credit. If the student qualifies for graduation in a particular major but makes a personal decision to remain in school and take additional classes, the student is no longer entitled to receive Federal Title IV Aid. If the time limit has been exceeded, aid eligibility ends. The student will be placed on financial aid suspension status.

2. **Grades**

The following grades are calculated in the completion rate but do not count towards successfully completion: IP (In Progress), I (Incomplete), Z, W, WP, F, or WF. Repeat courses will be considered as any other class and both grades will be counted in the GPA and completion rate. A grade of A*, B*; C*, or D* will be considered satisfactory completion of a learning support course. A grade of F* will be considered unsatisfactory. Grades received for learning support courses are not calculated in the GPA but the hours are calculated in the 66.6% cumulative completion rate.

A grade of Z was assigned because of the COVID-19 pandemic. This grade of Z will not count against the student's completion rate. The Z grade will also not count as an attempted hour on the student's transcript.

3. **Transfer Students**

Transfer students accepted by ATC, not previously enrolled at ATC, will be classified as maintaining satisfactory academic progress for their first semester. At the end of the first semester, the student's grades will be measured in accordance with the ATC's satisfactory academic progress requirements. Students who previously attended ATC, transferred to another school, then returned to ATC, will have the SAP status they earned during their last attendance at ATC. Transfer students will have all of their coursework reviewed at the end of the first semester attended.

4. **Financial Aid Suspension**

Once a student is on financial aid suspension, the student must pay for the next attending semester at his or her own expense. All federal, state and institutional funds are removed for the next semester. Once the student is meeting SAP requirements, the student's financial aid will be reinstated which could take more than one semester.

5. **Appeal of Financial Aid Suspension**

Students have the right to appeal their suspension of financial aid if they have extenuating circumstances that prevented them from making satisfactory academic progress. Extenuating circumstances are limited to:

a. death or serious illness or injury to an immediate family member,

b.extended hospitalization or medical condition of the student,

c. victimization of a violent crime or natural disaster,

d. work related difficulties, and

e. other unexpected documented situations.

Lack of transportation to school, poor class performance, and pursuit of a double or dual major are not an extenuating circumstance.

The appeal must be specific, typed, and address the student's entire previous academic performance as well as how the circumstances have changed so that the student can meet SAP. Appeals must be submitted online through ATC's Campus Logic (https://albanytech.studentforms.com) before the published appeal deadline.

The Satisfactory Academic Progress Appeals Committee will meet to review appeals prior to the beginning of each semester. The Financial Aid Office will notify the student of the committee's decision via the communication preference selected by the student when they originally setup their Campus Logic account. Decision results will be available on Banner Student Web. The committee's decision is **final**. A student can submit a 2nd appeal for the term by providing new documentation.

If it is not mathematically possible for a student, whose appeal was approved, to make SAP by the end of the probation term, the student will be required to follow an Academic Plan to maintain financial aid eligibility.

a. Academic Plans will be signed by each applicable student noting the following: Achieve a semester GPA of at least a 2.5. A higher GPA may be necessary to reach good standing
b. “W”, “WF”, “WP”. “I”, “F”, “D”, are not acceptable grades. 100% attempted hours each semester is required. Failure to each credit in all attempted hours will result in noncompliance with SAP.

Information on an Academic Plan may include any activity or requirement that the Financial Aid Department believes will enable the student to meet SAP requirements by a specific point in time and ultimately enable the student to successfully complete his/her program of study in a timely manner.

Students on an Academic Plan are required to meet all the requirements of the Plan each term in order to receive aid for the subsequent term until they meet overall satisfactory academic progress. The Financial Aid Department will verify that all requirements of the Plan were met prior to posting aid for the subsequent term. Failure to meet all requirements of an Academic Plan will result in the student being placed on financial aid suspension and losing all financial aid eligibility. A student may appeal a financial aid suspension in this situation if there were extenuating circumstances that prevented him/her from meeting the requirements of the Plan.

Academic Plans are developed with the goal of the student successfully completing his/her current program of study in a timely manner. Should a student change his/her program of study, the Academic Plan may be repealed and the student may be placed back on financial aid suspension until he/she re-submits an appeal explaining how he/she will make SAP in the next term of enrollment with the new program of study. A financial aid hold may be placed on students on Academic Plans to prevent aid from being posted for subsequent terms until program of study, SAP status, and Academic Plan requirements have been verified by the Financial Aid Department.

A student is expected to know the Satisfactory Academic Progress Policy. Students can review their SAP status on Banner Student Web after final grades have been processed. The Financial Aid Office attempts to notify students when they are on financial aid suspension; however, sometimes students do not receive notification due to circumstances beyond the control of the Financial Aid Office.

If a student is not notified of the financial aid suspension, that does not excuse a student from the financial aid suspension, nor does it exempt a student from appealing in a timely manner.

6. **SAP STATUS**

a. **WARNING:** Financial aid warning is a status assigned to a student who fails to make satisfactory academic progress at the end of the term. Students will be allowed to continue on financial aid (our old Probation-no appeal necessary).

b. **SUSPENSION:** Financial aid suspension is a status assigned to a student who fails to make satisfactory academic progress for two consecutive terms, or at the end of a probationary/AP period. The student has now lost financial aid and must pay until he/she meets the current SAP standard.

c. **ARSTAT:** Financial aid probation is a status assigned to a student who fails to make satisfactory academic progress (after a warning period) and who has appealed and has his/her Financial Aid reinstated for one term.

d. **PLAN (ACADEMIC PLAN):** Financial aid plan is a status assigned to a student who fails to make satisfactory academic progress (after a warning period) and who has appealed and who has completed an academic plan and has his/her Financial Aid reinstated for more than one term. The student must continue to pass at least 100% of their attempted hours each semester with at least a 2.5 GPA for each term.

Tuition Refunds

Students dropping from a course(s) by the end of the third instructional day of the semester* and no shows will receive a 100% refund of applicable tuition and applicable refundable fees, excluding the application fee. Refunds will be made directly to the student accounts for students who are paying their tuition and fees through financial aid. Students who have paid their tuition and fees through cash or credit card should allow a minimum of four weeks for the refund to be processed.

Students who withdraw from a course after the third instructional day of the semester* shall receive no refund of tuition or fees.

**The first three instructional days of the semester means: the first day of classes for the semester as listed on the ATC Academic Calendar plus the next two business days. To be eligible for drop, classes (including those that meet for the first time on the 4th day of the semester or later) must be dropped within the first 3 instructional days of the semester.*

The student is solely responsible for submitting a Drop Form to the Registrar's Office by the close of business on the third instructional day of the semester.

This "3-Day No Harm/No Foul" policy was adopted by the Technical College System of Georgia in April, 2008.

On the fourth instructional day of the semester, all courses for which a student is registered will become a permanent part of the student's academic record and the student will be held academically and financially responsible for such courses.

Book Purchase/Supplies Policy

Students may purchase books, utilizing their financial aid or third-party funding, beginning on the first day of the term. Books may also be purchased using cash, check, credit/debit card or money order. Students may place online orders for book purchases by accessing our website at albanytech.edu. Click on Campus Life/Bookstore/Buy Books Online, then, follow steps. Students must present some form of picture ID and a schedule when purchasing books.

Students will purchase books on a first-come, first-served basis. Students will be allowed to purchase books using financial aid. The dates for deferring books to financial aid are established each term and are posted throughout the campus and via student email. After the deferment period has ended, all students will be required to purchase books using cash, check, credit/debit card or money order.

Book/Supplies Return Policy

Books purchased in the campus bookstore can be exchanged or returned for a refund, *if accompanied by the original receipt. The dates for the return of books coincide with the dates established for deferment and are posted throughout the campus and via student email. Books must have been purchased in the current term. Books that are to be returned may not be written in and cannot be damaged in any way. Shrink wrapped books cannot be opened. The books must be in the original wrapping in order to be returned. Returns for books purchased with a credit card must be credited back using the same credit card. Refunds for books purchased with a check or cash will be refunded with a check from the Business Office. The normal processing time for these refunds will be 7-10 business days.

Book Purchase/Supplies For Online Orders

Students may place online orders for book purchases by going to our website at albanytech.edu. Click on Campus Life/Bookstore/Buy Books Online, then, follow steps.

Students may also place online orders for pickup in the bookstore. There is a $5 processing fee for in-store pickups.

Orders will be processed within 24 hours of receipt of all required information. Books are shipped using UPS ground shipping and a $20 shipping charge is added to all orders.

GRADING SYSTEM

Grades are posted online and can be accessed at www.albanytech.edu[4]. A grade of "C" or better is required in all courses for graduation.

Credit Programs:

Grade	Numerical Equivalent	Grade Points
A	90 – 100%	4
B	80 – 89%	3
C	70 – 79%	2
D	60 – 69%	1
F	0 – 59%	0

Institutional Credit:

Grade	Numerical Equivalent
A*	90 – 100%
B*	80 – 89%
C*	70 – 79%
D*	60 – 69%
F*	0 – 59%

The following symbols are approved for use in the cases indicated. They are not included in the calculation of the term average.

I — This indicates that a student has an "incomplete" but has satisfactorily completed a substantial portion of the coursework. However, for non-academic reasons beyond control, the student has not been able to complete some specific part or amount of the work required. An "I" must be satisfactorily changed to a letter grade within 10 college days of the next term or it will be changed to the grade of "F". The student must get approval from the instructor before the end of the term to be eligible for an "I" grade. No credit is given and no grade points are calculated. In order to receive an "I" grade, the student must be currently passing prior to an "I" grade being given unless approved in writing by the Vice President of Academic Affairs.

IP — This indicates that a student is "in progress" in a course that requires coursework beyond the present term. The "IP" may not be used to defer grade reporting. Credit is given and grade points are calculated only during the term of coursework completion. A grade of “IP” is not included in calculating the grade point average but is counted as coursework attempted.

W— This is awarded to a student who withdraws from a course before the 60% mark of the semester, whether the work is passing or failing. No credit is given and no grade points are calculated. A grade of “W” is not included in calculating the grade point average but is counted as coursework attempted. See SAP (p. 49) under Financial Aid for results against financial aid for withdrawing from a course.

Letter grade* — This indicates performance in a class for which institutional or continuing education credit is normally awarded.

EXE — This indicates that a student has exempted a course through examination. Credit is given but grade points are not calculated.

EXP — This indicates that a student has exempted a course through portfolio of past work. Credit is given but grade points are not calculated.

TR — This indicates that a student has been awarded transfer credit from another institution. Credit is given but no grade points are calculated. The official transcript from the previous post-secondary institution must be received before the student registering for the class and grades must be a "C" or better. Once the student has enrolled in a particular class, transfer credit will not be granted.

AU — This indicates an audited course. No grade is given, no credit hours are earned and grade points are not calculated.

Grade Point Averages

The formula to calculate grade point average is: Credit Hours x Grade Point Equivalent = Total Points

Example: Grade Point Equivalents

Grade Point Equivalent	Credit Hours	Quality Points
A grade of 96 = (4.0) x	2.0	8.0
A grade of 80 = (3.0) x	3.0	9.0
A grade of 71 = (2.0) x	4.0	8.0
A grade of 65 = (1.0) x	5.0	5.0
Total	14	30.0

Total all credit hours. Divide quality points by total credit hours to equal grade point average. For example:

30 divided by 14 = 2.14 GPA.

Graduation Grade Point Average is calculated using only those courses required for graduation. (For example, if a student took classes in welding but is graduating in cosmetology, then the welding classes are not calculated in the GPA for graduation.) A 2.0 GPA is needed for graduation. This does not appear on the final transcript.

The Semester Grade Point Average is that average calculated based on all credit courses taken each semester. The semester grade point average is used for determining the President's List. A student must be enrolled in 12 or more credit hours and earn a 4.0 term grade point average to be a Presidential Scholar.

The Cumulative Grade Point Average is that grade point average calculated on all attempts at all credit courses taken at the institution. It is recalculated after each semester to include the current semester's grades. The cumulative grade point average is used to calculate Honors with Distinction and Presidential Scholar for graduation.

Neither transfer credit (from another institution) nor exemption credit (earned at Albany Technical College) is calculated in the GPA.

Academic Misconduct Procedure

Albany Technical College Academic Misconduct Procedure

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

A. Academic Misconduct

1. includes, but is not limited to, the following:

a. Aiding and Abetting Academic Misconduct: Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

b. Cheating:

i. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.

ii. 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.

iii. 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.

iv. 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.

v. 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.

vi. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.

vii. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

viii. 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.

c. Fabrication:

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

d. Plagiarism:

i. 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.

ii. 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.

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

B. Consequences for Academic Misconduct:

Consequences at the course level will be at the discretion of the instructor and may include but are not limited to a verbal or written warning, deduction of points, a letter grade of “F” or zero on the assignment, project, or quiz/test/examination, and referral to the Vice President of Student Services for violation of the Albany Technical College Model Student Conduct Codes.

Grade Change Policy

ALBANY TECHNICAL COLLEGE GRADE CHANGE POLICY

Instructor Initiated Grade Change:
If an instructor determines that an assigned grade was issued incorrectly, due to a clerical or procedural error, or if an instructor fails to report a final grade to the registrar by the announced deadline, the instructor must follow the Albany Technical College Grade Change Approval Procedure to have the grade changed.

The Grade Change Approval Procedure:
1. The instructor of record will complete an Albany Technical College Grade Change form and include supporting documentation to substantiate the grade change. The documents will then be forwarded to the respective dean for review and consideration. Upon the dean's approval and signature, the form will then be forwarded to the Vice President of Academic Affairs for review. If the Vice President of Academic Affairs approves the grade change request, it will be forwarded to the Registrar's office for processing.

2. Upon receipt of a signed Albany Technical College Grade Change form, the Registrar's office will make the approved grade modification in the ATC Banner system. This process occurs every tenth business day into the following term of the grade change.

Student Requested Grade Change:
If a student determines that an assigned grade has been incorrectly issued, he/she may request a grade change from the instructor of record for the course. The student must meet with the instructor of record for the course and provide sufficient supporting documentation which indicates that a grade change is warranted. If the instructor agrees that a grade change is warranted and approves the grade change request, he/she will follow the Albany Technical College Grade Change Approval Procedure.

If after review of the student's documents and research, the instructor of record determines that no grade change is warranted, he/she may deny the grade change request. If the instructor of record denies the student's grade change request, the student may appeal the instructor of record's decision to the respective Academic Dean.

Upon meeting with the student requesting a grade change, the Academic Dean may request additional information from the student and or the instructor of record before making a final decision. If the Academic Dean determines that a grade change is warranted, he/she will grant the student's request for a grade change and follow the Albany Technical College Grade Change Approval Procedure. However, if the academic dean determines that no grade change is warranted, he/she will deny the student's request for a grade change. The student may appeal this decision to the Vice President of Academic Affairs.

Upon meeting with the student requesting a grade change, the Vice President of Academic Affairs may request additional information from the student, instructor of record, and or Academic Dean before making a final decision. If the Vice President determines that a grade change is warranted, he/she will grant the student's request for a grade change and follow the Albany Technical College Grade Change Approval Procedure. If the Vice President determines that a grade change is not warranted, he/she will deny the student's request for a grade change. The Vice President of Academic Affairs' decision regarding the grade change shall be final.

All grade change requests must be completed and approved by all required College officials by the tenth business day of the following semester in which the final grade is being challenged. Final grade challenges are prohibited after this point.

Faculty and students with questions regarding the Albany Technical College Grade Change Procedure should contact the Office of the Registrar: khawkins@albanytech.edu or 229-430-6164.

Work Ethics

Work ethics will be evaluated in the introductory and capstone courses for each program. The work ethics evaluation is designed to evaluate and to encourage good work habits. Performance factors and indicators include, but are not limited to, quality of work, ability to follow instructions, productivity, dependability, honesty, reliability, attendance and punctuality, attitude, integrity, enthusiasm, interpersonal skills and initiative.

Presidential Scholar

The Presidential Scholar award is awarded to students who graduate with a cumulative 3.95 to 4.0 overall GPA.

Honors With Distinction

The Honors with Distinction award is awarded to students who graduate with a cumulative 3.75 to 3.94 overall GPA.

Repeating A Course

When a course is taken more than once, the best grade will be used in calculating the grade point average for graduation.

Prerequisite Courses

A student cannot enroll in a course if he/she has failed the prerequisite for that same course.

Course Adjustments

A course adjustment is any change to a student's registered course schedule, including any of the following: changing a credit option, adding a class, dropping a class, or withdrawing from a class or the college. Depending on the student's course load, adding a course may result in a tuition increase. The deadlines for processing specific course adjustments are stated in the Schedule of Classes.

During the official add period (up to the third class day of the term) a student may add courses. After the add period, students may not add additional courses; however, they may withdraw from a course(s) with a "W" grade and no academic penalty through the 60% mark of the semester. The "W" grade is not included in the calculation of the student's grade point average. Students who withdraw from a course or withdraw from College after the 60% mark of the semester and are passing, may receive a grade of WP (withdrew passing) in the case of hardship as determined by the Vice President of Academic Affairs or a designated representative. Failure to attend class does not constitute a withdrawal.

Drop Procedure

Students may drop a course or courses by the **end of the third day of the full semester** without penalty. When courses are officially dropped, students will receive a 100% refund of applicable tuition and refundable fees. The dropped courses will be removed from the student's academic record and will not be counted as an attempt for academic or financial aid purposes. Online students must contact instructor via email or direct communication.

To initiate a drop, the student must:

1. Obtain a Drop Form from the Office of Student Services.

2. Meet with Financial Aid to ensure that the dropped course(s) will not affect full-time or part-time status.

3. Complete and submit the Drop Form to the Registrar's Office by the close of business on the third instructional day of the semester.

The **first 3 instructional days of the semester** means: the first day of classes for the term listed on the ATC Academic Calendar, plus the next two business days. To be eligible for a drop, classes (including those that meet for the first time on the 4th day of the semester or later) must be dropped within the first 3 instructional days of the semester.

On the 4th instructional day of the semester, all courses for which a student is registered will become a permanent part of the student's academic record, and the student will be held academically and financially responsible for such courses.

The student is **solely** responsible for submitting a Drop Form to the Registrar's Office by the close of business in the 3rd instructional day of the semester.

This "3-Day No Harm/No Foul" policy was adopted by the Technical College System of Georgia in April, 2008.

Academic Probation

A student who fails to maintain the required grade point average in a particular program may be placed on academic probation. A student who fails to improve his or her academic performance after being placed on probation shall be suspended or dismissed from either the academic program or Albany Technical College.

In appropriate circumstances, a student may be dismissed from an academic program or the College without first being placed on probation. A student who is dismissed from the College may appeal the suspension or dismissal by filing an Academic Appeals Request form with their Academic Program Dean within five business days from the date of learning, or the date that he/she should reasonably have known, of the suspension or dismissal. Deadline for filing an Academic appeal is last business day before the first day of class for the term. Appeals received on or after the first day of classes will be held over for the next semester.

Academic Suspension

Failure to maintain a 2.0 grade point average and to successfully complete the probation term will result in a student being on academic suspension for one semester. When the student returns after the one term of academic suspension, he or she remains on probation and must successfully complete that term with a 2.0 to return to good standing. Failure to do so will result in academic suspension for two consecutive terms. The student will be notified via student email from the Registrar's Office.

A student may appeal the suspension or dismissal by filing an Academic Appeals Request form with their Academic Program Dean with final approval from the Vice President for Academic Affairs within two weeks from the date of learning or reasonably should have learned of the suspension or dismissal grade. Deadline for filing an Academic appeal is last business day before the first day of class for the term. Appeals received on or after the first day of classes will be held over for the next semester.

Please note the list of attendance taking course can change throughout the semester due to accredation reviews.

Consequently, **students should consult with their instructor to determine the specific attendance requirements for each class.**

Any student arriving late for class, lab, clinical, or leaving early before the scheduled ending time will be marked tardy. Three instances of tardiness are equivalent to one absence from class. However, some programs may require special attendance policies due to program accrediting requirements and other factors. Students anticipating an absence or tardiness should contact the instructor at least 24 hours in advance of the absence. If the student misses class, lab, or clinical meeting, they should (a) provide the instructor with appropriate documentation indicating the reason for absences; (b) request make-up assignments from the instructor(s) upon returning to class, lab, or clinical; and (c) if the instructor grants the opportunity, the student should complete make-up work within the time frame allowed by the instructor. **Note: It is the student's responsibility to request make-up work. Make-up work may be allowed at the discretion of the instructor.**

Online Course Attendance Procedure:

Attendance is directly tied to academic performance; therefore, regular participation in an online course is required, and attendance is recorded using a designated weekly attendance assignment. **Student attendance and participation in an online class include completing activities, such as submitting assignments, taking an exam/quiz (including the Course Attendance Confirmation Quiz), and participating in interactive tutorials or computer-assisted instruction. Logging into an online class *does not* constitute student attendance or participation in the class.**

Students who DO NOT participate in an online course by completing the designated weekly attendance assignment during any given week will be sent an attendance warning notice via ATC student email. The attendance warning notice informs students that they must participate in the next designated weekly attendance assignment. Students who DO NOT participate in their course(s) for any seven (7) consecutive calendar days of the semester will be notified of their attendance violation and ***possibly*** administratively withdrawn from the course.

Registration for an online course presupposes that the student will attend/fully participate in all online activities. Each student is responsible for meeting all course requirements. Attendance requirements will be strictly enforced. A student could do all assignments, tests, and other coursework except the designated weekly attendance assignments and still be marked absent and possibly be administratively withdrawn from the class for violating the attendance policy under the same guidelines for attendance in a non-online course.

No Show Status

During the Attendance Verification period, students who do not confirm their attendance and or attend class will be reported as a "No Show" for that class, and if applicable, tuition will be adjusted, and financial aid will be reduced accordingly.

The definition of a "no-show" is a student who is registered for a class and meets one of the following criteria:

• Does not attend the first three class sessions of any course that meets daily.

• Does not attend the first two class sessions of a course that meets twice a week.

• Does not attend the first class session of a course that meets once a week.

Any student reported as a "no-show" by an instructor will be administratively removed from that class and will not be eligible for reinstatement in the current term.

Student Withdrawal

Official Withdrawal

It is the ***student's responsibility*** to officially withdraw from classes. Traditional students may withdraw from a single class or all classes by contacting the Registrar's Office. **Students are *strongly* encouraged to consult with the ATC Student Navigator and the Financial Aid Office prior to withdrawing from any classes.**

Students that withdraw from a course(s) will receive a final grade of W or F (depending on the percentage of course enrollment) for each course(s) from which they withdraw. While a grade of W does not negatively impact the GPA, it will negatively impact the financial aid requirement to successfully complete 60% of all coursework attempted.

Dual Enrolled students who wish to withdraw from a course must contact their high school counselor and the ATC High School Coordinator first. Withdrawing from a course may significantly impact the student's ability to graduate from high school on time and to receive funding through the Dual Enrollment program. After speaking with both, he/she will be routed to the Registrar's Office.

Unofficial Withdrawal

Students who stop attending classes but do not complete the official withdrawal process will receive *zero* points for each test, quiz, exam, or assignment that is missed during the class. This will most likely result in a failing grade for the class(es).

Drop/Add and Reimbursement Policy

1. Students will be allowed to **drop/add courses within the first three (3) instructional days** of an academic semester with no penalty.
2. Students will receive a 100% refund of associated tuition and fees if they withdraw from all registered courses within the first three instructional days of an academic semester. After the third instructional day, no refund will be given.

Excused Absences

The following are considered excusable provided documentation is shown to the instructor on return to college:

• Personal illness (physician's excuse)

• Serious illness or injury to a member of the immediate family (physician's statement)

• Death in family

• Military duty (military orders)

• Jury duty (copy of summons)

An excused absence allows your instructor to work with you to complete missed assignments and/or tests. An excused absence is considered part of the 10% of allowed absences from a class

Make-Up Work

Except in cases of extended absences, students must make up work missed during an excused absence within five days or according to a plan devised by the instructor.

Assignments Missed During Disciplinary Suspension

When a student is suspended for disciplinary reasons, the student will be allowed to make up assignments and tests. It is the student's responsibility to schedule all make-up work at the convenience of the instructor.

Policies For Health Programs

(with the exception of Practical Nursing)

A student may not repeat a core or program course that he/she has failed or withdrawn from more than once. This includes withdrawal from a course before midterm. Any student who withdraws or fails a course twice will be automatically dropped from the program. A student who withdraws or fails a course for the second time cannot reenter a health program. Any student in good standing who withdraws from the program must re-enter within six months, with the exception of Radiologic Technology, which admits yearly. Readmits beyond the established timelines must repeat all program course work with the exception of general education core classes.

Practical Nursing Program

Students will be allowed only two (2) failing grades during their enrollment in the program. Upon failing the first class (whether it is general core courses, allied health science courses, nursing courses, or nursing practicum courses) the student will attend an appeals hearing with the Dean of Academic Affairs, and selected nursing faculty. The student will be placed on a probationary status with a prescribed action plan. The student must adhere to the prescribed action plan completely. If a student fails a second course, that student will be dropped from the program and unable to re-enter for five (5) years. Any student in good standing who withdraws from the program must re-enter within six months. Readmits beyond the established timelines must repeat all program course work with the exception of general education core classes.

Physical Forms And Reports

Documentation of physical examinations and immunization records are required before the beginning of the clinical/laboratory phase of training in certain programs as determined by state standards. This documentation is not required for admission to ATC or to a program of study.

Appeals Procedures For Re-Entry Into Health Programs

Students who were dropped from a health program because of failure or withdrawal can appeal for re-entry. The student must submit a written appeal to the Dean of the Division of Health Care Technology in order to make exceptions in extreme circumstances. The program instructor must recommend this appeal. A committee composed of instructors and the dean from the health care technology division will hear appeals and determine re-entry status.

ATC WITHDRAWAL PROCEDURE

Official Withdrawals-Non Attendance Taking Courses

Each semester, students' class schedules become official upon payment of required tuition and fees (either by the student or by the award of financial aid). Students who drop a course during the drop/add period will be removed from the class roster, and the course will not be reflected on the student's academic record. The College issues a 100% refund for classes dropped during the drop/add period of the term.

Thereafter, students may officially self-withdraw using the electronic "**Course Withdrawal Form**[5]", on the college's website, from any or all classes on their schedule through the seventh calendar day of class day (before the final exam period) of each term or part of term for which the student is registered and receive a "W" for the class. The "W" grade is not computed in the student's overall grade point average but does count as attempted hours for the term when determining financial aid eligibility. There is no refund of tuition and fees for class(es) which the student withdraws from after the drop/add period. The drop/add period and final class day for each term or part of term are indicated on the academic calendar available at **Academic Calendar-Albany Technical College**[6].

No withdrawals will be processed after the "W" period ends. Students who do not officially withdraw from classes will be assigned grades earned.

Official Withdrawals-Attendance Taking Courses

Each semester, students' class schedules become official upon payment of required tuition and fees (either by the student or by the award of financial aid). Students who drop a course during the drop/add period will be removed from the class roster, and the course will not be reflected on the student's academic record. The College issues a 100% refund for classes dropped during the drop/add period of the term.

Thereafter, faculty may officially withdraw students via bannerweb, using the student's last day of activity, once a student has missed more than 10% of the scheduled class time or if the student requests to be withdrawn from the course. Faculty have fourteen days from the student's last day of activity to withdraw the student.

There is no refund of tuition and fees for class(es) which the faculty withdraws a student from after the drop/add period. The drop/add period and final class day for each term or part of term are indicated on the academic calendar available at **Academic Calendar-Albany Technical College**[6].

Students who are not officially withdrawn from classes will be assigned grades earned. No withdrawals will be processed after the "W" period ends.

Below are the courses that require attendance:

BARB 1000 Introduction to Barber/Styling Implements
BARB 1010 Science: Sterilization, Sanitation and Bacteriology
BARB 1022 Haircutting and Shampooing I
BARB 1024 Haircutting and Shampooing II
BARB 1030 Haircutting/Basic Styling
BARB 1040 Shaving
BARB 1050 Science: Anatomy and Physiology
BARB 1060 Introduction to Color Theory/Color Application
BARB 1072 Introduction to Chemical Restructuring of Hair
BARB 1074 Advanced Chemical Restructuring of Hair
BARB 1082 Advanced Haircutting and Styling I
BARB 1084 Advanced Haircutting and Styling II
BARB 1090 Structures of Skin, Scalp, Hair and Facial Treatments
BARB 1100 Barber/Styling Practicum and Internship
BARB 1110 Shop Management/Ownership
CTDL 1010 Fundamentals of Commercial Driving
CTDL 1021 Vehicle Basic Operation & Range Work
CTDL 1031 Combination Vehicle Advanced Operations
DENA 1010 Basic Human Biology
COSM 1000 Introduction to Cosmetology Theory
COSM 1010 Chemical Texture Services
COSM 1020 Hair Care and Treatment
COSM 1030 Haircutting
COSM 1040 Styling
COSM 1050 Hair Color
COSM 1060 Fundamentals of Skin Care
COSM 1070 Nail Care and Advanced Techniques
COSM 1080 Physical Hair Services Practicum
COSM 1090 Hair Services Practicum I
COSM 1100 Hair Services Practicum II
COSM 1110 Hair Services Practicum III
COSM 1115 Hair Services Practicum IV
COSM 1120 Salon Management
COSM 1125 Skin and Nail Care Practicum
COSM 1180 Natural Nail Practicum
COSM 1190 Advanced Nail Practicum I
COSM 1200 Advanced Nail Practicum II
COSM 2000 Instructional Theory and Documentation
COSM 2010 Salon Management
COSM 2020 Principles of Teaching
COSM 2030 Lesson Plans
COSM 2040 Classroom Management
COSM 2050 Instruction and Evaluation
COSM 2060 Practicum I
COSM 2070 Practicum II
DENA 1050 Microbiology and infection Control
DENA 1080 Dental Anatomy
DENA 1340 Dental Assisting I: General Chairside
DENA 1030 Preventive Dentistry
DENA 1070 Oral Pathology and Therapeutics
DENA 1350 Dental Assisting II: Dental Specialties and EFDA Skills
DENA 1390 Dental Radiology
DENA 1460 Dental Practicum I
DENA 1090 Dental Assisting National Board Examination Preparation
DENA 1400 Dental Practice Management

DENA 1470 Dental Practicum II
DENA 1480 Dental Practicum III
EMSP 1110 Introduction to the EMT Profession
EMSP 1120 EMT Assessment/Airway Management and Pharmacology
EMSP 1130 Medical Emergencies for the EMT
EMSP 1140 Special Patient Populations
EMSP 1150 Shock and Trauma for the EMT
EMSP 1160 Clinical and Practical Applications for the EMT
EMSP 1510 Advanced Concepts for the AEMT
EMSP 1520 Advanced Patient Care for the AEMT
EMSP 1530 Clinical Applications for the AEMT
EMSP 1540 Clinical and Practical Applications for the AEMT
EMSP 2720 Practical Applications for the Paramedic
EMSP 2710 Field Internship for the Paramedic
EMSP 2570 Clinical Applications for the Paramedic - VII
EMSP 2560 Clinical Applications for the Paramedic - VI
EMSP 2550 Clinical Applications for the Paramedic - V
EMSP 2540 Clinical Applications for the Paramedic - IV
EMSP 2530 Clinical Applications for the Paramedic - III
EMSP 2520 Clinical Applications for the Paramedic - II
EMSP 2510 Clinical Applications for the Paramedic - I
EMSP 2340 Therapeutic Modalities for Special Patient Populations
EMSP 2330 Therapeutic Modalities of Trauma Care
EMSP 2320 Therapeutic Modalities of Medical Care
EMSP 2310 Therapeutic Modalities of Cardiovascular Care
EMSP 2140 Advanced Cardiovascular Concepts
EMSP 2130 Advanced Resuscitative Skills for Paramedics
EMSP 2120 Applications of Pathophysiology for Paramedics
EMSP 2110 Foundations of Paramedicine
ESTH 1000 Introduction to Esthetics
ESTH 1010 Anatomy and Physiology of the Skin
ESTH 1020 Skin Care Procedures
ESTH 1030 Electricity and Facial Treatments with Machines
ESTH 1040 Advanced Skin Care
ESTH 1050 Color Theory and Makeup
ESTH 1060 Esthetics Practicum I
ESTH 1070 Esthetics Practicum II
FRSC 1020 Basic Firefighter-Emergency Services Fundamentals
FRSC 1030 Basic Firefighter-MODULE I
FRSC 1040 Basic Firefighter-MODULE II
FRSC 1050 Fire and Life Safety Educator I
FRSC 1060 Fire Prevention, Preparedness and Maintenance
FRSC 1070 Introduction to Technical Rescue
FRSC 1080 Fireground Operations
FRSC 1141 Hazardous Materials Operations
MAST 1010 Legal & Ethical Concerns in the Medical Office
MAST 1030 Pharmacology in the Medical Office
MAST 1060 Medical Office Procedures
MAST 1080 Medical Assisting Skills I
MAST 1090 Medical Assisting Skills II
MAST 1100 Medical Insurance Management
MAST 1110 Medical Administrative Practice Management
MAST 1120 Human Diseases
MAST 1170 Medical Assisting Externship
MAST 1180 Medical Assisting Seminar
MRIM 2300 Orientation and Introduction to MRI
MRIM 2320 MRI Procedures and Cross Sectional Anatomy

MRIM 2330 MRI Physics and Instrumentation
MRIM 2350 Magnetic Resonance Imaging Clinical Education I
MRIM 2360 Magnetic Resonance Imaging Clinical Education II
MRIM 2370 MRI Review
NAST 2100 Nurse Aide Accelerated
PHAR 1000 Pharmacy Calculations
PHAR 1010 Pharmacy Technology Fundamentals
PHAR 1020 Principles of Dispensing Medication
PHAR 1030 Principles of Sterile Medication Preparation
PHAR 1040 Pharmacology
PHAR 1050 Pharmacy Technology Practicum
PHAR 2060 Advanced Pharmacy Principles
PHAR 2070 Advanced Pharmacy Practicum
PHLT 1030 Introduction to Venipuncture
PHLT 1050 Clinical Practice
PNSG 2010 Intro Pharm/Clinical Calculations
PNSG 2030 Fundamentals of Nursing
PNSG 2035 Fundamentals of Nursing Clinical
PNSG 2210 Medical Surgical Nursing I
PNSG 2220 Medical Surgical Nursing II
PNSG 2230 Medical Surgical Nursing III
PNSG 2240 Medical Surgical Nursing IV
PNSG 2250 Maternity Nursing
PNSG 2255 Maternity Nursing Clinical
PNSG 2310 Medical Surgical Nursing I Clinical
PNSG 2320 Medical Surgical Nursing II Clinical
PNSG 2330 Medical Surgical Nursing III Clinical
PNSG 2340 Medical Surgical Nursing IV Clinical
PNSG 2410 Nursing Leadership Nursing
PNSG 2415 Nursing Leadership Nursing Clinical
RADT 1010 Introduction to Radiologic Technology
RADT 1030 Radiographic Procedures I
RADT 1060 Radiographic Procedures II
RADT 1065 Radiographic Science
RADT 1075 Radiographic Imaging
RADT 1085 Radiographic Equipment
RADT 1200 Principles of Radiation Biology and Protection
RADT 1320 Clinical Radiography I
RADT 1330 Clinical Radiography II
RADT 2090 Radiographic Procedures III
RADT 2201 Introduction to Computed Tomography
RADT 2210 Computed Tomography Physics & Instrumentation
RADT 2220 Computed Tomography Procedures I
RADT 2230 Computed Tomography Procedures II
RADT 2250 Computed Tomography Clinical I
RADT 2260 Radiologic Technology Review
RADT 2265 Computed Tomography Clinical II
RADT 2340 Clinical Radiography III
RADT 2360 Clinical Radiography IV
RNSG 1002 Maternal-Child Nursing
RNSG 1003 Medical Surgical I
RNSG 1004 Medical Surgical II
RNSG 1006 Medical Surgical III
RNSG 1010 Pharmacology and Dosage Calculations
RNSG 1012 Mental Health
RNSG 1014 Nursing Seminar
RNSG 1016 Fundamentals of Nursing

SURG 1010 Introduction to Surgical Technology
SURG 1020 Principles of Surgical Technology
SURG 1080 Surgical Microbiology
SURG 1100 Surgical Pharmacology
SURG 2030 Surgical Procedures I
SURG 2040 Surgical Procedures II
SURG 2110 Surgical Technology Clinical I
SURG 2120 Surgical Technology Clinical II
SURG 2130 Surgical Technology Clinical III
SURG 2140 Surgical Technology Clinical IV
SURG 2210 Seminar in Surgical Technology

Please note the list of attendance taking course can change throughout the semester due to accredation reviews.

Dual Enrollment-High School

Dualled enrolled high school students will need to contact their high school counselor in order to withdraw from any course(s). The high school counselor will be expected to contact an Albany Technical College High School Coordinator to process the withdrawal request. Active high school students will not be withdrawn without confirmation from their high school counselor.

Dual Enrollment-Dual Achievement Program (DAP)

Dual enrolled DAP students will need to contact their DAP guidance counselor in order to withdraw from any course(s). The DAP guidance counselor will be expected to have students complete the student course withdrawal process. Active DAP students will not be withdrawn without confirmation from their DAP guidance counselor.

Unofficial Withdrawals

Any student that receives all “Fs” or a combination of only “Fs” and “Ws” in a given term may be considered an “unofficial withdrawal.” Unofficial withdrawals are those students who simply cease participating in classes during the withdrawal period without officially self-withdrawing from class. Faculty must enter the last date of academic activity in class for students who earn an “F” as a final grade for the class. If the last date of academic activity is before the midpoint of the term or if the instructor cannot determine the last date of academic activity, the midpoint of the term (50%) will be used as the date of withdrawal.

Students receiving federal student aid (Pell, SEOG, etc.) who completely withdraw from all courses during a given period of enrollment and complete less than 60% of the term (based on the instructor’s determination of the last date of academic activity in class) may be required to return funds to Albany Technical College and/or the US Department of Education.

Last Date of Academically Related Participation Guidelines
The last date of academically related participation (LDA) is to appropriately assess the academic standards and financial eligibility for students. The LDA will be documented by the instructor/faculty with the blackboard report or a submitted in person assignment). An academically related activity is demonstrated through active participation (simply logging into an online class is not considered active participation). Academically related activities include, but are not limited to the following:
• Submitting a current academic assignment (online or in person)
• Completing an exam, an interactive tutorial, or computer-assisted instruction
• Participating in an online discussion within a course

Last Date Of Academic Activity Appeal

If a student disagrees with the last date of academic activity submitted by an instructor, an appeal for reconsideration of the last date of academic activity (LDAA), along with the supporting documentation, must be submitted no later than the end of the first instructional week of the term immediately following the semester in which the LDAA is being contested. Consideration will not be given to any request submitted after the deadline.

Procedure for Submitting the Last Date of Academic Activity Appeal
Requests for reconsideration must be submitted in writing along with cause-specific supporting documentation to their program dean or Associate Vice President (AVP).

Acceptable forms of documentation include but are not limited to the following:
• Exams
• Dated computer-assisted instruction or assignments (e.g. Blackboard)
All documentation will be verified by the instructor, dean, and/or AVP. The student will be notified by student email of the status of their appeal when the completed file has been reviewed.
Please note that academic grievances are addressed through the Academic Grade Appeal Procedure.

ACADEMIC APPEALS

Grade Appeals

Final grades or other academic decisions may be appealed as follows:

The student may raise the issue with the instructor who awarded the grade by making an informal effort to correct the error with the instructor who issued the grade within three (3) business days from the date the grades were posted. If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal Academic Appeals Request should be filed with the Academic Dean within 5 business days of talking with the instructor. The grade change must be made within one semester after the grade was initially earned. All grade changes must be submitted and processed during the first 10 days of classes of the following semester. Any changes after the first 10 days of the following semester will not be included in the SAP calculation until the next semester of attendance. The instructor is responsible for securing all signatures required on the Grade Change Request form before submitting the form to the Office of Academic Affairs. Students are not allowed to secure these signatures.

The decision of the Vice President for Academic Affairs shall be final. If a student is still not satisfied with any resolution of an appeal, he or she may contact the President of Albany Technical College at (229) 430-0656.

Academic Probation

A student who fails to maintain the required grade point average in a particular program may be placed on academic probation. A student who fails to improve his or her academic performance after being placed on probation shall be suspended or dismissed from either the academic program or Albany Technical College.

In appropriate circumstances, a student may be dismissed from an academic program or the College without first being placed on probation. A student who is dismissed from the College may appeal the suspension or dismissal by filing an Academic Appeals Request form with the Student Navigator in the Academic Advisement Center within two weeks from the date of learning of the suspension or dismissal, or two weeks from the date that he/she should reasonably have known of the date of suspension or dismissal.

STUDENT RECORDS

Albany Technical College maintains a student's permanent record and transcript based upon guidelines established by the American Association of Collegiate Registrars and Admission Officers (AACRAO) Academic Record of Transcript Guide. Policies and procedures for release of the official transcript for a student are in accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA). The retention and disposal of student records is in accordance with AACRAO guidelines as stated in the Retention of Records - A Guide for Retention and Disposal of Student Records.
A student's official record, maintained for five (5) years, consists of the application for admission, placement scores, appropriate transcripts (high school, technical college, or college), disciplinary record, and financial aid record. The Registrar's office is the official custodian for all student records. Students wishing to examine their file should contact this office.

FERPA

In accordance with provisions of the Federal Family Educational Rights and Privacy Act of 1974, (FERPA), Albany Technical College accords all the rights under the law to students who are declared independent. No one outside the College shall have access to any information from a student's educational record without the written consent of the student, except the following: college personnel, persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, persons in an emergency in order to protect the health or safety of students or other persons.

Within the College, only those staff members, individually or collectively, acting in the student's educational interest are allowed access to student's educational records. These staff members include administrators, the registrar, financial aid counselors, and academic personnel - all held within a need-to-know limitation. At the College's discretion, directory information may be provided in accordance with the provisions of the Family Educational Rights and Privacy Act and the Solomon Amendment.

The Technical College System of Georgia and its technical colleges may only release the following student information:

- Full name of student
- Major and field(s) of study
- Enrollment Status (full time, part-time, etc.)
- Degrees and awards and date received
- Dates of attendance
- Participation in official sports and activities
- Height and weight of athletic team members

The Technical College System of Georgia and its technical colleges define "non-public directory information" as follows:

- Address
- Email address
- Telephone Number
- GPA

Non-public directory information is not available to the public, but is available to any college official.

A student may restrict the release of directory information by filing a signed and date request with the registrar. Consequences of restricting a student's directory information may include: denial of access to current or potential employers, other educational institutions, credit card companies, scholarship committees, insurance companies (health, auto, life, etc,) and other similar third-parties.

Students may submit an "Authorization for Release of Records to Parent or Guardian Form" in the Registrar's Office to allow a Parent or Guardian access to the student's records. Any student who wishes to examine his or her file or desires a hearing to challenge information contained therein should contact the Registrar. A student has the right to file a complaint with the U. S. Department of Education concerning alleged failures by State Schools to comply with the requirements of FERPA by contacting the following:

Family Policy Compliance Office

U. S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Transcript Requests

Students desiring transcripts must direct their requests, by electronic request online through the Albany Technical College's website. All transcripts will include the entire academic record, and no partial or incomplete record will be issued as a transcript. Requests should be made at least 10 business days before the document is required. A $7.50 fee will be charged for each copy. No student records are released when the student has financial indebtedness to the college. Transcript request cannot be processed if a student has an outstanding business office hold their account.

Albany Technical College has retained Parchment Services to accept transcript orders online. See our website under Registrar and Records or contact Parchment using the link on our home page.

Please note: Albany Technical College is no longer accepting transcript order via fax, email or in person.

Please Note: Transferability of online lab courses to your prospective institution may vary. We recommend verifying with your institution's admissions or academic department whether they accept online lab courses for credit

Release Of Information To A Third Party

Documents submitted by or for the student in support of his or her application for admission or for transfer credit will not be returned to the student or forwarded to another party or institution.

Enrollment Verification Request

Students desiring enrollment verification must complete a "Request for Registrar Letter" request form either in person in the Registrar's Office or by submitting the completed form, along with proof of identification, via email or fax to the Registrar's Office. Enrollment Verifications cannot be processed until ten days into each term. Enrollment verification requests cannot be processed if a student has an outstanding business office hold their account.

GRADUATION POLICY

Degrees, diplomas, and technical certificates of credit (TCC) are not issued automatically; it is the student's responsibility to submit an application for graduation in order to be awarded a credential. To be eligible to graduate with a degree, diploma, and/or specified technical certificates of credit from Albany Technical College, a student must satisfactorily complete the program of study in which he/she is enrolled with a grade point average of 2.0; meet all requirements of the program of study; must satisfy the college's residency requirement (see Residency Requirement); and must have, with the exception of certain programs* , completed a high school diploma or GED®. Students applying for the diploma and/or associate degree may also be awarded one or more embedded technical certificates within their program if all course requirements for the TCC are met.

**Certain academic programs may have different graduation requirements; please reference the Academic Programs section for requirements for each program of study.*

Graduation exercises are scheduled for the end of Fall and Spring terms. All certificate, diploma, and degree students must achieve regular admission status before applying for graduation. Each student must submit an application for graduation to the office of the ATC registrar when they have pre-registered for their last class. Filing deadlines in order to participate on each ceremony are listed on the graduation application. Students are only eligible to participate in commencement if they are either sitting in their last set of required course(s) or have already completed all program requirements. Please note, summer semester graduates participation in the Fall ceremony.

Effective, Fall 2023, all graduates partcipating in commencement are required to purchase their own graduational regalia through the insitutions graduation vendor.

Graduation Checklist

Degree & Diploma students are expected to complete a Career Portfolio prior to graduation as a tool for success in employment. Program advisors will provide details about specific portfolio requirements for each program. Students must also visit the ATC Career Center to complete a Leaver form, and complete an Exit Interview at the Financial Aid office. Once the application is received, the Registrar will perform a graduation audit to determine graduation status. A graduation application processing fee of $65.00 is due at filing. All graduates will receive a diploma cover at the graduation ceremony. Only those students participating in the graduation ceremony will receive a diploma cover. Diploma covers are available for purchase in the Registrar's Office for $10.00 each for those students not participating or those that would like more than one. Official credentials will be issued and mailed to the address indicated on file with the admissions office within eight to ten weeks after the end of each semester. Credentials will be issued only after all academic and financial obligations have been met.

Honor Graduate

The college recognizes honor graduates of degree and diploma programs when they maintain the following overall GPA's. Honors with Distinction: 3.75-3.94, and Presidential Scholar: 3.95-4.00.

Residency Requirements For Graduation

To receive a credential from Albany Technical College, students must complete at minimum of 25% of their program of study in residence at ATC. Credits earned through the application of prior learning assessment and/or examination cannot be considered in the residency requirement. . The 25% residency requirement is a standard for higher education institutions; therefore, no exceptions to the residency requirement shall be granted.

Forfeiture Of Credit

By registering for a course for which the student has already received credit, a student forfeits the previous credit in that course for graduation purposes unless that grades is their best attempt. The student's official grade in the course will be the best grade earned. Although both grades remain on the record and are computed in the quality point average, only the best attempt will be calculated for the purpose of graduation requirements.

Award Reprints

The first degree, diploma or certificate is provided at no cost. A fee of $25.00 will be charged for each additional reprint.

Graduation ceremony dates and deadlines are available online at https://www.albanytech.edu/student-affairs/registrar-records/graduation

STUDENT SERVICES

The Division of Student Services provides the following services: recruitment and admissions, orientation, testing, career advising, job placement, student records, service projects, high school programs, special needs, and retention counseling.

Career Development Center

Albany Technical College's Career Services Department is committed to assisting active students and graduates in the pursuit of suitable, rewarding employment. While the Career Services Office does not guarantee all students employment upon graduation, the Career Services staff, along with instructional staff, constantly seeks to assist students with employment opportunities before and after graduation.

The Career Services Office will conduct follow-ups on graduates and employers each semester. These surveys ensure that Albany Technical College is achieving its educational objective of providing students and graduates with the skills necessary to perform in a competitive workforce environment. The Career Services Office maintains a database of potential employers in addition to Internet access of employment Web sites. Contact Judy Jimmerson at 229-430-3514 or jjimmerson@albanytech.edu for more details.

The Career Development Center offers a variety of programs designed to assist students and graduates in developing and managing effective career planning and resources. The Career Center maintains full-time and part-time job vacancy announcements as well as individualized job search assistance, resume writing, cover letters, on-line job search and applications. Students and graduates are encouraged to regularly check the job vacancy board to stay current with employment opportunities.

The Career Development Center (CCT) is located at the south entrance of the Dougherty County Campus. The Center is open Monday through Thursday from 8 am to 5 pm and Friday from 8 am to 4 pm. Students may schedule appointments if necessary, but walk-ins are welcome.

Services include:

• Job Preparation Assistance

• Career Portfolio Development

• Resume Writing Assistance

• Career Development Workshops

• Employment Referrals

• Job Vacancies Postings

• Career Fairs and Recruitment Events

• Networking Tips

• Dressing for Success Tips

• Interviewing Tips

• Employer follow-up to include Thank You Letters

Academic Advisement Center

The Albany Technical College Academic Advisement Center provides a supportive atmosphere which promotes the educational development of the students to prepare them to be work-force ready. The staff in the Academic Advisement Center strives to provide services to all students to ensure that they receive professional assistance in navigating through curricula and college requirements toward graduation and placement. Online Success Coaches assist a diverse population of students with the enhancement of their academic, career, and personal development. Through academic advising, the staff empowers (guides) students to develop and implement sound educational plans that are consistent with their personal values, goals and career plans. The Academic Advisement Center is located in the Nathaniel Cross Building.

SPECIAL POPULATIONS PROGRAM

Special Populations Coordinator provides services to students in the following areas:

Single Parent, out-of-workforce individuals, English learners, homeless individuals, youth who are in or have aged out of foster care, youth with a parent in the armed Single Parent, out-of-workforce individuals, English learners, homeless individuals, youth who are in or have aged out of foster care, youth with a parent in the armed forces and on active duty, economically disadvantaged and students enrolled in a non-traditional program for their gender. The Special Populations Coordinator will provide guidance, referral services, and basic counseling/career advisement to students in these areas. Students will be provided individualized academic assessment, educational advising for participants, career trends/awareness for educational success while enrolled at Albany Technical College. Contact Yolonda Skinner at 229-430-6144 or email vskinner@albanytech.edu for more details.

SERVICES FOR STUDENTS WITH DISABILITIES

Students with documented disabilities may be eligible for reasonable special accommodations to help ensure their academic success. However, it is the student's responsibility to disclose his/her disability prior to registering for classes at Albany Technical College to assure that accommodations or assistive technology devices are provided in a timely manner. The Special Needs Coordinator is available to provide assistance and services to ensure accessibility and to meet the diverse needs of students with disabilities who are interested in and can benefit from the many programs offered at Albany Technical College. Services may include, but are not limited to, providing special equipment and support, testing accommodations, agency referrals, architectural accessibility and individual accommodation planning. All College activities, programs, services and organizations are open to all students, including those who have disabilities. The disability services office is located in Room 159 in the Kirkland Building, ADM Building, and is open during regular business hours throughout the academic year. Contact ATC's Director of Special Needs & LEAP program at 229-430-2854 or email rwatts@albanytech.edu for more details.

ENGLISH AS A SECOND LANGUAGE

Students with Limited English Proficiency may receive assistance to facilitate their admission and participation in Albany Technical College's programs of study and activities. Assistance is provided through the peer tutorial program as well as individual accommodation the instructional setting. Students may receive assistance by contacting the Director of Special Needs & LEAP program. Please call Regina Watts, 229-430-2854 for more details.

Retention Services

The Office of Retention provides requested and referred services to students for assistance with problems that prevents program completion and graduation. Occasionally, students are faced with making decisions in which they need assistance such as: uncertainty of program choice, poor grades, inability to concentrate, lack of study skills, financial aid concerns, personal or social situations, future educational plans, withdrawing from a course, and academic guidance. If a student needs assistance, he or she should contact the Retention Coordinator; student referrals are welcomed from faculty and staff. The Office of Retention is located in the Kirkland Administration Building Room 157. Students may contact Vanessa Floyd directly via phone 229.430.3558 or by email vfloyd@albanytech.edu for assistance.

Student Tracking And Retention Services

Starting college is a new experience and like all new experiences, it can be both exciting and challenging at the same time. With the right support, new students can overcome these initial hurdles and get the most out of their college education. Although the STARS program aims to assist all first-semester students, the STARS team provides services to all departments campus wide to develop initiatives to support the program's overarching goals that benefits all students. By approaching student success from all angles, the STARS team is able to meet a greater number of individual needs spread far beyond a student's first semester of study. The STARS teams talks to students about their social, personal, or academic lives, and help students identify ways to balance competing priorities. Students may also be referred to outside agencies that can better assist in addressing the problem area(s). The STARS team consist of Vanessa Floyd, Yolonda Skinner, and Regina Watts; each individual is committed to help first year students develop self-advocacy and accountability skills needed throughout college. A STARS representative can be reached via email at one of the following email addresses:

• Vanessa Floyd (Retention Coordinator): vfloyd@albanytech.edu

• Yolonda Skinner (Special Population): yskinner@albanytech.edu

• Regina Watts (Director of Special Needs & LEAP program) : rwatts@albanytech.edu

The STARS program targets first-semester students and consists of three key objectives:

1. Encourage the development of academic competence

2. Provide ongoing orientation to campus resources and services

3. Help to identify at-risk students early on that require additional support

ACADEMIC ACHIEVEMENT CENTER

The Academic Achievement Center (AAC) provides resources for the reinforcement of Reading, English, and Math skills and also offers help with historically difficult courses such as COMP 1000 and Anatomy and Physiology. Students receive dedicated, expert assistance from a staff of professionals and student (peer) tutors.

New applicants who are not satisfied with their entrance exam scores can visit the AAC to brush up on basics before retesting. Those who choose to take advantage of these services have great success rates. The facility located in Room 110 of Freedom Hall contains individual study rooms and computer labs for student use.

ANTHONY O. PARKER, PH.D. LIBRARY MEDIA CENTER

The Anthony O. Parker, Ph.D. Library Media Center provides access to resources that support the curriculum of Albany Technical College. Resources are accessed onsite and online. Some of the library services are as follows:

1. Circulation services
    - Borrow, renew, hold, recall, return library materials
    - Appeal fines
    - Lamination
    - Reserves
    - Interlibrary loans
    - Fax (Academic use only)
2. Reference
    - Bibliographic Instruction
    - Research assistance
    - Tours
    - Workshops
    - Online tutorial
    - Displays
3. Copying/Printing
    - Copyright restrictions
    - Debit card operated copier
    - Restricted printing
4. Study Spaces
    - Study in groups or alone
    - Study rooms
5. Media Services
    - Collections of audiovisual materials
    - Media services for faculty
6. Special Needs
    - Accommodation for individuals who require assistance for disabilities

ATC students and patrons from ATC Library Cooperative Agreements Institutions (Albany State University and Dougherty County Public Library) may utilize library services. Currently enrolled students are required to present a valid ID card and other persons must present a valid Georgia driver's license and Student ID or library card. In accordance with ATC policy, children are not allowed to accompany patrons in the library.

STUDENT LIFE

Alumni Association

All graduates automatically become alumni and are encouraged to actively participate in the ATC Alumni Association. Students will be inducted into the association upon graduation.

Ambassadors

The ATC ambassadors are student leaders who assist the college with various activities. They are outstanding students from various programs and they represent their particular program within the community. Ambassadors assist with campus tours and special events, providing goodwill for the College.

The Ambassador Program assists students with leadership skills, work ethics and communication skills. To become an ambassador, a student must be nominated by an ATC instructor and go through an interview process. Potential ambassadors must be enrolled in a diploma or degree program, have not completed more than 50 percent of their coursework and maintain a GPA of 3.0 or higher.

American Criminal Justice Association Club

The Albany Technical College's Alpha Theta Chi Chapter (ATC) of the American Criminal Justice Association was granted January 6, 2011. The American Criminal Justice Association- Lambda Alpha Epsilon (ACJA-LAE) is an Association devoted to the furtherance of professionalism in all areas of criminal justice. It strives to encourage greater cooperation among criminal justice agencies and to promote greater understanding between the community and the profession. The Association fosters more responsive training and education to fulfill the needs of the profession through sponsorships of seminars, technical materials and personal contacts. The Association serves as a unified national voice on key issues of the profession. Membership is composed of persons who are formally committed to the field of criminal justice either through their education or their employment. Memberships are drawn from the total criminal justice spectrum - law enforcement, prosecution, defense, courts, and corrections.

Foundation Setters For Future Minds (FSFFM)

The Foundation Setters for Future Minds (FSFFM) organization promotes the professional development of Early Childhood Care & Education students and provides opportunities for interaction with the Early Childhood professional community and local community.

FSFFM specific objectives:

- To promote professional growth.
- To provide knowledge of the ECCE profession and its occupations.
- To provide programs on contemporary issues in early childhood education to members.
- To provide the opportunity to interact on a social and professional level with faculty, students and the community during FSFFM activities.
- To provide an opportunity for participation in at least one community service event each term supporting children and their families.

GOAL

The Georgia Occupational Award of Leadership (GOAL) program was established in 1971 to recognize and reward excellence among students at Georgia's post-secondary technical colleges. Jointly sponsored and administered at the State level by the Georgia Chamber of Commerce and the Technical College System of Georgia, the GOAL Program is an outstanding example of education joining hands with business and industry. Instructors nominate outstanding students for the GOAL Program and at the local level, finalists are chosen by a two-party interview process. The ATC winner competes in a regional competition with an eye toward the State GOAL competition in Atlanta where Georgia's winner is announced.

The objectives of the GOAL Program are as follows:

1. To spotlight the role of technical training in our modern economy.
2. To reward those students who excel in learning a useful skill.
3. To stimulate greater pride in workmanship.
4. To generate greater public awareness of and appreciation for contributions of the working men and women in Georgia.
5. To emphasize the dignity of work in our society.

Honor Graduate

The college recognizes honor graduates when they maintain the following overall GPA's. Honors with Distinction: 3.75-3.94, and Presidential Scholar: 3.95-4.00.

National Technical Honor Society

The National Technical Honor Society (NTHS) is an honor organization for students enrolled in technical colleges. The purpose of NTHS is to promote service, leadership, honesty, career development and skilled workmanship; to reward student achievement; to encourage and assist student education and career goal-setting; to promote a stronger linkage between local technical colleges, business and industry; and to promote the image of technical education in America.

In order to become a member of ATC’s NTHS, students must meet the following criteria:

1. Be enrolled at Albany Technical College
2. Have completed two (2) consecutive semesters of course work, a minimum of 18 credit hours
3. Have and maintain a 3.5 overall GPA
4. Exemplify the personal qualities of an honor student: safety conscious, work well with others, dependable, trustworthy, responsible, and honest.
5. Maintain the required grade point average to remain a member of the National Technical Honor Society.

SkillsUSA

SkillsUSA is the national nonprofit organization serving high school and college students enrolled in technical, skilled and service careers, including health occupations. It was formerly known as VICA (Vocational Industrial Clubs of America). SkillsUSA's mission is to help its members become world-class workers, leaders and responsible American citizens. Membership must be established by March 1 of the current year to be eligible to compete in the state competitions.

Student Fellowship For Christians (SFC)

The Student Fellowship for Christians (SFC) promotes a sense of civic and professional responsibility while embracing the student with fellowship, prayer, and empowerment. As an integral part of the students' academic lives, SFC works within the Christian framework to encourage the students to achieve their goals at the college, in their community, and the world around them. SFC provides a Christian atmosphere while students are developing the competencies needed for their chosen occupational fields of study. Student Fellowship for Christians helps the student become competent, successful, confident, and self-disciplined. SFC also assists the student in determining the directions that impact their studies and lives. Student Fellowship for Christians is a non-denominational organization that is open to all students of the college.

President Leadership Institute

The President's Leadership Institute is a free leadership training program focused on helping students develop and apply their unique skills through participation in workshops and campus activities. During the course of the program students will enjoy exposure to the arts, participate in workshops and campus life, develop civic understanding and give back to the community through service. These experiences will enhance the life of the student enabling them to make a difference on campus and in the community. Recognition at graduation and recognition on their college transcripts sets these students apart. Students must complete 15 approved activities or workshops prior to graduation and maintain a GPA of 2.0 or higher.

Students must be currently enrolled in at least six credit hours, have not completed more than 18 credit hours and complete a leadership program application by the first week of the semester. Contact the Office of Student Life located in the Logistics Education Center, Room 102 for information and applications or visit www.albanytech.edu/campus-life/presidents-leadership-institute[87].

Student Government Association (SGA)

The Student Government Association (SGA) includes senators from all program areas. The purpose of the organization is to promote better relations between the students, faculty, and administration; to enhance the physical appearance of the college; to help promote the College and college's related functions; and help the College in any way possible. Membership is limited to students enrolled in a program at Albany Technical College. Each program chooses a representative and an alternate to attend SGA meetings. Students elected should have at least two terms remaining before graduation. Officers for the association are elected every fall term.

Veterans Advocacy Group

The purpose of the Veterans Advocacy Group is to provide veterans attending Albany Technical College with information about veteran's educational benefits; to advocate for veterans in their quest to gain educational benefits; and to provide community and camaraderie to veterans attending classes as they undertake the challenges inherent in their educational pursuits. Membership is open to all veterans who are currently enrolled at Albany Technical College.

Titan Alliance Club

The Titan Alliance Club promotes the dissemination of engineering and scientific knowledge and the participation in activities related to engineering and robotics. There are two categories of membership: full member and mentor member. Full membership is open to persons of good character who are full time Albany Technical College students and students who are joint or dual enrolled. A Mentor member is one who has expressed a desire to be a part of the club, but is unable to participate in competitions.

FBLA-Collegiate (Formerly Known As Phi Beta Lambda)

The purpose of FBLA-Collegiate is to provide opportunities for post-secondary students to develop vocational competencies for business and office occupations. This student organization is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility. FBLA-Collegiate strives to develop competent, aggressive business leadership, strengthen the confidence of students in themselves and their work, assist students in the establishment of occupational goals, and facilitate the transition from college to work. Students participate in leadership conferences, workshops, and competitions at the district, state, and national levels. A student in good standing with the college is eligible for membership.

STUDENT DISCIPLINARY PROCEDURE

Procedure: Student Disciplinary Procedure

I. Policy:

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, 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.

II. Applicability:

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia.

III. Related Authority:

Procedure: Model Student Conduct Codes

IV. Definitions:

1. Academic Misconduct: includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.
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), Residence Hall 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).

V. Attachments: (Forms available in the office of Vice President of Student Affairs)

1. Student Code of Conduct Complaint Form
2. Disciplinary Sanction Appeal Form

VI. Procedure:

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
    1. 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.
    2. 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
    3. 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.
    4. 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 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.
    1. 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.
    2. Reprimand – A written reprimand may be given to 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.
    3. 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.
    4. 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.
    5. 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, or a loss of credit on the assignment or examination.

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 in section VI.B.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint
    1. 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.
    2. 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 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.
    3. 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
    1. 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.
    2. 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.
    3. 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 allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or his/her 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.
4. Conditions of Disciplinary Suspension and Expulsion
    1. 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.

2. 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.
3. 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.
4. 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 the 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 five 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 this 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 facts 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 complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

VII. Document Retention

The Vice President for Student Affairs or the technical college president's designee shall retain a copy of all documents concerning complaints, investigations, administrative actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Vice President for Student Affairs or the technical college president's designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Hearing Body and the technical college president or his/her designee. A record of the final decision must also be retained. All records specified in this section shall be retained for a period of five years.

Effective Date: July 13, 2012.

Replaces Previous Effective Date: November 11, 2010

Student Complaints

Albany Technical College (ATC) is committed to providing and ensuring an environment conducive for all students that is fair, respectful, free from illegal or inappropriate conduct or treatment to accomplish the mission. The institution publishes appropriate and clear procedures for addressing written student complaints, demonstrates that it follows the procedures when resolving them, and maintains records of student complaints. The procedures for written student complaints support the ATC mission by providing student avenues to inform, submit and notify specifically five administrative units on campus determined upon the basis of the complaint. Complaints can be informal, formal, academic, non-academic, unlawful harassment, or discrimination. The adopted policies and procedures for addressing written complaints are well publicized in the ATC student handbook, catalog, and website. Moreover, ATC adheres to the TSCG standards of protocol with addressing, investigating and resolving complaints including the Model Student Code of Conduct procedures.

Policies and Procedures:
The College adheres to the fundamentals of complaint resolution by reaching a fair, equitable, and consistent resolution for students with written complaints. The College has developed adequate procedures for students who wish to file informal and formal disagreements, disputes and complaints concerning all aspects of the campus environment both academic and nonacademic. In reporting complaints various categories have been divided to be handled by different administrative responsibilities to review, investigate, conduct a hearing, consider preponderance of evidence and
determine a meaningful satisfactory resolution for all parties involved and offer an appeals process
Albany Technical College (ATC) has adopted comprehensive policies and procedures for addressing student complaints, which are reasonable, and fairly administered. The policies are well-publicized in the catalog and the on the college website. The college maintains logs of student complaint information within the respective office responsible for the information. The logs contain data relevant to the student filing the complaint including student identification number, the student name, ethnicity, gender, date the complaint received, the sanction, the decision, and the date the student was notified of the decision.

Unlawful Harassment and Discrimination Complaints

The Vice President of Administration (VPA) serves as the Title IX Officer. The VPA works in collaboration with campus police and other campus units to investigate unlawful sexual violence and unlawful harassment to gather facts, conduct interviews, and present findings to a hearing committee, and to make a decision within a reasonable time frame for a reasonable satisfactory resolution to the student written compliant. The student can appeal the decision within 5 business days to the College President. The procedures are proactive in ensuring the campus is free of sexual discrimination, handling complaints of sexual discrimination, harassment, and sexual violence based upon the preponderance of evidence of investigations and where applicable appropriate discipline is set forth. The VPA works collaboratively with the VPAA, and the VPSA to solicit input if a written grievance or violation has occurred either academically or non-academic. The VPA has referral processes to refer students of whom need assistance based upon the nature of the complaint to receive assistance in dealing with unlawful harassment or sexual violence.

The VPA ensures that discrimination of transgender students and gender-related cases of unwanted sexual behavior do not significantly interfere with access to educational opportunities. Further, the grievance policies prohibit sexual violence, domestic violence, dating, stalking and unwelcomed sexual behavior to address issues so that vulnerable students can be free from fear of exploitation. In addition, the policies prohibits sexual discrimination, pregnant parenting students, gender based rape, sexual assault, stalking threats, abuse and abuse from prior partners. The regulations of the Violence Against Women Act of 2015 (VAWA), Clery-Act, and the Yearly Safety Report, are presented as annual training for all staff, faculty and students efforts are led by the VPA. All Title IX written complaint files are housed within the administrative office of the VPA under a secure and confidential file system within the VPA's office.

Procedure for Reporting Unlawful Harassment and /Discrimination

The Sexual Complaint Procedure and the Discrimination and Grievance Complaint Procedure are both multi-step procedures through which students and members of the faculty, staff or community may file written complaints against the College. Sexual harassment complaints must be filed in writing with the VPA, as the Title IX Officer who is directly over the Human Resources Department and campus police. Both procedures provide levels of appeal and timelines for decisions. In addition, all students have the right to appeal directly to the Office of Civil Rights, Suite 2702, 101 Marietta Street, Atlanta, Georgia, if the student feels discriminated against based on gender, race, color, sex, religion, national origin, age, political affiliation, veteran's status, or handicap

The Coordinator of Disability Services/ Special Needs (DS) serves as the College's Section 504 and ADA coordinator to determine if discrimination based upon a disability, access to programs or services has occurred. The DS works with collaborative efforts in ascertaining disability related complaints for both informal and formal written grievances. The procedures for resolving discrimination begins with written notification, information gathering, investigating, and conducting a hearing if needed, and in asserting an applicable resolution. The ATC procedures includes an appeals process if the issue and decision has not been satisfactory resolved. All students are involved in training during new student orientation on how to and who to respond and report complaints, and grievances of harassment, discrimination at the College. The DS works closely with the academic faculty and facilities personnel for matters directly related to discrimination based upon disability, discrimination and access to all programs and services that ATC provides.

Academic Complaints

ATC is committed to resolving student academic appeals and complaints in a just and timely manner. ATC has established adequate policies and procedures for students who desire to file written academic complaints and/or appeals. The established policies and procedures are adhered to in all circumstances. Students with complaints or appeals are encouraged to seek a resolution for a concern informally by directly addressing the issue with the individual(s) involved. When matters are beyond informal resolution, students have the opportunity to submit a written formal complaint or appeal. The College's academic written complaint and appeal procedures are discussed with students during new student orientation and program orientation.

In addition, the formal student complaint and appeal procedure are covered in the ATC 2017-18 student handbook and college catalog which is accessible through the College's web page .The College's distance education student population is afforded the same opportunity to express concerns as the college's traditional student population. Students can access the student complaint and appeal procedure in all Blackboard courses located under the "Resource" tab. ATC has established a local procedure that addresses the process for academic appeals. The student academic appeal procedure is categorized in two areas:

1. Academic Probations

A student who fails to maintain the required grade point average in a particular program may be placed on academic probation. A student who fails to improve his or her academic performance after being placed on probation shall be suspended or dismissed from either the academic program or ATC. In appropriate circumstances, a student maybe dismissed from an academic program or the College without first being placed on academic probation. A student who is dismissed from the College may appeal the suspension or dismissal by filing an Academic Appeals Request Form with the VPAA within two weeks from the date of learning of the suspension or dismissal, or two weeks from the date that the student should reasonably have known of the date of suspension or dismissal.

The VPAA will notify the student of the decision to grant or deny their academic appeal within five business days of receipt of the student's appeal. If the student's appeal is granted, the VPAA will notify the registrar's office in order to allow the student to continue the registration process for the upcoming term. However, if the student's appeal is denied the VPAA will advise the student, in writing, that the appeal has been denied and a hold will be placed on the student account in Banner.

2. Grade Appeals
Final grades or other academic decisions may be appealed as follows: The student may raise the issue with the instructor who awarded the grade or made the academic decision within three business days from the date the grades were posted. If talking with the instructor does not resolve the issue, then the student may appeal to the Dean of Academic Affairs by filing an Academic Appeals Request form within five business days of talking with the instructor. If this action does not resolve the issue, the Academic Appeals Request form will automatically be forwarded to the VPAA. The decision of the VPAA shall be final. If a student is still not satisfied with any resolution of an appeal, he or she may contact the President of ATC by telephone or by submitting a Memorandum to the President, located in the main lobby of the Kirkland Building or on the College's website.

Student Grievances
The Vice President of Student Affairs (VPSA) serves as the Student Disciplinary Officer, and adjudicates any infraction of the student code of conduct according to TCSG's published regulations. ATC adheres to a written grievance process that provides an open and meaningful environment for all students to submit their grievances. The student grievance procedure can be found on the college's website If a student has a non-academic grievance against another student or a member of the ATC staff, administration or faculty, the student submits a written explanation of the nature of the grievance to the VPSA. If the grievance cannot be resolved informally, the student may follow the formal process of resolution.
The ATC's student handbook sets forth the procedure that is to be followed in the proceeding, including hearing procedure and appeal rights. The Student Grievance Procedure allows students to formally file a complaint against faculty or staff concerning grievance issues related to academic and nonacademic issues. The VPAA and the VPSA collaborate to determine which perspective unit the grievance falls under. The VPSA receives and attempts to resolve allegations of misconduct received on the student code of conduct complaint form or incident form received from the Campus Police. Following the meeting with the student, the VPSA shall determine whether the student committed the alleged conduct and whether the alleged conduct is a violation of the model student conduct code. If the VPSA determines that the student committed the alleged act and that the student violated the student conduct code, the VPSA may either impose a lesser sanction: restitution, reprimand, restriction, disciplinary probation, failing or lowered grade, or recommend a more severe sanction: suspension, expulsion, system-wide expulsion and refer the case to the hearing body. The hearing body is to be made up of one or more people designated by the VPSA; the VPSA may not serve as an advisor to the hearing body nor a member of the hearing body.

Elements of Student Complaint Files
Once a student complaint has been fully adjudicated, if the matter was an academic concern, the file is housed in academic affairs. If it is a student affairs complaint, it's housed in Student Affairs. If it's Title IX, Office of Civil Rights, it's housed in the Office of Administrative Services. In the files for Student Affairs, Academic Affairs and the Office of Administrative Services, we will have the following: name of student, gender, nature of the offense, when it was adjudicated and when the student was notified of the final outcome. The information collected is consistent in Academic Affairs and the Office of Administrative Services.
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Memorandum to the President
ATC students also have the option of filing a formal written complaint directly with the President of the College by obtaining a Memorandum to the President form at the Welcome Center reception desk in the lobby of ATC Kirkland Administration Building or on the College's website. Although no specific timeline is given for the President's response, experience indicates that the response is typically provided within five days of the receipt of the complaint.

STUDENT RIGHTS AND RESPONSIBILITIES

Admission into Albany Technical College is voluntary. As an open-door institution, any individual who has the ability to benefit from the College's programs can be admitted. Students are entitled to the rights and protection given to all citizens by the laws of the community. At the same time, students are also subject to all laws and their enforcement within this community. Violators of civil or criminal laws will be subject to penalties administered by legal authorities. Likewise, school discipline will be initiated when students violate college rules and regulations. This policy applies to all persons who actively enroll at the college for credit or non-credit coursework, special training programs, workshops, seminars, as well as high school students approved to take classes on the campuses.

Federal and state laws provide individuals with reasonable expectation of privacy in addition to freedom of unreasonable search and seizure of property. Such guarantees are not unlimited, and must be balanced by the College's responsibility to protect health, safety, and welfare of all students.

Students have the right to privacy of their educational records. The Family Education Rights and Privacy Act (FERPA) applies to all schools that receive funds under an applicable program of the U. S. Department of Education. These rights transfer to the students or former students who have reached the age of 18 or who are attending college beyond high school. Schools may disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance unless parents or students request that the college not disclose directory information about them.

ALBANY TECHNICAL COLLEGE MODEL STUDENT CONDUCT CODES

I. Policy:

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the community. Nothing in this Code of Conduct 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.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Student Code of Conduct, the college will enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law.

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. 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.

Generally, technical college jurisdiction and discipline shall be limited to conduct which occurs on technical college Premises, off-campus classes, activities or functions sponsored by the technical college, an examination or any other written or oral work submitted for evaluation and/or a grade, or which otherwise adversely affects members of the technical college community and/or the pursuit of the technical college's objectives.

II. Applicability:

This procedure is applicable to all technical colleges associated with the Technical College System of Georgia

III. Related Authority:

Procedure: V. D. I. Student Disciplinary Procedure

Procedure: V. A. 1. Unlawful Harassment and Discrimination of Students

IV. Definitions

1. Faculty Member: any person hired by a TCSG technical college to conduct teaching, service, or research activities.
2. Hearing Body: as defined in the Student Disciplinary Procedure.
3. Member of the technical college community: any person who is a student, faculty member, contractor, technical college official or any other person/s involved with the technical college, involved in the community or employed by the technical college.

4. Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall 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.
5. Student: all persons taking courses at the technical college, including 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 also considered "students".
6. System: the Technical College System of Georgia or TCSG.
7. Technical college official: any person employed by the technical college performing assigned responsibilities on a part-time, full-time or adjunct basis.
8. 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).

V. Attachments

None.

VI. Procedure Proscribed Conduct

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

A. Academic

Academic Misconduct Definitions

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

1. Aiding and Abetting Academic Misconduct

   Knowingly helping, procuring, encouraging or otherwise assisting another person to engage in academic misconduct.

2. Cheating
    1. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
    2. 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.
    3. 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.
    4. 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.
    5. 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.
    6. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
    7. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
    8. 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
    1. 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.
    2. 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.
    3. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

B. Non-Academic Misconduct

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

1. Behavior
    1. Indecent Conduct: lewd or indecent conduct; or distribution of obscene or libelous written or electronic material.
    2. Violence: physical abuse of any person (including dating violence, domestic violence or sexual violence) on 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.
    3. 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.
    4. 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 technical college Premises or at technical college-sponsored activity sites.
    5. 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
    1. Personal Appearance:

        Refer to Albany Technical College **Dress Code Policy.**

        Dress requirements vary in classrooms, laboratory, and shop areas. Students enrolled in internships and clinical courses are required to dress appropriately according to the requirements of the work for which they are being trained.

        Students should not dress, groom, wear, or use emblems, insignias, badges or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the College.

The supervising administrator shall determine if the particular mode of dress results in disruptions or interference. Students shall at all times observe rules governing body cleanliness and not wear short or tight shorts, short skirts or dresses, swimsuits, tank tops, pants below the waist, bare midriffs, bare buttocks, bare chest or bare feet.

3. Use of Technical College Property
    1. 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.
    2. 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.
    3. 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.
    4. 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.
    5. 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.
    6. 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 Albany Technical 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).

    1. 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 technical 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 technical college-owned vehicle is prohibited.
    2. 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 or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
    3. 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.
    4. Smoking/Tobacco: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college Premises. **Refer to the Albany Technical College Tobacco Policy.**[8]

In accordance with the Drug-free Schools and Communities Act Amendments of 1989, ATC is designated as a drug-free zone. The use/or abuse of alcohol and other illicit drugs by students is prohibited. School standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or at any college-sponsored activities. Sanctions up to and including suspension, expulsion, and referral for prosecution will be imposed for the violation of these standards.

On April 3, 2006, in response to a school-wide survey, ATC became a tobacco-free campus, including all campuses and learning centers, grounds, parking lots and immediate adjacent areas.

Effective January 2014, the following monetary penalties will be implemented for tobacco use/smoking on campus/learning centers property outside of the personal vehicle:

- Smoking on campus of any type (including e-cigarettes) or use of any tobacco products on campus: $20.00
- Repeated offenses (within the academic year period-August-July): 2nd offense $30.00; 3rd offense $40.00

All second and third offense violators will be referred to the College's disciplinary officer or designee for appropriate student disciplinary action per the Student Conduct Code and violations by employees of the College will be addressed through the Positive Discipline Policy.

Fines must be paid to Cashier/Business Office or the designated staff member at the learning center within five (5) calendar days of the violation. Students who do not pay fines by the 5th calendar day of the fine will have Business Office holds placed on their student accounts in the Banner Student System until such time as payment is made. Employees who fail to pay the fine by the fifth calendar day will be subject to disciplinary action under the Positive Discipline Policy.

Enforcement

Albany Technical College campus police officers and other designated College officials are authorized to enforce all Tobacco Free Regulations and to issue citations and levy fines to violators at main campus, as well as learning centers.

Albany Technical College Police Officers are certified law enforcement officers with full powers of arrest. Police Officers actively patrol the campus and learning centers, and will issue citations as needed. It is the administration and the Police Officers' responsibility to enforce Georgia law and campus rules relating to maintaining a tobacco-free campus. College officials who observe smoking by students and/or employees should retain the student's id badge or employee's name badge in the absence of an available police officer. The official will then contact the campus police officers at 430-4711 for assistance in the citation being issued. Students and employees who are violation of this policy must surrender their student id or employee name badge to the College Official.

5. Use of Technology
    1. 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.
    2. Electronic Devices: Unless otherwise permitted by technical college officials, the technical 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 technical college also prohibits attaching personal electronic devices to college computers under any circumstances.
    3. Harassment: The technical college prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment 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.

4. 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. Albany 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 building 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. Parking

The technical college prohibits violation of Albany Technical College regulations regarding the operation and parking of motor vehicles on or around Albany Technical College Premises.

9. Financial Irresponsibility

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

10. Violation of Technical College Policy

    Violation of System or 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.

11. Aiding and Abetting

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

12. 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.

13. Violation of Law
    1. 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.
    2. 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.
    3. 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.
14. Abuse of the Student Judicial Process, including but not limited to
    1. 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.
    2. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
    3. Disruption or interference with the orderly conduct of a disciplinary proceeding.
    4. Initiating a disciplinary proceeding knowingly without cause.
    5. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
    6. 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.
    7. 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.
    8. Failure to comply with the sanction(s) imposed under the Student Code.

VII. Record 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.

Effective Date: July 16, 2014

Replaces Previous Effective Date: November 7, 2012

PROCEDURE: UNLAWFUL HARASSMENT AND DISCRIMINATION OF STUDENTS

I. It is the purpose of this procedure to ensure that all students within the Technical College System of Georgia (TCSG) shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), 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 from campus for such prohibited conduct. Allegations of discrimination, harassment or retaliation, occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

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.

All students are encouraged to report any prohibited conduct. Reports will be treated in an expeditious and confidential manner. TCSG 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 or discrimination shall be conducted pursuant to the process outlined in the procedure governing Unlawful Harassment, Discrimination and Retaliation in Employment.

II. APPLICABILITY:

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

III. RELATED AUTHORITY:

College Title VI Officer

Dr. Emmett Griswold

Vice President for Academic Affairs

Albany Technical College

1704 S. Slappey Blvd.

Albany, GA 31701

229.430.3511 or egriswold@albanytech.edu

College Title IX Officer

Kathy Skates

Vice President of Administration

Albany Technical College

1704 S. Slappey Blvd.

Albany, GA 31701

229.430.3524 or kskates@albanytech.edu

Special Needs/Section 504 Coordinator

Regina Watts

Special Needs Coordinator

Albany Technical College

1704 S. Slappey Blvd.

Albany, GA 31701

229.430.2854 or rwatts@albanytech.edu

State Board Policy 1.B. 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

IV. 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.

Sexual Harassment (a form of unlawful harassment): unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written, electronic or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for education decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Sexually harassing conduct or behavior (regardless of the gender of the persons involved) can include but is not limited to:

Physical touching, sexual comments of a provocative or suggestive nature, suggestive looks or gestures, sexually explicit jokes, electronic media/communication, printed material or innuendos intended for and directed to another, requests for sexual favors, making acceptance of any unwelcome sexual conduct or advances a condition for grades, continued enrollment or receipt of any educational benefit or determination.

Sexual Violence (a form of unlawful harassment): physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, and sexual coercion. All acts of sexual violence are considered unlawful sexual harassment, regardless of gender, for purposes of this procedure.

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.

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.

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

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.

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

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.

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

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.

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.

V. Attachments:

TCSG Usage for Statement of Equal Opportunity

Sources of counseling, advocacy and support

VI. Procedure:

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 academic materials as described in the TCSG Usage for Statement of Equal Opportunity.
3. 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 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 ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.
5. 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, stalking or dating/domestic violence will be provided with and/or referred to the list of resources.

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, sexual violence and/or retaliation (“prohibited conduct”) against themselves or others.
2. 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 technical college shall not unreasonably delay investigation under this procedure to await the outcome of any criminal investigation.

3. 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.
4. 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.
5. 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.
6. Allegations or suspicions of unlawful discrimination, harassment, sexual harassment, sexual violence 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.
7. 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.
8. If an allegation of unlawful harassment, discrimination, sexual harassment, sexual violence 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 section 6 above. 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.
9. Students or employees may be suspended, transferred or reassigned employees or students in order to prevent possible further harassment, discrimination, sexual violence or retaliation; to facilitate the investigation or to implement preventive or corrective actions under this procedure.
10. Any allegation of unlawful harassment, discrimination, sexual harassment, sexual violence or retaliation against employees must be reported to the Human Resources Director who may elect to conduct the investigation in conjunction with other local investigators.

C. Investigations

1. All complaints of prohibited conduct under this procedure shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. A complaining party will be notified within 5 business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, sexual violence or retaliation and that a formal investigation will not be conducted pursuant to this procedure. 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. 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.
3. 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.
4. The college will evaluate the information collected during the investigation and determine whether a preponderance of the evidence substantiates that unlawful discrimination, unlawful harassment sexual violence and/or unlawful retaliation has occurred.
5. Investigations and summary findings will be documented appropriately.

6. No later than 10 business days after completion of an investigation, both of the parties will be simultaneously provided the in writing.
7. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

D. 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 either 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.

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

E. 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.

VII. Record Retention:

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for 5 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 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 Secretary of State's records retention schedule, but in no case fewer than 5 years.

Revised January 12, 2016

Purpose

This procedure outlines the expectations for, and obligations of, any student planning or holding freedom of expression, protest or other public demonstration on property owned or controlled by the College ("College Property"). Students of our college are free and encouraged to express themselves in a manner that is consistent with the guidelines applicable to members of the public at large as well as being in accordance with the Student Code of Conduct. For the Public at Large the outdoor areas of the college has been deemed a traditional public forum. Therefore, members of the public are free to exercise expressive activities outdoors as long as they do not interfere with the operations of the college.

Scope

This procedure applies to any student or public at large freedom of expression, protest or other public demonstration.

Definitions

“College Property” include the buildings and grounds owned or occupied by a college.

Procedure

A student planning a freedom of expression, protest or other public demonstration on College Property must contact the Vice President of Student Affairs office (229-430-3504) for information, guidance and permission. A Student Freedom of Expression/Protest Application must be submitted to the Vice President of Student Affairs office for review and approval at least five calendar days before a protest or demonstration is expected to occur. No student freedom of expression, protest or other public demonstration shall occur on College Property without prior authorization from the Vice President of Student Affairs office. This includes, but is not limited to, any public meeting, gathering or activity to express views, disagreement, or support regarding a given subject such as march, parade, protest, picketing, or sit-ins. The College is committed to academic freedom and civil discourse. A student freedom of expression, protest or other public demonstration may be permitted so long as it is peaceful, non-obstructive and respectful of the College’s and Technical College System Of Georgia (TCSG) mission and the rights of other students, faculty, employees and College guests. Accordingly, no action may endanger the safety or security of the College community, infringe upon the rights of members of the community, obstruct access to College facilities or spaces, damage property, disrupt normal College operations, or otherwise violate applicable laws or College procedures. The College reserves the right to designate the time, manner, and appropriate areas for freedom of expression, protests or other public demonstrations on College Property. No student nor the public at large freedom of expression, protest or other public demonstration will be permitted to
occur overnight on College Property. The directives of College officials must be followed at all times.

Disruptive conduct on College property is prohibited and will subject the violators to disciplinary action, up to and including immediate, interim suspension pending hearing and/or
expulsion from the College in accordance with the procedures set forth in the Student Code of Conduct. Disruptive conduct includes, but is not limited, to the following:

1. **INTERFERING** with College operations, activities, and/or events, including the

rights and activities of other students, faculty, employees, and/or College guests.
2. **PREVENTING** access to or egress from offices, building or other College property in accordance with applicable laws, regulations, College procedures, and TCSG policy.
3. **FAILING** to comply with the directions of College officials and/or local and state officials, including directions to leave a facility or space.
4. **CREATING** the threat of physical harm to persons or damage to College Property or invading the personal space of other students, faculty, employees, and/or College guests.
5. **EXCEEDING** building and/or reasonable outdoors site capacities as determined by the College.
6. **EXCEEDING** noise levels and/or interfering with or disrupting College operations and activities, including the rights and activities of other students, faculty, employees, and/or College guests.

In general, a freedom of expression, protest or other public demonstration inside a College building, by its very nature, would be disruptive to the occupants of the building and thus will not be permitted.

Any students engaging in disruptive or disorderly conduct, failing to comply with the directions of a College official, or otherwise violating this Procedure, the Student Code of Conduct or any other College procedure, will be subject to disciplinary action, up to an including immediate, interim suspension pending hearing and/or expulsion from the College, and/or criminal charges.

For the Public at Large the outdoor areas of the college have been deemed a traditional public forum. However, expressive activities must not:

1. Attract a larger crowd than the location of the spontaneous expressive activity can safely contain
2. Significantly disrupt college activities inside or outside of buildings (including classes).
3. Significantly disrupt previously scheduled campus events.
4. Utilize any amplification device.
5. Obstruct entrances or exits to buildings. Remain 20 feet from entrances/exits.
6. Obstruct vehicular or pedestrian traffic.
7. Include camping or the use of temporary shelters (e.g., tents).
8. Affix items to any permanent structure or grounds (railings, buildings, greenways, trees, etc.).
9. Light any material on fire with exception of hand-held candles which may be used with special permission. Other open flame devices and bonfires are strictly prohibited.
10. Last longer that eight hours during a 24-hour period.
11. Involve solicitations or promotion of commercial enterprises.
12. Represent a threat to public safety or violate the policies or procedures approved by the State Board of the Technical College System of Georgia or other under the authority of the State Board, according to the discretion of college police.

Additional Provisions

The following provisions apply to both reservation requests and spontaneous expressive activities:

1. Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written material may be distributed on a person-to-person basis in open areas outside of buildings. College policies/procedures related to use of facilities, including for solicitation or sales, must be adhered to by all parties.
2. Expressive activity and expression covered under this policy/procedure must follow all applicable state and federal laws and TCSG policies, rules and regulations.
3. Activities that results in damage or destruction of property owned or operated by the college or property belonging to students, faculty, staff or gusts of the college is prohibited. Persons or organizations causing such damage may be held financially responsible.
4. Persons or organizations responsible for an activity covered under this procedure must remove all signs and litter from the area at the end of the event. Otherwise, persons or organizations responsible for the event may be held financially responsible for any cleaning costs. Any left behind or unattended (including memorials) may be removed after the event.
5. When assessing a reservation request or when informed of spontaneous expressive activities on campus, college personnel must not consider the content or viewpoint of the expression or the possible reaction

to that expression, except to the extent such factors are relevant to assessing appropriate security measures.

6. College personnel may not impose restrictions on individual or organizations engaged in expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to this expression, college personnel shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.
7. College Police maintain ultimate discretion to end any activity and may in addition expel from public buildings, campuses and grounds persons violating the policies and procedures that may be prescribed by the State Board of TCSG or others under the authority of the State Board of TCSG.
8. College Police are authorized to impound or have removed any motor vehicle illegally parked on the property of the college. The owner or operator of the vehicle shall pay all towing and storage charges occurring as a result of this action.

GENERAL INFORMATION

Cancellation Of Classes Due To Inclement Weather

Cancellation of classes due to inclement weather will be determined by the President or designee and announced through the local media.

Eating Facilities

For the convenience of students, the Titans Café is located inside the Logistics Education Center, and vending machines are located in designated buildings.

Student's Role And Participation In Institutional Decision Making

The Student Government Association (SGA) at Albany Technical College is the official governing body of the students and acts as an intermediary between students, faculty, and administration. The SGA is the primary avenue by which students can affect College policy and participate in institutional decision-making. Official recommendations by students regarding the policies, rules, and regulations of the College are made to the Student Government Advisor directly or through the Student Government Association. The recommendations are forwarded to the Senior Management Team for assignment to the appropriate cross-functional team or administrator. The Student Government Advisor nominates the students to be appointed to serve on standing committees, such as parking, library/media services, and student discipline. The Student Government Advisor nominates students to meet with the President every semester to discuss current issues, provide input in the operations of the College, and provide insight on students' points of view regarding College concerns. Students can request special open meetings with the President or the Senior Management Team on issues or concerns; meetings are scheduled from the President's office.

The Student Government Association oversees the allocation of student activities, fees, and monies received from vending machines, pay phones, club funds, and fundraisers. Students also contribute to decision making through input they give on surveys and evaluations such as Course Exit, Student Satisfaction and Awareness, Graduate Follow-up, Library/Media, and Distance Learning.

HIV/AIDS

Since there is no evidence of non-sexual/non-blood-related transmission of the T-lymph tropic III, human immunodeficiency virus HTLV-III (HIV), students and employees will not be excluded from the College in the absence of other contraindications. The confidentiality of information and records regarding AIDS or illnesses will be preserved.

Notice Of Criminal Records Check Requirements

The State of Georgia has a law regarding the placement of persons with criminal records in certain childcare, pharmaceutical, and medical facilities. According to the Department of Human Resources (DHR), anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other covered crime will not be allowed to work in certain facilities in these fields as a student, student intern, co-op student, work-study or paid employee. The following programs are affected by this law: Biomedical Instrumentation (Electronics), Early Childhood Care and Education, Law Enforcement Technology, Medical Assisting, Pharmacy Technology, and Practical Nursing. A satisfactory determination on the criminal records check is not a requirement for program admission. However, a satisfactory records check must be documented before a student can be placed in any clinical, practicum, lab, or internship settings that are a part of Biomedical Instrumentation (Electronics), Early Childhood Care and Education, Law Enforcement Technology, Medical Assisting, Practical Nursing, and Pharmacy Technology programs.

Criminal record checks are obtained from the Department of Human Resources (DHR) and local law enforcement agencies. The record checks obtained from DHR are marked satisfactory or unsatisfactory. Criminal record checks obtained from law enforcement list any known offense that may have to be interpreted by DHR in accordance with DHR regulations. If an offense on the criminal records check shows up as a covered crime as designated by DHR, the report is unsatisfactory.

Albany Technical College reserves the right to require a student to obtain a criminal history check at any time during enrollment at the College.

Criminal records checks are good for a 12-month period and it is the student's responsibility to keep the record current. Because this portion of a student's record is neither permanent nor educational, the criminal records checks will be maintained in the program department files. Please see your program department chair for any specifics policy requirements for your program. Criminal records check files may be discarded after a few years.

A criminal background check is required for students in Healthcare Technology programs by Student Pre-Check.

Parking Guide

Parking

The authority for administering and enforcing traffic and parking regulations on the Albany Technical College campus rests with the Albany Technical College Police Department. The administration reserves the authority to make changes as needed in parking areas, traffic flow, and other changes related to traffic conditions. The purpose of these regulations is to facilitate safety, maintain orderly conduct of the college's business, and 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. "ATC shall have no responsibility for loss or damage to any vehicle or its contents while operated or parked on college property".

"ATC shall have no responsibility for loss or damage to any vehicle or its contents while operated or parked on College property."

Who Must Register Their Motor Vehicle?

Each student (including full-time, part-time, evening) taking courses, and each member of the faculty, staff and administration of Albany Technical College must register any motor driven vehicle operated on campus. ***During the first five (5) days of each semester, it is expected for decals to be obtained and properly displayed.***

To Register A Motor Vehicle:

Vehicles may be registered during the official days of registration at the beginning of each term in the Business Office. A vehicle registration card will be provided at the time of registration. All motor vehicles operated by students in connection with their attendance at Albany Technical College must properly display the required current decal. Parking Guides are available in the Business Office where decals can be purchased.

To secure an ATC parking permit the following information is required at the time of registration:

1. State license plate number
2. Descriptive vehicle information (year, make, model and color)
3. Driver's license number
4. Date of birth and social security number

5. Address (present and home)
6. Valid student registration schedule

Vehicles

1. Student decals are $12.00 at the beginning of Fall Term. Fees for decals purchased after the beginning Fall Semester are pro-rated as follows:

Spring Term	Summer Term
$8.00	$4.00

2. Decals are non-transferable and must be removed before the sale of the vehicle.
3. In order for a registered vehicle to be in compliance, the cling parking decal must be affixed to the inside of the back windshield on the driver's side. The use of tape or any other adhesive to secure the decal is prohibited. Violators will be cited.
4. Parking decals 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. The replacement fee for decals is $2.00.
6. Temporary permits will be issued at no charge when a registered vehicle is out of order and another vehicle must be used for a period not to exceed five days.
7. Employees or students with disabilities, either permanent or temporary, who operate a motor vehicle registered with the College, must display a handicap permit/license plate as issued by the Georgia State Patrol

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. All traffic violations are subjected to the Traffic Codes of the City of Albany and the State of Georgia.
6. Parking in service drives is not permitted. (rear access to Conference Center)
7. The speed limit for campus is 15 mph / 10 mph for parking lots.
8. Visitors' parking spaces will be strictly enforced.
9. Motorcycles are not to be driven or parked on the sidewalks.
10. Disabled vehicles are to be removed within seven (7) days after notification from the Campus Operations Department.

11. 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 ATC property must be properly licensed at all times. ATC identification and driver's license (if available) must be presented when requested by ATC Campus Operations 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 Albany 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 Operations Department before the vehicles are moved. There is a charge for copies of accident reports.

Enforcement And Appeals

Albany Technical College parking citations should be paid at the Business Office (cashier's window) located in the Administration /Kirkland Building within five business days after issuance. Failure to comply will result in a one-time $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 Business 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 Business 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 Albany Technical College. Persons who display a pattern of disregard for parking regulations are subject to having their parking privileges revoked for one calendar year. 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 Operations 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 the words "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 Operations Office will have the towing information on file.

Special Events

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

Restrictions

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

Color Coded Parking

In an attempt to facilitate parking on campus, color coded parking has been instituted to correctly direct faculty, staff, students, and visitors to appropriate parking areas. Listed below are the color assignments for parking decals on campus. The color-coding is indicated by decal, signage, and parking space.

White	Indicates Vistors Parking Only
Light Blue	Indicates Disabled Parking Only
Red	Indicates Faculty/Staff Parking Only
Blue	Indicates Students Parking Only
Yellow	Indicates No Parking

Listed below are the designated parking areas on campus. Please adhere to the assigned areas for your color-coded decal.

Prosperity Hall (PRO)	Visitors, Disabled
Freedom Hall (FRE)	Students, Faculty, Staff, Disabled
Nathanial Cross Health Technology Building (HCT)	Faculty, Staff, Disabled
Artisan Hall (AED)	(Side) Faculty, Staff (Front) Visitors, Disabled
Manufacturing Technology Center (MTC)	Visitors, Faculty, Staff, Students, Disabled
George M. Kirkland Jr. Building (ADM)	Visitors, Faculty, Staff, Disabled
Child Development Demonstration Center (CDV)	Visitors, Faculty, Staff, Students, Disabled
Center of Exellence in Information Technology and Electronics (CEIT)	Faculty, Staff, Disabled
Facilities Maintenance	Visitors, Faculty, Staff, Students, Disabled
Logisitics Education Center (LEC)	Faculty, Staff, Students, Disabled
Charles B. Gillespie, M.D. Center for Emergency Reponders (EMR)	Faculty, Staff, Disabled
Carlton Construction Academy (CCA)	Faculty, Staff, Students, Disabled
Randolph County Learning Center (RCLC)	Visitors, Faculty, Staff, Students, Disabled

Permit/Decal Violations/Fines

Parking decal or tag not properly affixed.	$10.00
Failure to display current parking permit.	10.00
Decal displayed on vehicle other than vehicle for which it is authorized.	10.00
Alteration or reproduction of parking decal.	10.00
Knowingly falsifies information on parking permit application.	10.00
Unauthorized possession of an ATC parking permit.	10.00

Parking Violations

Parking in a no parking zone, service and delivery zone, yellow 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 or backing into a parking space. *Rear of vehicle must face driving lanes of parking area for decal to be visible to Parking Monitors.*	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
Littering violations will be enforced for dropping litter in parking areas and on the campus grounds.	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

Driving under the influence of drugs or alcohol.	$25.00
Reckless driving.	25.00
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

Visitors

Prospective students are invited to visit the campus individually, with parents or friends or in groups scheduled by high school counselors. Individual students and visitors are prohibited from visiting classes during class time without express permission from the administration. All visitors must have permission to be present on our campus.

Please note, that upon admission of the student to the College, **minors are not allowed on campus,** or to accompany students while students conduct business with the College (i.e. student orientations, classes, student related campus activities, etc.)

Campus Security

Students, faculty, and staff should have their ATC identification badges available for verification at all times. ATC provides security services on campus at all times. For problems or special needs, contact Campus Security at **(229) 430-4711.** Report all emergencies, thefts, vehicle accidents, injuries, suspicious persons, suspicious activities, and solicitors to Campus Security.

In concurrence with Public Law 101-542, annual crime statistics are compiled and distributed to currently enrolled students and employees each September, and are available upon request at the Student Affairs Office.

Reporting An Accident

In the case of an accident or emergency, students should inform their instructor, who will then contact security and the proper administrator.

Drug And Tobacco Free Campus Policy

In accordance with the Drug-free Schools and Communities Act Amendments of 1989, ATC is designated as a drug-free zone. The use/or abuse of alcohol and other illicit drugs by students is prohibited. School standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus or at any college-sponsored activities. Sanctions up to and including suspension, expulsion, and referral for prosecution will be imposed for the violation of these standards.

On April 3, 2006, in response to a school-wide survey, ATC became a tobacco-free campus, including all campuses and learning centers, grounds, parking lots and immediate adjacent areas.

Effective January 2014, the following monetary penalties will be implemented for tobacco use/smoking on campus/learning centers property outside of the personal vehicle:

- Smoking on campus of any type (including e-cigarettes) or use of any tobacco products on campus: $20.00
- Repeated offenses (within the academic year period-August-July): 2nd offense $30.00; 3rd offense $40.00

All second and third offense violators will be referred to the College's disciplinary officer or designee for appropriate student disciplinary action per the Student Conduct Code and violations by employees of the College will be addressed through the Positive Discipline Policy.

Fines must be paid to Cashier/Business Office or the designated staff member at the learning center within five (5) calendar days of the violation. Students who do not pay fines by the 5th calendar day of the fine will have Business Office holds placed on their student accounts in the Banner Student System until such time as payment is made. Employees who fail to pay the fine by the fifth calendar day will be subject to disciplinary action under the Positive Discipline Policy.

Enforcement

Albany Technical College campus police officers and other designated College officials are authorized to enforce all Tobacco Free Regulations and to issue citations and levy fines to violators at main campus, as well as learning centers.

Albany Technical College Police Officers are certified law enforcement officers with full powers of arrest. Police Officers actively patrol the campus and learning centers, and will issue citations as needed. It is the administration and the Police Officers' responsibility to enforce Georgia law and campus rules relating to maintaining a tobacco-free campus. College officials who observe smoking by students and/or employees should retain the student's id badge or employee's name badge in the absence of an available police officer. The official will then contact the campus police officers at 430-4711 for assistance in the citation being issued. Students and employees who are violation of this policy must surrender their student id or employee name badge to the College Official.

Student Accident Insurance

ATC student insurance coverage is handled through Borden Perlman. For questions concerning insurance coverage, contact the following:

Students (credit):

Vice President of Student Affairs & Enrollment Management

(229) 430-3504

Childcare Participant:

Dean of Academic Affairs/Early Childhood Education

(229) 430-3537

Adult Education Student:

Vice President of Adult Education

(229) 430-2751

Accident insurance provides coverage for medical expenses related to accidents (accidental injury or death) as specified below:

1. College - Time coverage protects students while engaged in college activities during the entire term.
2. Travel - Traveling to or from the student's residence and the college to attend classes and as a member of a supervised group (not as a spectator) traveling in a college-furnished or chartered vehicle going to or from a college-sponsored activity.
3. On the College's Premises - During the hours of the day when the college is in session or any other time the student is required to participate in a college-sponsored activity (not as a spectator).
4. Away from the College's Premises - As a member of a supervised group participating in a college-sponsored activity requiring the attendance of the student (not as a spectator).

Child Care

Qualified non-traditional students and/or single parents may be eligible for childcare assistance. An instructor must refer the student to the Special Populations Coordinator’s office. Students who receive TANF should contact a case manager at the local DFCS office.

Please note that **minors are not allowed on campus,** or to accompany students while students conduct business with the College (i.e. student orientations, classes, student related campus activities, etc.)

Identification Badges

Identification Badges (ID badges) are provided to students at no charge; replacement ID badges may be obtained for a fee of $5.00. All students are required to wear their valid ID badges, on the outside and visible, at all times while on campus. ID badges are required to participate in student activities and may be used to obtain discounts in some businesses.

Acceptable Use Policy For Internet And Computer Access

Technology is an integral part of the infrastructure of Albany Technical College. Computers and computer network systems are vital to the institution’s instructional program both directly and indirectly. In addition, computer resources are used to accelerate administrative functions, aid in expediting the mission of the institution, enhance communication between faculty and students, and advance communication among faculty and students with the local, state and world communities.

Rights And Responsibilities

While Albany Technical College promotes the rights of academic freedom of expression and creativity, the user is expected to comply with the responsibilities and limitations associated with those rights. Users are expected to maintain the highest level of ethical behavior and avoid activities that are inconsistent with the mission and policies of the institution. Primary responsibility for maintaining high standards of conduct resides with the faculty.

General Rules

Computers and technology are intended for academic use or services to support the academic program at Albany Technical College. So that technology is used appropriately and effectively, usage is governed by the following rules.

- Computers in labs and the media center are to be used for academic purposes only.
- Users of the computer resources at Albany Technical College must comply with state and federal laws regarding privacy, libel, software licensing agreements, and policies and rules of the institution.
- Users must not engage in e-mail and Internet activities during instructional time unless the activity is part of an assignment and supervised by an instructor.
- Chat Room and Instant Message activities are prohibited in computer locations.
- Computers in open labs are to be used only by currently enrolled ATC students who present a valid ID card.

- ATC students and patrons from ATC Library Cooperative Agreements Institutions may utilize computers in the library. Currently enrolled students are required to present a valid ID card and other persons must present a valid Georgia driver's license and Student ID or library card.

In keeping with policies at ATC, children are not allowed in computer labs.

ADVISORY COMMITTEES

Each department of Albany Technical College maintains contact with private industry through its advisory committee. An advisory committee is a group of competent and respected businesspersons interested in the college's efforts to produce quality graduates.

Advisory committees contribute substantially as consultants regarding current business and industrial needs as pertains to job skills, job placement and follow-up surveys of ATC graduates.

DISTANCE EDUCATION (ELEARN)

Albany Technical College offers 29 online programs with high quality online courses to help students acquire advanced technical skills and credentials essential in the 21st century workplace. Credits earned may be used toward a technical certificate of credit, a diploma, or an associate degree. Albany Tech is a member of the Georgia Virtual Technical Connection (GVTC). Online course not available through Albany Tech might be offered by other technical colleges, throughout Georgia through GVTC. For more information about distance education and online course opportunities, contact dean of Academic Technology at (229)430-3693, or visit our web site at http://www.albanytech.edu. A list of courses offered through GVTC may be accessed at http://www.gvtc.org.

INTELLECTUAL PROPERTY

Any member of the faculty, staff or student body at Albany Technical College, both full- and part-time, who produces educational materials, devices or media for publication or production and who does not in any way use federal funds, institutional/departmental time, services or materials as outlined in the Technical College System of Georgia policy shall maintain the full rights for that patent or copyright, and further, any royalties or profits resulting from said publications or products shall belong solely to that inventor/author. The complete policy can be accessed at www.tcsg.edu[9].

CENTER FOR BUSINESS SOLUTIONS

Albany Technical College's Center for Business Solutions promotes economic development within the seven county service delivery areas. The Center works with the public and private sectors to meet the challenges of the developing global marketplace. Working in partnership with chambers of commerce and other development organizations and authorities, CBS plays an integral part in promoting economic development by providing cost effective technical training to ensure the availability of an effective workforce. CBS's efforts are focused through its business and industry services, continuing education and Georgia Quick Start services. Training is provided in a variety of ways including college credit programs, made to order customized contract training, and highly flexible continuing education courses. The credit programs can be supported by the Hope Grant. For additional information on the Center for Business Solutions, please call (229) 430-3563.

Business And Industry Services

Customized training to fit the needs of the workforce is a main component of CBS's focus. Workplace skills, equipment training, safety training, computer training and technical skills training can be integrated into modules and competencies that allow companies to create their training agenda. CBS is able to design, to develop and to deliver training specifically to meet the needs of the companies in their time frame. Training is customized to company-prescribed guidelines and facilitated how, when and where it is convenient to the customer.

Continuing Education

Continuing Education, offered through CBS at Albany Technical College, consists mostly of non-credit, short-term courses, workshops, teleconferences and seminars for individuals and groups, including business and industry. Classes can be tailored to the needs of a particular group or to individuals in a wide variety of subjects. Courses are generally available in the areas of professional development, occupational training, personal enrichment, recreation and leisure, and community service. New courses are developed in response to customer demand.

Continuing Education classes, offered year-round, are normally open to the public and are held on campus at the Albany Technical College Technology Training Center and Randolph County Learning Center. However, classes may be provided privately to business and industry at company facilities. For additional information, call (229) 430-3563 or email cbs@albanytech.edu.

Quick Start

Georgia's Quick Start program provides specific training and post-employment services to qualifying new and expanding businesses at no cost to the client company. The state-funded, growth incentive program's training content is designed to meet specific skill needs. After the training-needs analysis, a plan is created to provide high-quality training by an expert staff. For more information, call (229) 430-3563.

Event Services

The George M. Kirkland Conference Center, Logistics Education Center Executive Board Room and Auditorium, ATC classrooms and Computer labs are scheduled and used to further the educational, cultural, and social needs of the campus and the community. The State-of-the-art facilities are ideal for training, workshops, meetings and/or conferences. For more information, call (229) 430-3563.

PROGRAM ADVISORS

Program	Advisor's Name	(430-xxxx) Ext.	Location	First Letter of Student's Last Name
Accounting	Hannah Seo	3550	PRO 130	A-Z
Addiction & Substance Abuse Counseling	Shona Jones Bennett	3557	CEIT 129	A-Z
Air Conditioning	Kenneth Delong	3531	CCA 113	A-Z
Auto Collision	Elliot Bonds	3330	AED 127	A-Z
Automotive Tech.	James Miller	3535	FRE 116	A-Z
	Sterling Burke	6135	FRE 117	A-Z
Cosmetology, Esthetician, & Nail Tech.	Arniechesha Price	6140	AED 107	A-Z
	April Anderson	3595	AED 103A	A-Z
Barbering	Elvin Mallory	3618	AED	A-Z
Building & Facilities Maint.	VACANT	3602	CCA 112	A-Z
Business Healthcare Techn.	Emma Johnson	3572	PRO 107	A-Z
Business Logistics Tech. & Industrial Operations & Quality Assurance & Operations Management	Nicole Lane	1638	PRO 108B	A-Z
Business Management Tech.	Nicole Lane	1638	PRO 108B	A-Z
	Tim Nelson	3556	PRO 129	A-Z
Carpentry	Michael Roberts	3604	CCA 108	A-Z
Civil Enginerring Tech.	Joseph Ford	3616	CCA 114	A-Z
Commerical Truck Driving	Etris Smith	1732	OPS	A-Z
	Frank Daniel	1732	OPS	A-Z
Computer Support Specialist & Cybersecurity	VACANT			
Computer Programming & Network Specialist & Info.Tech. Professional	Cassandra Henderson	3617	CEIT 201	A-Z

Criminal Justice Tech.	Ryan Ward	5780	CEIT 204	A-Z
Cyber Crime Investigation	Ryan Ward	5780	CEIT 204	A-Z
Culinary Arts	Bethany Bryant	3534	LEC 109	A-Z
Dental Assisting	Ivey Bradley	3543	HCT 104	A-Z
	VACANT	3544	HCT 104	A-Z
Design & Media Production Tech.	Joe Bellacomo	3609	CEIT 128	A-Z
Diesel Equipment Tech.	Willie Walker	3532	FRE 118	A-Z
Early Childhood Care & Educ.	Arkimberly Robinson	3539	CDV 131	A-Z
	Arkimberly Robinson	3539	CDV 131	N-Z
ECommerce & Marketing Management	Kristel Baranko	1823	FRE 102	A-Z
Electrical & Computer Engineering Tech.	VACANT			
Electrical Systems	Ebony Johnson	1722	CCA 110	A-Z
Electronics Technology	Vacant			
Fire Science & Professional Figherfighter & Fire & Emergency Services Occupation	Frank Flanigan	4994	EMR 128	A-Z
General Studies	Maureen McGee	0598	PRO 108B	A-Z
Health Information Management/Coding Tech.	Deborah Nieves	2988	CEIT 208	A-Z
Hotel Restaurant Tourism Management	Vacant			
Masonry	Clifford Singelton	1061	CCA 109	A-Z
Mechatronics Tech.	Ebony Johnson	6614	MTC 115	A-Z
Medical Assisting	Latonya Harris	3542	HCT 132	A-Z
Nursing	Dr. Latrona Lanier	3698	HCT 107	A-Z
	Angela Tisdol	3337	HCT 152	A-E
	Candice Kemp	5296	HCT 152	A-Z
Nurse Aide	Tracey Prince	2832	HCT 144	A-Z

	Lakeisha Grimsley	3507	AAC 161	A-Z
Paramedicine, EMS Professions	Tracie Naylor-Griffin	3093	EMR 101	A-Z
	Thad Minick	6073	EMR 124	A-Z
Pharmacy Tech.	Dr. JaNee Mobley	3596	HCT 147	A-Z
Practical Nursing	Teresa Darity	1025	HCT 112	A-Z
	Annette Holloway	3062	HCT 114	A-Z
	Clarissa Smith	1042	HCT 108	A-Z
	Kaycee Everson	6086	HCT 113	A-Z
Radiology Tech. & Advanced Medical Imaging	Sara LeAnn Watson	6049	HCT 137	A-Z
	Allen Grant Jr/	3546	HCT 137	A-Z
Residential Energy	VACANT	3602	CCA 112	A-Z
Surgical Technology	Lori Massey	3552	HCT 139	A-Z
Sustainable Energy	VACANT			
Welding	Mark Benton	3528	FRE 119C	A-Z

PROGRAMS IN BUSINESS

Accounting

Accounting Degree
Accounting Diploma
Computerized Accounting Specialist
Office Accounting Specialist
Payroll Accounting Specialist

E-Commerce

ECommerce Degree

Hospitality

Event Coordinator
Food and Beverage Director Certificate
Front Office Manager
Hospitality Operations Associate Certificate
Hotel Management Specialist Certificate
Hotel/Restaurant/Tourism Management Degree
Hotel/Restaurant/Tourism Management Diploma
Restaurant Manager Certificate
Travel Agency Operations Certificate

Management

Business Management Degree
Business Management Diploma
Human Resource Management Specialist
Service Supervision Specialist
Supervisor/Management Specialist

Marketing

Entrepreneurship
Marketing Management Degree
Marketing Management Diploma
Social Media Specialist

Technology

Administrative Support Assistant
Business Healthcare Technology Degree
Business Healthcare Technology Diploma
Business Office Assistant
Healthcare Billing and Reimbursement Assistant
Healthcare Practice Manager

ACCOUNTING DEGREE

Degree

Program Description:

The Accounting Associate of Applied Science 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. Program graduates receive an Associate of Applied Science Degree in Accounting.

Click here to download the Accounting Degree Student Track for success. [10]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	236	ACCUPLACER –	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 64

Each course within all of Albany Technical College's diploma/certificate level programs is acceptable for full credit toward the Occupationally Related Elective or General Elective hours for this associate degree.

Contact program advisor for program-specific courses, and see course options for each area.

ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (64 hours)

General Education Core	15
Area I - Language Arts/Communications	**3**
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	**3**
XXXX xxxx Social/Behavioral Science Course	
Area III - Natural Sciences/Mathematics (select one mathematics course below)	**3**
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	**3**
XXXX xxxx Humanities/Fine Arts Course	
And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)	**3**

Occupational	49
ACCT 1100 Financial Accounting I	4
ACCT 1105 Financial Accounting II	4
ACCT 2000 Managerial Accounting	3
ACCT 1115 Computerized Accounting	3
ACCT 1125 Individual Tax Accounting	3
ACCT 1130 Payroll Accounting	3
BUSN 1440 Document Production	4
COMP 1000 Introduction to Computer Literacy	3
ACCT 2120 Business Tax Accounting	3
ACCT 2140 Legal Environment of Business	3
ACCT 2145 Personal Finance	3
Select one of two courses below for a min. of 4 credits	**4**
ACCT 1120 Spreadsheet Applications	4
BUSN 1410 Spreadsheet Concepts and Applications	4
Select courses from elective list below for a min. of 9 credits	**9**
BUSN 1240 Office Procedures	3
BUSN 1300 Introduction to Business	3
BUSN 1400 Word Processing Applications	4
BUSN 1420 Database Applications	4
MGMT 1100 Principles of Management	3
MGMT 1110 Employment Rules & Regulations	3
MGMT 1115 Leadership	3
MGMT 1120 Introduction to Business	3
MGMT 1125 Business Ethics	3
MGMT 2135 Management Communication Techniques	3
MKTG 1100 Principles of Marketing	3
MKTG 1130 Business Regulations and Compliance	3
MKTG 1160 Professional Selling	3

MKTG 1162	Customer Contact Skills	4

ACCOUNTING DIPLOMA

Diploma

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

Click here to download the Accounting Diploma Student Track for success. [11]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Writing	236	ACCUPLACER –	Sentence Skills	60
	Reading	224		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 42

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (42 hours)

General Education Core	8
ENGL 1010 Fundamentals of English I	3
Select one of Social/Behav. Sci. courses below for a min. of 2 credits	**2**
EMPL 1000 Interpersonal Relations and Professional Development	2
PSYC 1010 Basic Psychology	3
Select one of the Math courses below for a minimum of 3 credits	**3**
MATH 1011 Business Math	3
MATH 1012 Foundations of Mathematics	3

Occupational	34
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 1440 Document Production	4
COMP 1000 Introduction to Computer Literacy	3
Select one of two courses below for a min. of 4 credits:	**4**
ACCT 1120 Spreadsheet Applications	4
BUSN 1410 Spreadsheet Concepts and Applications	4
Select courses from elective list below for a min. of 6 credits	**6**
ACCT 2000 Managerial Accounting	3
ACCT 2140 Legal Environment of Business	3
ACCT 2120 Business Tax Accounting	3
ACCT 2145 Personal Finance	3
BUSN 1240 Office Procedures	3
BUSN 1300 Introduction to Business	3
BUSN 1400 Word Processing Applications	4
BUSN 1420 Database Applications	4
MGMT 1110 Employment Rules & Regulations	3
MGMT 1115 Leadership	3
MGMT 1120 Introduction to Business	3
MGMT 1125 Business Ethics	3
MKTG 1100 Principles of Marketing	3
MKTG 1130 Business Regulations and Compliance	3
MKTG 1160 Professional Selling	3
MKTG 1162 Customer Contact Skills	4
MGMT 1100 Principles of Management	3

MGMT 2135	Management Communication Techniques	3

COMPUTERIZED ACCOUNTING SPECIALIST

Technical Certificate Of Credit

(Embedded in Accounting Diploma)

Program Description:

The Computerized Accounting Specialist technical certificate 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.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER –	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 21

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 21 credits	
ACCT 1100 Financial Accounting I	4
COMP 1000 Introduction to Computer Literacy	3
ACCT 1105 Financial Accounting II	4
ACCT 1115 Computerized Accounting	3
Select one of two courses below for a min. of 4 credits:	**4**
ACCT 1120 Spreadsheet Applications	4
BUSN 1410 Spreadsheet Concepts and Applications	4

OFFICE ACCOUNTING SPECIALIST

Technical Certificate Of Credit

(Embedded in Accounting Diploma & Degree)

Program Description:

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

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER –	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 14

Courses 14 credits	
ACCT 1100 Financial Accounting I	4
COMP 1000 Introduction to Computer Literacy	3
ACCT 1105 Financial Accounting II	4
ACCT 1115 Computerized Accounting	3

PAYROLL ACCOUNTING SPECIALIST

Technical Certificate Of Credit

(Embedded in Accounting Diploma)

Program Description:

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

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER –	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 17

Courses 17 credits	
ACCT 1100 Financial Accounting I	4
COMP 1000 Introduction to Computer Literacy	3
ACCT 1105 Financial Accounting II	4
ACCT 1115 Computerized Accounting	3
ACCT 1130 Payroll Accounting	3

ECOMMERCE DEGREE

Degree

Program Description:

E- Commerce AAS degree program is designed for students who are interested in entry level employment in the fields of Internet Marketing in business-to-business (B2B) and business-to-consumer (B2C) transactions. This degree program is a blend of business, management, marketing, and information technology courses. Individuals seeking initial employment in the electronic commerce field or already employed in a related area and seeking career advancement will benefit from this program.

Click here to download the E-Commerce Student Track for success. [12]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits Required for Graduation: 65

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 15 credits	
Area I-Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area-II-Social-Behavioral-Sciences	
ECON 1101 Principles of Economics	3
Area-III-Natural-Sciences-Mathematics	
MATH 1111 College Algebra	3
Area-IV-Humanities-Fine-Arts	
HUMN 1101 Introduction to Humanities	3
Program-Specific-Gen-Ed-Course-Requirements-3	
SPCH 1101 Public Speaking	3

Occupational-Courses-51-credits	
COMP 1000 Introduction to Computer Literacy	3
ACCT 1100 Financial Accounting I	4
MKTG 1100 Principles of Marketing	3
MGMT 1125 Business Ethics	3
MKTG 1190 Integrated Marketing Communications	3
SCMA 1015 E-Commerce in Supply Chain Management	3
MKTG 1370 Consumer Behavior	3
CIST 1220 Structured Query Language (SQL)	4
CIST 1510 Web Development I	3
MKTG 2000 Global Marketing	3
MKTG 1110 Principles of E-Commerce	3
Select one of the following Introduction to Business courses for min 3cr	**3**
BUSN 1300 Introduction to Business	3
MGMT 1120 Introduction to Business	3
Select-one-of-two-following-courses-for-min-3-cr	**3**
MKTG 1160 Professional Selling	3
DMPT 1000 Introduction to Design	4
Select-one-of-two-following-courses-for-min-3cr	**3**
MKTG 2210 Entrepreneurship	6
MKTG 2010 Small Business Management	3
MGMT 2150 Small Business Management	3
Select one of two following courses for min 3 cr	**3**
CIST 2451 Introduction to Networks	4
MKTG 2500 Exploring Social Media	3
Select one of the three following courses for min 3cr	**3**
BUSN 1190 Digital Technologies in Business	2
BUSN 1430 Desktop Publishing and Presentation Applications	4

MKTG 2030 Digital Publishing and Design	3

EVENT COORDINATOR

Technical Certificate Of Credit

(Stand-alone and Embedded in Hotel/Restaurant/Tourism Management Diploma and Degree)

Program Description:

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.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 9

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Occupational Courses 9 credits	
HRTM 1150 Event Planning	3
HRTM 1201 Hospitality Marketing	3
HRTM 1210 Hospitality Law	3

FOOD AND BEVERAGE DIRECTOR CERTIFICATE

Technical Certificate Of Credit

Stand-alone and Embedded in Hotel/Restaurant/Tourism Management Diploma and Degree)

Program Description:

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.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 15

Beginning Start Term: Spring 2023

Curriculum Outline (15 hours)

Occupational Courses 15 credits	**15**
CUUL 1000 Fundamentals of Culinary Arts	4
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
CUUL 1110 Culinary Safety and Sanitation	2

FRONT OFFICE MANAGER

Technical Certificate Of Credit

Stand-alone and Embedded in Hotel/Restaurant/Tourism Management Diploma and Degree)

Program Description:

The Front Office Manager program prepares students for employment in a variety of positions in today's hotel front office. The Front Office Manager program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	50
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 12

Beginning Start Term: Spring 2023

Curriculum Outline (12 hours)

Occupational Courses 12 credits		**12**
HRTM 1130	Business Etiquette and Communication	3
HRTM 1140	Hotel Operations Management	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

HOSPITALITY OPERATIONS ASSOCIATE CERTIFICATE

Technical Certificate Of Credit

Stand-alone and Embedded in Hotel/Restaurant/Tourism Management Diploma and Degree)

Program Description:

The Hospitality Operations Associate program prepares students for employment in a variety of positions in today's Hotel/Restaurant/Tourism fields. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of Hotel/Restaurant/Tourism. Graduates of the program receive a Hospitaility Operations Associate certificate.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 12

Curriculum Outline (12 hours)

Occupational Courses 12 credits	**12**
HRTM 1100 Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1160 Food and Beverage Management	3
HRTM 1201 Hospitality Marketing	3
Hotel/Restaurant/Tourism or Related Elective (3 Credit Hrs)	**3**

HOTEL MANAGEMENT SPECIALIST CERTIFICATE

Technical Certificate Of Credit

(Stand-alone and Embedded in Hotel/Restaurant/Tourism Management Diploma and Degree)

Program Description:

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 provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 15

Occupational Courses 15 credits		
HRTM 1140	Hotel Operations Management	3
HRTM 1150	Event Planning	3
HRTM 1201	Hospitality Marketing	3
HRTM 1210	Hospitality Law	3
HRTM 1220	Supervision and Leadership in the Hospitality Industry	3

HOTEL/RESTAURANT/TOURISM MANAGEMENT DEGREE

Degree

Program Description:

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.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Spring, Summer semesters

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	236		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

Documentation of a negative tuberculosis skin test or chest X-ray is required.

High School diploma or equivalent required for admission.

Credits required for graduation: 60

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	
Program-Specific Gen. Ed. Course Requirements (3)	

Occupational Courses 45 credits	
COMP 1000 Introduction to Computer Literacy	3
HRTM 1100 Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110 Travel Industry and Travel Geography	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 1210 Hospitality Law	3
HRTM 1220 Supervision and Leadership in the Hospitality Industry	3
HRTM 1230 Internship	3
Select from the following elective courses for min. 15 cr.:	
HRTM 1120 Tour and Cruise Management	3
HRTM 1130 Business Etiquette and Communication	3
HRTM 1170 Hospitality, Industry Accounting and Financial Analysis	3
ACCT 2145 Personal Finance	3
BUSN 1100 Introduction to Keyboarding	3
CUUL 1110 Culinary Safety and Sanitation	2
HORT 1720 Introductory Floral Design	4
HORT 1730 Advanced Floral Design	4
MGMT 1105 Organizational Behavior	3
MGMT 1115 Leadership	3
MGMT 1125 Business Ethics	3
MGMT 2150 Small Business Management	3
MGMT 2135 Management Communication Techniques	3

HOTEL/RESTAURANT/TOURISM MANAGEMENT DIPLOMA

Diploma

Program Description:

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.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Spring, Summer semesters

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Documentation of a negative tuberculosis skin test or chest X-ray is required.

High School diploma or equivalent required for graduation.

Credits required for graduation: 44

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
Select one of the following MATH courses for min. 3 cr.:		
MATH 1011	Business Math	3
MATH 1012	Foundations of Mathematics	3

Occupational Courses 20 credits	
COLL 1020 Albany Success Course	3
HRTM 1100 Introduction to Hotel, Restaurant, and Tourism Management	3
HRTM 1110 Travel Industry and Travel Geography	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 1210 Hospitality Law	3
HRTM 1220 Supervision and Leadership in the Hospitality Industry	3
HRTM 1230 Internship	3
Select from the following elective courses for min. 6 cr.:	
HRTM 1120 Tour and Cruise Management	3
HRTM 1130 Business Etiquette and Communication	3
HRTM 1170 Hospitality, Industry Accounting and Financial Analysis	3
ACCT 2145 Personal Finance	3
BUSN 1100 Introduction to Keyboarding	3
CUUL 1110 Culinary Safety and Sanitation	2
HORT 1720 Introductory Floral Design	4
HORT 1730 Advanced Floral Design	4
MGMT 1105 Organizational Behavior	3
MGMT 1115 Leadership	3
MGMT 1125 Business Ethics	3
MGMT 2150 Small Business Management	3
MGMT 2135 Management Communication Techniques	3

RESTAURANT MANAGER CERTIFICATE

Technical Certificate Of Credit

Stand-alone and Embedded in Hotel/Restaurant/Tourism Management Diploma and Degree)

Program Description:

The Restaurant Manager program prepares students for employment in the restaurant industry with skills necessary to manage and operate food service establishments.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 14

Beginning Start Term: Spring 2023

Curriculum Outline (14 hours)

Occupational Courses 14 credits	**14**
CUUL 1110 Culinary Safety and Sanitation	2
HRTM 1130 Business Etiquette and Communication	3
HRTM 1210 Hospitality Law	3
HRTM 1220 Supervision and Leadership in the Hospitality Industry	3
HRTM 1160 Food and Beverage Management	3

TRAVEL AGENCY OPERATIONS CERTIFICATE

Technical Certificate Of Credit

Stand-alone and Embedded in Hotel/Restaurant/Tourism Management Diploma and Degree)

Program Description:

The Travel Agency Operations program prepares students for employment in a variety of positions in today's tourism field. The Travel Agency Operations program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 15

Beginning Start Term: Spring 2023

Curriculum Outline (15 hours)

Occupational Courses 15 credits	**15**
COMP 1000 Introduction to Computer Literacy	3
ENGL 1010 Fundamentals of English I	3
HRTM 1110 Travel Industry and Travel Geography	3
HRTM 1120 Tour and Cruise Management	3
HRTM 1201 Hospitality Marketing	3

BUSINESS MANAGEMENT DEGREE

Degree

Program Description:

The Business Management 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. Graduates of the program receive a Business Management degree with a specialization in General Management, Small Business Management, Service Sector Management, Operations Management, or Human Resource Management.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 64

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Students must chose between MGMT 2150 or MKTG 2010. Students cannot use both courses as elective choices.

Curriculum Outline (12 hours)

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology	3
Area III - Natural Sciences/Mathematics-Choose One of the Following (3 Hours)	**3**
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3
Program-Specific Gen. Ed. Course Requirements	
ECON 1101 Principles of Economics	3

Occupational Courses 37 credits	
COMP 1000 Introduction to Computer Literacy	3
MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	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
ACCT 1100 Financial Accounting I	4
MGMT 2135 Management Communication Techniques	3
MGMT 2215 Team Project	3
Select from one of the following courses 3 credits	**3**
MGMT 1110 Employment Rules & Regulations	3
MKTG 1130 Business Regulations and Compliance	3

Completion of One of Five Specializations:	12
General Management Specialization-81G3 12 credits	**12**
MGMT 2120 Labor Management Relations	3
MGMT 2140 Retail Management	3
Select from one of the following courses 3 credits	**3**
MGMT 2130 Employee Training and Development	3
MGMT 2130L Employee Training and Development	3
Select from one of the following courses 3 credits	**3**
MGMT 2150 Small Business Management	3
MKTG 2010 Small Business Management	3
Human Resources Management Specialization-82H3 12 credits	**12**
MGMT 2120 Labor Management Relations	3
MGMT 2130 Employee Training and Development	3
Select one of two following classes for 3 cr.:	**3**
MGMT 2205 Service Sector Management	3
MGMT 2210 Project Management	3
MGMT 2205L Service Sector Management	3
Select from one of the following courses 3 credits	**3**
MGMT 2155 Quality Management Principles	3
MGMT 2220 Management Occupation-Based Instructions	3
Operations Management Specialization-83P3 12 credits	
MGMT 2200 Production/Operations Management	3
MGMT 2210 Project Management	3
Select from one of the following courses 3 credits	**3**
MGMT 2130 Employee Training and Development	3
MGMT 2130L Employee Training and Development	3
Select from one of the following courses 3 credits	**3**
MGMT 2120 Labor Management Relations	3
MGMT 2220 Management Occupation-Based Instructions	3

Service Sector Management Specialization-84S3 12 credits	
MGMT 2130 Employee Training and Development	3
MGMT 2140 Retail Management	3
Select from one of the following courses 3 credits	**3**
MGMT 2205 Service Sector Management	3
MGMT 2205L Service Sector Management	3
Select from one of the following courses 3 credits	**3**
MGMT 2120 Labor Management Relations	3
MGMT 2220 Management Occupation-Based Instructions	3
Small Business Management Specialization-85S3 12 credits	**12**
MGMT 2140 Retail Management	3
MGMT 2145 Business Plan Development	3
Select from one of the following courses 3 credits	**3**
MGMT 2150 Small Business Management	3
MKTG 2010 Small Business Management	3
Select from one of the following courses 3 credits	**3**
MGMT 2120 Labor Management Relations	3
MGMT 2220 Management Occupation-Based Instructions	3

BUSINESS MANAGEMENT DIPLOMA

Diploma

Program Description:

The Business Management 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. Graduates of the program receive a Business Management diploma with a specialization in General Management, Small Business Management, Service Sector Management, Operations Management, or Human Resource Management.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 49

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Students must chose between MGMT 2150 or MKTG 2010. Students cannot use both courses as elective choices.

Basic Skills Courses 8 credits	
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
Select one of Social/Behav. Sci. courses for a min. of 2 credits	
EMPL 1000 Interpersonal Relations and Professional Development	2
PSYC 1010 Basic Psychology	3

Occupational Courses 40 credits	
COMP 1000 Introduction to Computer Literacy	3
MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	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
ACCT 1100 Financial Accounting I	4
MGMT 2215 Team Project	3
Select one of the following courses for min. 3 cr.:	**3**
MGMT 1110 Employment Rules & Regulations	3
MKTG 1130 Business Regulations and Compliance	3
Select courses from list below for min. of 6 credits (Students can take either MGMT 2150 or MKTG 2010. Students cannot receive credit for both courses.)	**6**
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 2150 Small Business Management	3
MGMT 2205 Service Sector Management	3
MGMT 2205L Service Sector Management	3
MKTG 2010 Small Business Management	3

HUMAN RESOURCE MANAGEMENT SPECIALIST

Technical Certificate Of Credit

(Stand Alone and Embedded in Business Management Diploma)

Program Description:

The Human Resource Management Specialist Certificate 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. Graduates will receive a Human Resources Management Specialist TCC.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER –	Sentence Skills	30
	Writing	236		Reading Comprehension	36
	Quantitative Reasoning	229		Arithmetic	23

High School diploma or equivalent required for admission.

Credits required for graduation: 18

Courses 18 credits	
MGMT 1105 Organizational Behavior	3
MGMT 2115 Human Resource Management	3
MGMT 2125 Performance Management	3
MGMT 2130 Employee Training and Development	3
Select one of the following courses:	
MGMT 1110 Employment Rules & Regulations	3
MGMT 1310 Introduction to Quality Assurance	3
MGMT 2120 Labor Management Relations	3
Select one of the following 3 credit hr. guided elective courses	**9**
MGMT 1125 Business Ethics	3
MGMT 2155 Quality Management Principles	3
MGMT 2205 Service Sector Management	3

SERVICE SUPERVISION SPECIALIST

Technical Certificate Of Credit

(Stand-alone and Embedded in Business Logistics Management Diploma and Degree, and Business Management Diploma and Degree)

Program Description:

A leadership course to meet today's work environment. Students will develop skills in interpersonal dynamics with the workplace, principles and methods of sound decision making, and the practice of leadership in supervision.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Applicant must be at least 18 years of age.

High school diploma or equivalent required for admission.

Credits required for graduation: 9

Courses 9 credits		
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 2205	Service Sector Management	3

SUPERVISOR/MANAGEMENT SPECIALIST

Technical Certificate Of Credit

(Stand-alone and Embedded in Business Management diploma and degree)

Program Description:

The Supervisor/Manager Specialist Certificate prepares individuals to become supervisors in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce students' knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates will receive a Supervisor/Manager Specialist TCC.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 12

Courses 9 credits	
MGMT 1100 Principles of Management	3
MGMT 1115 Leadership	3
MGMT 2115 Human Resource Management	3
Select one of three following courses for min. 3 cr.:	
MGMT 1110 Employment Rules & Regulations	3
MKTG 1130 Business Regulations and Compliance	3
MGMT 2120 Labor Management Relations	3

ENTREPRENEURSHIP

Technical Certificate Of Credit

(Stand Alone and Embedded in Marketing Management diploma and degree)

Program Description:

This program generally prepares individuals to perform development, marketing and management functions associated with owning and operating a business.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 12

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (3 hours)

Courses 12 credits	
MKTG 2210 Entrepreneurship	6
Select one of the following courses for min. 3 cr.:	**3**
MKTG 2010 Small Business Management	3
MGMT 1100 Principles of Management	3
MGMT 2150 Small Business Management	3
Select one of the following courses for min. 3 cr.:	**3**
MKTG 1130 Business Regulations and Compliance	3
ACCT 2140 Legal Environment of Business	3

MARKETING MANAGEMENT DEGREE

Degree

Program Description:

The Marketing Management program is designed to prepare students for employments in a variety of positions in today's marketing and managements fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and ever-evolving occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management degree with specializations in marketing management, entrepreneurship, social media marketing, sports marketing management, and retail management.

Click here to download the Marketing Management Student Track for success. [13]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	236		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits Required for Graduation: 63

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (12 hours)

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
ECON 1101 Principles of Economics	3
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3
ENGL 2130 American Literature	3
Program-Specific Gen. Ed. Course Requirements (3)	

Occupational Courses 36 credits	
COMP 1000 Introduction to Computer Literacy	3
ACCT 1100 Financial Accounting I	4
MKTG 1100 Principles of Marketing	3
MKTG 1160 Professional Selling	3
MKTG 1190 Integrated Marketing Communications	3
MKTG 2090 Marketing Research	3
MKTG 2300 Marketing Management	3
MGMT 1100 Principles of Management	3
Select one of two following courses for min. 3 cr.:	
MKTG 2000 Global Marketing	3
MKTG 2290 Marketing Internship/Practicum	3
Select one of the following courses for min. 3 cr.:	**3**
BUSN 1190 Digital Technologies in Business	2
BUSN 1430 Desktop Publishing and Presentation Applications	4
MKTG 2030 Digital Publishing and Design	3
Select one of two following courses for min. 3 cr.:	**3**
MKTG 1130 Business Regulations and Compliance	3
ACCT 2140 Legal Environment of Business	3

Completion of one of four specializations is required.	**12**
Marketing Management Specialization-8MM3 12 credits	
MKTG 1370 Consumer Behavior	3
Select one of the following courses for min. 3 cr.:	**3**
MKTG 1210 Services Marketing	3
MKTG 2070 Buying and Merchandising	3
Entrepreneurship Specialization-8EN3 12 credits	
MKTG 2210 Entrepreneurship	6
MKTG 2010 Small Business Management	3
Sports Marketing Specialization-8S23 12 credits	**12**
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
Social Media Marketing Specialization-8SM3 12 credits	**12**
MKTG 2500 Exploring Social Media	3
MKTG 2550 Analyzing Social Media	3
MKTG 1370 Consumer Behavior	3
MKTG XXXX non-duplicated elective (3)	**3**

MARKETING MANAGEMENT DIPLOMA

Diploma

Program Description:

The Marketing Management program is designed to prepare students for employments in a variety of positions in today's marketing and managements fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and ever-evolving occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management diploma with specializations in marketing management, entrepreneurship, social media marketing, sports marketing management, and retail management.

Click here to download the Marketing Management Student Track for success. [14]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 44

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (12 hours)

Basic Skills Courses 8 credits	
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
Select one of Social/Behav. Sci. courses for a min. of 2 credits	**2**
EMPL 1000 Interpersonal Relations and Professional Development	2
PSYC 1010 Basic Psychology	3

Occupational Courses 24 credits	
COMP 1000 Introduction to Computer Literacy	3
MKTG 1100 Principles of Marketing	3
MKTG 1130 Business Regulations and Compliance	3
MKTG 1160 Professional Selling	3
MKTG 1190 Integrated Marketing Communications	3
MKTG 2090 Marketing Research	3
MKTG 2300 Marketing Management	3
Completion of one of four specializations is required.	**12**
Marketing Management Specialization-8MM2 12 credits	
MKTG 1370 Consumer Behavior	3
MKTG 2060 Marketing Channels	3
Entrepreneurship Specialization-8EN2 12 credits	
MKTG 2210 Entrepreneurship	6
MKTG 2010 Small Business Management	3
Sports Marketing Specialization-8SM2 12 credits	**12**
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
Social Media Marketing Specialization-8S23 12 credits	**9**
MKTG 2500 Exploring Social Media	3
MKTG 2550 Analyzing Social Media	3
MKTG 1370 Consumer Behavior	3
XXXX xxxx MKTG Occupational Elective	**3**

SOCIAL MEDIA SPECIALIST

Technical Certificate Of Credit

(Stand Alone and Embedded in Marketing Management diploma and degree)

Program Description:

Social media marketing centers on efforts to create and distribute content through social media outlets that attracts attention and encourages readers to share it with their social network. This technical certificate of credit program outlines the fundamentals of computer/ internet use, marketing and promotion, and social media marketing. Marketing through social media has become increasingly popular, and this TCC will allow students to examine the fundamentals of this growing phenomenon.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arthmetic	229		Arthmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 12

Curriculum Outline (12 hours)

Courses 12 credits		12
COMP 1000	Introduction to Computer Literacy	3
MKTG 1100	Principles of Marketing	3
MKTG 2500	Exploring Social Media	3
MKTG 1190	Integrated Marketing Communications	3

ADMINISTRATIVE SUPPORT ASSISTANT

Technical Certificate Of Credit

(Stand Alone & Embedded in Business Technology Diploma and Degree)

Program Description:

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: Introduction to Microcomputers, Word Processing, and Office Procedures. The course prepares students for the MOS: Microsoft Office Word certification testing.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 20

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (20 hours)

Occupational	14
COMP 1000 Introduction to Computer Literacy	3
BUSN 1240 Office Procedures	3
BUSN 1400 Word Processing Applications	4
BUSN 1440 Document Production	4

Electives (select courses from list below for a min. of 6 credits)		**6**
BUSN 1100	Introduction to Keyboarding	3
BUSN 1300	Introduction to Business	3
BUSN 1320	Business Interaction Skills	3
BUSN 1410	Spreadsheet Concepts and Applications	4

BUSINESS HEALTHCARE TECHNOLOGY DEGREE

Degree

Program Description:

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.

Click here to download the Business Healthcare Technology Degree Student Track for success. [15]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	236		Reading Comprehension	64
	Arithmetic	229		Algebra	57

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Students may pursue the National Certified Medical Office Assistant (NCMOA) certification exam and become a certified medical office assistant.

Please see program advisor for guidance with choosing additional electives. Electives must be BUSN, ACCT, BIOL, CIST, MGMT.

According to BHT standard the Business HealthCare Technology specialization, XXXXxxxx courses for a total of 15-16 credits. Specific courses are listed in catalog, and it is preferred for courses to remain: but any guided occupational/specialization BUSN, MGMT, CIST, ACCT, MKTG, HIMT are acceptable.

General Education Core Courses 16 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
ECON 1101 Principles of Economics	3
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3
Program-Specific Gen. Ed. Course Requirements	

Occupational Courses 31 credits	
COMP 1000 Introduction to Computer Literacy	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
MAST 1120 Human Diseases	3
BUSN 1015 Introduction to Healthcare Reimbursement	3
BUSN 2190 Business Document Proofreading and Editing	3
BUSN 2350 Electronic Health Records	3
BUSN 2340 Healthcare Administrative Procedures	4
BUSN 2375 Healthcare Coding	3
BUSN 1440 Document Production	4
ACCT 1100 Financial Accounting I	4
Select from ALHS 1011 or BIOL 2113 & 2113L (Students must take BIOL 2113 & BIO 2113L concurrently)	**4**
ALHS 1011 Structure and Function of the Human Body	5
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology Lab I	1
Completion of one of two Specializations:	**15**
Business Healthcare Specialization-8BH3	**15**
BUSN 1240 Office Procedures	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 2380 Medical Administrative Assistant Internship I	4
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology Lab II	1
Practice Management Specialization-8PM3	**15**
BUSN 2800 Practice Management Fundamentals	3
BUSN 2810 Healthcare Compliance	3

BUSN 2820	Healthcare Practice Law and Ethics	3
BUSN 2830	Healthcare Delivery Systems	3
BUSN 2440	Healthcare Leadership and Professional Effectiveness	3

BUSINESS HEALTHCARE TECHNOLOGY DIPLOMA

Diploma

Program Description:

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.

Click here to download the Business Healthcare Technology Diploma Student Track for success. [16]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 46

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Students may pursue the National Certified Medical Office Assistant (NCMOA) certification exam and become a certified medical office assistant.

Curriculum Outline (9 hours)

Basic Skills Courses 9 credits	**9**
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
PSYC 1010 Basic Psychology	3
Select one of Social/Behav. Sci. courses for a min. of 2 credits	
EMPL 1000 Interpersonal Relations and Professional Development	2
PSYC 1010 Basic Psychology	3

Occupational-Courses-38-credits	
COMP 1000 Introduction to Computer Literacy	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
ALHS 1011 Structure and Function of the Human Body	5
MAST 1120 Human Diseases	3
BUSN 1015 Introduction to Healthcare Reimbursement	3
BUSN 2340 Healthcare Administrative Procedures	4
BUSN 2350 Electronic Health Records	3
BUSN 2190 Business Document Proofreading and Editing	3
BUSN 1440 Document Production	4
ACCT 1100 Financial Accounting I	4
Select courses from list below for min. of 7 credits	
BUSN 1100 Introduction to Keyboarding	3
BUSN 1240 Office Procedures	3
BUSN 1400 Word Processing Applications	4
BUSN 1410 Spreadsheet Concepts and Applications	4
BUSN 2380 Medical Administrative Assistant Internship I	4
BUSN 2390 Medical Administrative Assistant Internship II	6

BUSINESS OFFICE ASSISTANT

Technical Certificate Of Credit

(Stand-alone)

Program Description:

This Technical Certificate of Credit Business Office Assistant Certificate is designed to provide inclusive higher education experiences that supports positive employment outcomes for individuals with intellectual and/or cognitive disabilities in preparation for a career in any business office. Graduates with this certificate are prepared to perform a variety of duties in any office clerical occupation that requires knowledge of office systems and procedures. Along with taking credit classes, the participants will be required to participate in human resource development workshops, social community integration, job shadowing and internships.

Entrance date: Each semester

Program admission requirements:

-Must be a LEAP student

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

No High School diploma or equivalent required for admission.

This certificate is a vital component of the - Leveraging Education for Advancement Program (LEAP) for Inclusive Learning. This is a program of study for unique learners who are highly motivated young adults who have a developmental or intellectual disability. "Intellectual disability is a disability characterized by significant limitations in both intellectual functioning and in adaptive behavior, which covers many everyday social and practical skills" (**AAIDD)

Contact Regina Watts, Special Needs/Disability Services Coordinator/LEAP Director at (229) 430-2854 for additional information.

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 18 credits	
BUSN 1100 Introduction to Keyboarding	3
BUSN 1240 Office Procedures	3
BUSN 1330 Personal Effectiveness	3
BUSN 1440 Document Production	4
BUSN 2160 Electronic Mail Applications	2
COMP 1000 Introduction to Computer Literacy	3

Select elective courses from list below for min. of 6 credits:		
BUSN 2190	Business Document Proofreading and Editing	3
BUSN 1410	Spreadsheet Concepts and Applications	4
BUSN 1100	Introduction to Keyboarding	3
BUSN 1300	Introduction to Business	3
BUSN 1320	Business Interaction Skills	3

HEALTHCARE BILLING AND REIMBURSEMENT ASSISTANT

Technical Certificate Of Credit

(Stand Alone & Embedded in Business Healthcare Technology Diploma and Degree)

Program Description:

The Healthcare Billing and Reimbursement Assistant Certificate program provides instruction in medical facility reimbursement and compliance regulations.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 21

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 21 credits	
COMP 1000 Introduction to Computer Literacy	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
ALHS 1011 Structure and Function of the Human Body	5
MAST 1120 Human Diseases	3
BUSN 1015 Introduction to Healthcare Reimbursement	3
BUSN 2350 Electronic Health Records	3
Select courses from list below for min. of 3 credits	**3**
BUSN 2375 Healthcare Coding	3
HIMT 2375 Healthcare Coding	3

HEALTHCARE PRACTICE MANAGER

Technical Certificate Of Credit

(Stand Alone & Embedded in Business Healthcare Technology Degree)

Program Description:

The Business Healthcare Practice Manager Certificate program provides instruction in medical facility practice management.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER –	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Quantitative Reasoning	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 15

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 15 credits		
BUSN 2800	Practice Management Fundamentals	3
BUSN 2810	Healthcare Compliance	3
BUSN 2820	Healthcare Practice Law and Ethics	3
BUSN 2830	Healthcare Delivery Systems	3
BUSN 2440	Healthcare Leadership and Professional Effectiveness	3

PROGRAMS IN CONSTRUCTION & MANUFACTURING

Air Conditioning Technology

Air Conditioning Electrical Technician
Air Conditioning Repair Specialist
Air Conditioning Technician Assistant
Air Conditioning Technology Diploma
Industrial/Commercial Air Certificate
Residential Air Conditioning Technician

Alternative Energy

Photovoltaic Systems Installation and Repair Technician (Solar)
Sustainable Renewable and Alternative Energy

Building Maintenance

Building Maintenance Diploma
General Maintenance Mechanic

Cabinetry

Cabinetmaking Installation Technician

Carpentry

Finish Carpenter
Cabinetmaking Assembly Technician
Carpentry
Certified Construction Worker
Construction Career Launch
Construction Career Launch Blueprint Reading
Construction Career Launch Safety

Electrical

Electrical Systems Technology

Electrical Construction

Basic Electrical Technician
Commercial Wiring
Electrical Systems Assistant

Green Building

Green Building Technology Diploma

Manufacturing & Maintenance

Precision Manufacturing and Maintenance Degree
Precision Manufacturing and Maintenance Diploma

Masonry

Masonry Diploma

Plumbing

NCCER Advanced Plumbing Technician
NCCER Intermediate Plumbing Technician Certificate
NCCER Plumbers Assistant
NCCER Plumbing Diploma
NCCER Plumbing Technician Certificate
Plumbing Service and Systems Specialist

Residential Energy Efficiency Technology

Residential Energy Efficiency Technology

Welding

Advanced Shielded Metal Arc Welder
Basic Shielded Metal Arc Welder
Flux-Cored Arc Welder
Gas Metal Arc Welder
Gas Tungsten Arc Welder
Vertical Shielded Metal Arc Welder Fabricator
Welding and Joining Technology

AIR CONDITIONING ELECTRICAL TECHNICIAN

Technical Certificate Of Credit

(Stand Alone & Embedded in the Air Conditioning Diploma and Technical Studies Degree programs)

Program Description:

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

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	64
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 12

Courses 12 credits	
AIRC 1030 HVACR Electrical Fundamentals	4
AIRC 1040 HVACR Electrical Motors	4
AIRC 1050 HVACR Electrical Components and Controls	4

AIR CONDITIONING REPAIR SPECIALIST

Technical Certificate Of Credit

(Embedded in the Air Conditioning Diploma)

Program Description:

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

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 20

Courses 20 credits		
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

Technical Certificate Of Credit

(Stand Alone & Embedded in the Air Conditioning Diploma and Technical Studies Degree programs)

Program Description:

The Refrigeration Technician Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	64
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 12

Courses 12 credits		
AIRC 1005	Refrigeration Fundamentals	4
AIRC 1010	Refrigeration Principles and Practices	4
AIRC 1020	Refrigeration Systems Components	4

AIR CONDITIONING TECHNOLOGY DIPLOMA

Diploma

Program Description:

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. Program graduates receive an Air Conditioning Technology diploma and have the qualification of an air conditioning technician.

Click here to download the Air Conditioning Technology Diploma Student Track for success. [17]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

Credits required for graduation: 51

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 43 credits	
AIRC 1005 Refrigeration Fundamentals	4
AIRC 1010 Refrigeration Principles and Practices	4
AIRC 1020 Refrigeration Systems Components	4
AIRC 1030 HVACR Electrical Fundamentals	4
AIRC 1040 HVACR Electrical Motors	4
AIRC 1050 HVACR Electrical Components and Controls	4
AIRC 1060 Air Conditioning Systems Application and Installation	4
AIRC 1070 Gas Heat	4
AIRC 1080 Heat Pumps and Related Systems	4
AIRC 1090 Troubleshooting Air Conditioning Systems	4
COMP 1000 or 3 cr. hr. AIRC occupational elective	**3**

INDUSTRIAL/COMMERCIAL AIR CERTIFICATE

Technical Certificate Of Credit

(Stand Alone)

Program Description:

A series of courses designed from foundation/introductory (basic-level) courses to intermediate (mid-level) courses to advanced (high-level) courses. This program is designed to provide the Industrial Refrigeration operator with the theory and practical knowledge required to successfully operate today's more sophisticated and demanding systems.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 29

Courses 29 credits	
AIRC 1005 Refrigeration Fundamentals	4
AIRC 1030 HVACR Electrical Fundamentals	4
AIRC 2091 Industrial Refrigeration Level I	4
AIRC 2101 Industrial Refrigeration Level II	2
IDSY 1120 Basic Industrial PLC's	4
IDSY 1220 Intermediate Industrial PLC's	4
AIRC 2070 Commercial Refrigeration Design	3
COMP 1000 or 3 cr. hr. AIRC occupational elective	**3**

RESIDENTIAL AIR CONDITIONING TECHNICIAN

Technical Certificate Of Credit

(Embedded in the Air Conditioning Diploma)

Program Description:

The Residential Aid Conditioning Technician TCC is a series of curses designed to prepare students for entry level positions in the maintenance and repair of residential air conditioning systems.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 16

Courses 16 credits	
AIRC 1005 Refrigeration Fundamentals	4
AIRC 1020 Refrigeration Systems Components	4
AIRC 1060 Air Conditioning Systems Application and Installation	4
AIRC 1090 Troubleshooting Air Conditioning Systems	4

PHOTOVOLTAIC SYSTEMS INSTALLATION AND REPAIR TECHNICIAN (SOLAR)

Technical Certificate Of Credit

(Stand-Alone Certificate & Embedded in Electrical Systems Technology Diploma and Technical Studies Degree programs)

Program Description:

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

Entrance Date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 15

Courses 15 credits	
ELTR 1060 Electrical Prints, Schematics, and Symbols	2
IDFC 1007 Industrial Safety Procedures	2
ELTR 1525 Photovoltaic Systems	5
Select one of the following Alternating Current (AC) courses	**3**
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3
Select one of the following Direct Current (DC) courses	**3**
ELTR 1010 Direct Current Fundamentals	3
IDSY 1101 DC Circuit Analysis	3
IDFC 1011 Direct Current I	3

SUSTAINABLE RENEWABLE AND ALTERNATIVE ENERGY

Diploma

Program Description:

The Renewable and Alternative Energy diploma program concentrates on Solar Photovoltaic (PV) and Small Wind Technology (50 kW/h and smaller). This program prepares students for entry level positions into the field of renewable energy technicians and technical maintenance. Emphasis is placed on "green" technologies including electricity, wind, photovoltaics, solar thermal, energy efficiency, and smart grid technology. Students develop the practical skills needed to install, troubleshoot, and maintain photovoltaic, wind turbine, and solar thermal systems. The course work includes theory and lab practice in energy fundamentals, sustainability, construction practices, electrical currents, and energy measures and efficiency. This program can be taken as a full-time, part time, or even a high school student. High school students can take courses for dual credit through the state of Georgia's Dual Enrollment program. The graduates of this unique program will be prepared to take the North American Board of certified Energy Practitioners (NABCEP) Entry Level exam. Solar and wind industry employers look for this credential when hiring employees. The program can be completed in less than two years; therefore graduates are quickly prepared to enter the Solar PV and/or Small Wind turbine workforce.

Entrance date: Fall semester (Day & Evening)

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34
	Quantitative Reasoning	237		Algebra	41

High School diploma or equivalent required for graduation.

Credits required for graduation: 57

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 11 credits	
MATH 1013 Algebraic Concepts	3
ENGL 1010 Fundamentals of English I	3
Select from one of the following courses 3 credits	**3**
EMPL 1000 Interpersonal Relations and Professional Development	2
PSYC 1010 Basic Psychology	3

Occupational Courses 46 credits	
ELCR 1003 Introduction to Electrical & Electronics	3
GRBT 1003 Energy Measures and Efficiency	8
COFC 1010 Introduction to Construction	2
ALET 1010 Photovoltaic Systems & Installation	5
ALET 1100 Foundations of Energy Technologies	3
ALET 1120 Energy and Power Generation, Transmission & Distribution	3
ALET 1130 Energy Systems Applications	4
ALET 1110 Small Wind Systems Fundamentals	5
IDSY 1130 Industrial Wiring	4
ELTR 1205 Residential Wiring I	3
COMP 1000 Introduction to Computer Literacy	3
Select one of the following Alternating Current (AC) courses	**3**
ELTR 1020 Alternating Current Fundamentals	3
IDSY 1105 AC Circuit Analysis	3
IDFC 1012 Alternating Current I	3
Select one of the following Direct Current (DC) courses	**3**
ELTR 1010 Direct Current Fundamentals	3
IDSY 1101 DC Circuit Analysis	3
IDFC 1011 Direct Current I	3

BUILDING MAINTENANCE DIPLOMA

Diploma

Program Description:

The Building Maintenance program is a carefully designed sequence of courses that prepares students for careers in the maintenance and repair of residential and light commercial structures and attendant fixtures and appliances. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful entry level employment in a non-manufacturing maintenance environment. Program graduates receive a Building and Facilities Maintenance diploma and have the qualifications of a facilities maintenance mechanic.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

Credits required for graduation: 53

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 45 credits	
AIRC 1010 Refrigeration Principles and Practices	4
AIRC 1020 Refrigeration Systems Components	4
AIRC 1030 HVACR Electrical Fundamentals	4
AIRC 1040 HVACR Electrical Motors	4
AIRC 1050 HVACR Electrical Components and Controls	4
BFMT 1030 Fundamentals of Structural Maintenance	4
ELTR 1205 Residential Wiring I	3
ELTR 1080 Commercial Wiring I	5
AIRC 1005 Refrigeration Fundamentals	4
BFMT 1050 Fundamentals of Plumbing	2
Select 9 Credit Hours of Occupational Electives	**9**
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
COMP 1000 Introduction to Computer Literacy	3

GENERAL MAINTENANCE MECHANIC

Technical Certificate Of Credit

(Stand Alone and Embedded in Building Maintenance Diploma)

Program Description:

The General Maintenance Mechanic Technical Certificate of Credit prepares students for careers in building and facilities and maintenance entry level positions. Topics include refrigeration fundamentals, plumbing fundamentals, commercial wiring practices, structural maintenance, and electrical and electrical motor fundamentals.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 22

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 22 credits	
AIRC 1005 Refrigeration Fundamentals	4
AIRC 1030 HVACR Electrical Fundamentals	4
BFMT 1030 Fundamentals of Structural Maintenance	4
Select one of two Plumbing courses for min. 2 cr.:	**2**
BFMT 1050 Fundamentals of Plumbing	2
PLBG 1000 Introduction to Plumbing	3
Select one of the following Wiring courses for min. of 4 cr.:	**4**
ELTR 1080 Commercial Wiring I	5
IDSY 1130 Industrial Wiring	4
Select one of two Motors courses for min. 4 cr.:	**4**
IDSY 1110 Industrial Motor Controls I	4
AIRC 1040 HVACR Electrical Motors	4

CABINETMAKING INSTALLATION TECHNICIAN

Technical Certificate Of Credit

(Stand-Alone Certificate)

Program Description:

The Cabinetmaking Assembly Technician program prepares individuals for employment as cabinetmaking assemblers and installers. Program completer are trained in the use of hand and power tools, cabinet design and layout, wood joints and fastening methods, and cutting cabinet components.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 12

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (12 hours)

Courses 12 credits		12
CABT 1116	Cabinet Assembly I	5
CABT 1118	Door, Drawer, & Hardware Installation	2
CABT 1120	Laminates & Veneers	2
CABT 1122	Cabinet Finishing & Installation	3

FINISH CARPENTER

Technical Certificate Of Credit

(Stand-Alone & Embedded in Carpentry Diploma)

Program Description:

The Finish Carpenter certificate program specializes in interior and exterior finishing of residential structures. Topics include exterior finishes and trim, interior finishes and trim, and cornice and soffit.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	224		Reading Comprehension	55
	Arithmetic	229		Arithmetic	35

High School diploma or equivalent required for graduation.

Credits required for graduation: 11

Length of Program: 1 Term

Curriculum Outline (11 hours)

Courses 11 Credits	11
CARP 1112 Exterior Finishes and Trim	4
CARP 1114 Interior Finishes I	4
CARP 1190 Advanced Residential Finishes & Decks	3

CABINETMAKING ASSEMBLY TECHNICIAN

Technical Certificate Of Credit

(Stand-Alone Certificate)

Program Description:

The Cabinetmaking Assembly Technician program prepares individuals for employment as cabinetmaking assemblers and installers. Program completer are trained in the use of hand and power tools, cabinet design and layout, wood joints and fastening methods, and cutting cabinet components.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	224		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 11

Length of Program: 1 Terms

Curriculum Outline (11 hours)

Courses 11 credits		**11**
CABT 1080	Cabinet Design & Layout	3
CABT 1110	Wood Joints & Fastening Methods	5
CABT 1114	Cabinet Components	3

CARPENTRY

Diploma

Program Description:

The Carpentry, Diploma program is a sequence of courses that prepares students for careers in the carpentry industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of carpentry theory and practical application necessary for successful employment. Program graduates receive a carpentry diploma and have the qualifications of an entry-level residential carpenter or entry-level commercial carpenter.

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 42

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (37 hours)

Basic Skills Core 8 credits		**8**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 29 credits	29
COFC 1080 Construction Trades Core	4
COFC 1050 Construction Print Reading Fundamentals	3
CARP 1105 Floor and Wall Framing	4
CARP 1110 Ceiling and Roof Framing Covering	4
CARP 1112 Exterior Finishes and Trim	4
CARP 1114 Interior Finishes I	4
Occupational Related Elective 3 hrs	**3**
COMP 1000 Introduction to Computer Literacy	3
CARP 1400 Carpeting Installation	3
CARP 1405 Resilient Flooring Installation	3
CARP 1410 Hardwood Flooring Installation	3
CARP 1415 Tile Flooring Installation	3
CABT 1080 Cabinet Design & Layout	3
CABT 1110 Wood Joints & Fastening Methods	5
CABT 1114 Cabinet Components	3
Select one of the following Foundations courses	**3**
CARP 1070 Site Layout, Footings and Foundations	3
CARP 1320 Site Development, Concrete Forming, and Rigging and Reinforcing	4
Complete one of the following specializations:	**6**
Residential Specialization-8R12 (3 cr. hrs.)	**3**
CARP 1190 Advanced Residential Finishes & Decks	3
CARP 1340 Carpentry Internship - Practicum	3
Commercial Specilization-8CS2 (3 cr. hrs.)	**3**
CARP 1310 Doors and Door Hardware	2
CARP 1340 Carpentry Internship - Practicum	3

CERTIFIED CONSTRUCTION WORKER

Technical Certificate Of Credit

(Stand-Alone Certificate)

Program Description:

The Certified Construction Worker certificate program offers training in the construction industry providing students with the knowledge and skills they need to work effectively on a construction site. Completion of the program qualifies graduates for entry level employment. Topics include safety, tool use and safety, materials and fasteners, and construction print reading.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	224		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 9

Length of Program: 1 Terms

Curriculum Outline (15 hours)

	Courses 9 credits	**15**
COFC 1011	Overview of Building Construction Practices and Materials	3
COFC 1020	Professional Tool Use and Safety	3
COFC 1050	Construction Print Reading Fundamentals	3
COFC 1080 and Elective Course		**6**
COFC 1080	Construction Trades Core	4

CONSTRUCTION CAREER LAUNCH

Technical Certificate Of Credit

(Stand-Alone & Embedded in Carpentry & Masonry Diploma)

Program Description:

Students will be prepared for entry-level work in a carpentry/construction field.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	224		Reading Comprehension	55
	Arithmetic	229		Arithmetic	35

High School diploma or equivalent required for graduation.

Credits required for graduation: 7

Length of Program: 1 Term

Curriculum Outline (7 hours)

	Courses 7 credits	**7**
COFC 1050	Construction Print Reading Fundamentals	3
COFC 1080	Construction Trades Core	4

CONSTRUCTION CAREER LAUNCH BLUEPRINT READING

Technical Certificate Of Credit

(Stand-Alone & Embedded in Carpentry & Masonry Diploma)

Program Description:

The CC15 Construction Career Launch--Blueprint Reading short certificate will prepare students for more advanced employment in the construction field.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	224		Reading Comprehension	55
	Arithmetic	229		Arithmetic	35

High School diploma or equivalent required for graduation.

Credits required for graduation: 3

Length of Program: 1 Term

Curriculum Outline (3 hours)

Courses 3 Credits		**3**
COFC 1050	Construction Print Reading Fundamentals	3

CONSTRUCTION CAREER LAUNCH SAFETY

Technical Certificate Of Credit

(Stand-Alone & Embedded in Carpentry & Masonry Diploma)

Program Description:

The CCL5 Construction Career Launch/Safety short certificate will provide students with the tool knowledge, tool safety, and workforce behavior training to begin entry-level positions in construction fields.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	224		Reading Comprehension	55
	Arithmetic	229		Arithmetic	35

High School diploma or equivalent required for graduation.

Credits required for graduation: 4

Length of Program: 1 Term

Curriculum Outline (4 hours)

Courses 4 Credits	**4**
COFC 1080 Construction Trades Core	4

ELECTRICAL SYSTEMS TECHNOLOGY

Diploma

Program Description:

The Electrical Systems Technology 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. Program graduates receive a diploma in Electrical Systems Technology with a specialization in residential or industrial applications.

Entrance date: Every Semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Quantitative Reasoning	237		Algebra	41

High School diploma or equivalent required for graduation.

Credits required for graduation: 43

Length of Program: 4 Terms

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (43 hours)

Basic Skills Core 8 Credits	**8**
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
EMPL 1000 Interpersonal Relations and Professional Development	2

Occupational Courses 25 Credits	**25**
IDFC 1007 Industrial Safety Procedures	2
ELTR 1060 Electrical Prints, Schematics, and Symbols	2
ELTR 1080 Commercial Wiring I	5
ELTR 1090 Commercial Wiring II	3
ELTR 1180 Electrical Controls	4
XXXX xxxx Occupationally Related Elective 3 hrs	3
Select One of the following DC courses	**3**
ELCR 1010 Direct Current Circuits	6
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3
Select One of the following AC courses	**3**
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3
Completion of one of the following specializations 10 Credits	**10**
Electrical Construction and Maintenance Specialization -8EC2	**10**
ELTR 1205 Residential Wiring I	3
ELTR 1210 Residential Wiring II	3
XXXX xxxx Occupational Elective (4 Hrs) See Advisor for List of Approved Courses	4
Industrial Electrical Technology Specialization ~ 8I12	**10**
ELTR 1220 Industrial PLC's	4
ELTR 1250 Diagnostic Troubleshooting	2
ELTR 1270 N.E.C Industrial Wiring Applications	4
Field Occupation Specialization (10 Hrs) See Advisor for List of Approved Courses - 8F12	**10**

BASIC ELECTRICAL TECHNICIAN

Technical Certificate Of Credit

(Stand-Alone Certificate & Embedded in Electrical Systems Technology Diploma and Technical Studies Degree programs)

Program Description:

The Basic Electrical Technician Technical Certificate of Credit provides fundamental instruction in electrical construction principles and practices. Topics include safety, mathematical applications, reading and interpreting blueprints, and direct and alternating current circuits.

Entrance date: Each semester

Admission requirements:

Minimum Test Scores

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (13 hours)

Courses 13 credits	**13**
MATH 1012 Foundations of Mathematics	3
IDFC 1007 Industrial Safety Procedures	2
ELTR 1060 Electrical Prints, Schematics, and Symbols	2
Select one of the following Alternating Current (AC) courses	**3**
ELTR 1020 Alternating Current Fundamentals	3
IDSY 1105 AC Circuit Analysis	3
IDFC 1012 Alternating Current I	3
Select one of the following Direct Current (DC) courses	**3**
ELTR 1010 Direct Current Fundamentals	3
IDSY 1101 DC Circuit Analysis	3
IDFC 1011 Direct Current I	3

COMMERCIAL WIRING

Technical Certificate Of Credit

(Stand Alone & Embedded in Electrical Construction Technology Diploma and Technical Studies Degree programs)

Program Description:

The Commercial Wiring Technical Certificate of Credit 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.

Entrance date: Fall semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 18

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 18 credits	
ELTR 1060 Electrical Prints, Schematics, and Symbols	2
ELTR 1080 Commercial Wiring I	5
ELTR 1090 Commercial Wiring II	3
IDFC 1007 Industrial Safety Procedures	2
Select from one of the following AC courses 3 credits	**3**
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3
Select from one of the following DC courses 3 credits	**3**
ELTR 1010 Direct Current Fundamentals	3
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3

ELECTRICAL SYSTEMS ASSISTANT

Technical Certificate Of Credit

(Stand-Alone Certificate & Embedded in Electrical Systems Technology Diploma and Technical Studies Degree programs)

Program Description:

The Electrical Systems Assistant Technical Certificate provides students with the occupational knowledge and skills necessary for entry level employment as an electrician. Topics include mathematical applications, safety procedures, and direct and alternating current fundamentals.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	41

High school diploma or equivalent required for graduation.

Credits required for graduation: 11

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 11 credits	
IDFC 1007 Industrial Safety Procedures	2
MATH 1012 Foundations of Mathematics	3
Select One of the Following DC Courses	**3**
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3
ELTR 1010 Direct Current Fundamentals	3
Select One of the Following AC Courses	**3**
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3

GREEN BUILDING TECHNOLOGY DIPLOMA

Diploma

Program Description:

The Green Building Technology diploma program is designed to prepare students for a future in the growing field of weatherization and energy efficiency assessment for new and existing houses and buildings. Improving the energy efficiency, health and safety, comfort, and durability of both new and exisiting houses and buildings is emphasized. Students are taught to conduct comprehensive building performance evaluations, assessments, analysis, and testing to determine appropriate performance improvements. Program includes applied hands-on building diagnostics, commissioning, energy auditing and modeling , and weatherization retrofit strategies. The program is designed for individuals wanting to enter the energy efficiency assessment and retrofit industry, and for contractors wanting to work towards becoming certified weatherization technicians, and/or energy auditors. This program will prepare students to take the HERS national rater exam, and the BPI building analyst exam.

Entrance date: Fall semester (Day & Evening)

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34
	Quantitative Reasoning	237		Algebra	41

High School diploma or equivalent required for graduation.

Credits required for graduation: 54

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2
MATH 1012	Foundations of Mathematics	3

Occupational Course 46 credits	
COMP 1000 Introduction to Computer Literacy	3
GRBT 1100 Green Building Technology I	4
GRBT 1110 Green Construction	7
GRBT 1120 Green Building Technology II	3
GRBT 1130 Green Construction II	7
GRBT 1140 Building Analyst Professional	3
GRBT 1150 Residential Estimating and Bidding	4
GRBT 1160 Energy Auditing and Modeling	3
GRBT 1180 Weatherization for New and Existing Homes	4
GRBT 1200 Energy Efficient Building and Design	3
GRBT 2500 Green Building Technology Internship	5

PRECISION MANUFACTURING AND MAINTENANCE DEGREE

Degree

Program Description:

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.

Entrance date: Each semester

Admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	60
	Writing	249		Reading Comprehension	55
	Quantitative Reasoning	237		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 60

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 15 Credits	
Area-I-Language-Arts/Communications-3-credits	
ENGL 1101 Composition and Rhetoric	3
Program-Specific-Gen-Ed-Course-Requirements-3-credits	
Area-II-Social-Behavioral-Sciences-3-credits	
Area-III-Natural-Sciences-Mathematics-3-credits	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area-IV-Humanities-Fine-Arts-3-credits	

Occupational Courses 26 credits	
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-6 credit hours	
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 PLC's	4
IDSY 1130 Industrial Wiring	4
IDSY 1220 Intermediate Industrial PLC's	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
Completion of one of two specializations	
Customized Training Specialization (8C73)	**20**
AUMF 1130 Applied Hydraulics, Pneumatics, and Mechanics	2
IDSY 1110 Industrial Motor Controls I	4
IDSY 1120 Basic Industrial PLC's	4
IDSY 1160 Mechanical Laws and Principles	4
IDSY 1220 Intermediate Industrial PLC's	4
WELD 1330 Metal Welding and Cutting Techniques	2
Mechatronics Specialization (8M43)	**19**

IDSY 1120 Basic Industrial PLC's	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

Diploma

Program Description:

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.

Entrance date: Every semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High school diploma or equivalent required for admission.

Credits required for graduation: 50

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic-Skills-Courses-8-Credits	
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
EMPL 1000 Interpersonal Relations and Professional Development	2

Occupational-Courses-20-Credits	
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

Completion of one of two specializations	
Customized Training Specialization-8C62 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 PLC's	4
IDSY 1160 Mechanical Laws and Principles	4
IDSY 1220 Intermediate Industrial PLC's	4
WELD 1330 Metal Welding and Cutting Techniques	2
Mechatronics Specialization-8M62 22 credits	
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
IDSY 1120 Basic Industrial PLC's	4

MASONRY DIPLOMA

Diploma

Program Description:

The Masonry program is a sequence of courses that prepares students for careers in the masonry profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of masonry theory and practical application necessary for successful employment. Program graduates receive a masonry diploma which qualifies them as a one year apprentice brick and block mason or as a one year apprentice tile setter.

Click here to download the Masonry Student Track for success.[18]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229			

High School diploma or equivalent required for graduation.

Credits Required for Graduation: 41

Length of Program: 3 Terms

Curriculum Outline (41 hours)

Basic Skills Courses 8 Credits		**8**
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 22 Credits	22
COFC 1080 Construction Trades Core	4
COFC 1050 Construction Print Reading Fundamentals	3
COFC 1050 Construction Print Reading Fundamentals	3
MSNR 1005 Introduction to Masonry and Basic Bricklaying	4
MSNR 1010 Masonry Applications I	4
MSNR 1020 Masonry Applications II	4
XXXX xxxx Occupationally Related Elective 3 hrs	3
Select one of the Following Specializations-11 Credits	**11**
Brick and Block Mason Specialization - 8B12	**11**
MSNR 2105 Brick and Block I	4
MSNR 2205 Brick and Block II	4
MSNR 2500 Masonry Internship/Practicum	3
Tile Setter Specialization - 8TS2	**11**
MSNR 2110 Tile Setting I	4
MSNR 2210 Tile Setting II	4
MSNR 2500 Masonry Internship/Practicum	3

NCCER ADVANCED PLUMBING TECHNICIAN

Technical Certificate Of Credit

(Stand Alone & Embedded in NCCER Plumbing Diploma)

Program Description:

The Advanced Plumbing Technician program of study is the culmination of a series of plumbing trades programs.The program emphasizes a combination of plumbing theory and practical application necessary for successful employment in the plumbing trade. Program graduates earn an Advanced Plumbing Technician certificate and have the qualifications of an apprentice plumber.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Writing	224	ACCUPLACER-	Sentence Skills	60
	Reading	236		Reading Comp.	64
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 14

Courses 14 credits	
PLBG 1045 Advanced Plumbing Concepts I	4
PLBG 1055 Advanced Plumbing Concepts II	3
PLBG 1065 Specialty Plumbing Applications I	4
PLBG 1068 Specialty Plumbing Applications II	3

NCCER INTERMEDIATE PLUMBING TECHNICIAN CERTIFICATE

Technical Certificate Of Credit

(Stand Alone & Embedded in NCCER Plumbing Diploma)

Program Description:

The Intermediate Plumbing Technician program of study is a sequence of courses that builds on fundamental plumbing skills. The program emphasis a combination of plumbing theory and practical application necessary for successful employment. Prior to enrolling in this program, students must have a thorough understanding of basic plumbing fundamentals. Program graduates receive an Intermediate Plumbing Technician Certificate of Completion and have the qualification of a plumbing technician.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	224		Reading Comp.	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 12

Courses 12 credits	
COFC 1080 Construction Trades Core	4
PLBG 1025 Intermediate Plumbing I	4
PLBG 1035 Intermediate Plumbing II	4

NCCER PLUMBERS ASSISTANT

Technical Certificate Of Credit

(Stand Alone & Embedded in NCCER Plumbing Diploma)

Program Description:

The Plumbers Assistant program of study is a sequence of courses that prepares students for entry level careers in plumbing and related fields. The program emphasis a combination of plumbing theory and practical application necessary for successful employment. Program graduates receive a Plumbers Assistant Certificate of completion and have the qualification of an entry level plumber's assistant.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	224		Reading Comp.	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 12

Courses 12 credits	
COFC 1080 Construction Trades Core	4
PLBG 1005 Plumbing Fundamentals I	4
PLBG 1015 Plumbing Fundamentals II	4

NCCER PLUMBING DIPLOMA

Diploma

Program Description:

The Plumbing and Pipefitting Technology program of study is a sequence of courses that prepares students for careers in plumbing, pipefitting, and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of plumbing theory and pipefitting theory and practical application necessary for successful employment. Program graduates receive a Plumbing and Pipefitting Technology diploma and have the qualification of an apprentice plumber or pipefitter.

Entrance date: Each semester

Admissions requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High school diploma or equivalent required for graduation.

Credits required for graduation: 42

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits	
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
Select from one of the following courses 3 credits	**2**
EMPL 1000 Interpersonal Relations and Professional Development	2
PSYC 1010 Basic Psychology	3

Occupational Courses 4 credits	
COFC 1080 Construction Trades Core	4
PLBG 1005 Plumbing Fundamentals I	4
PLBG 1015 Plumbing Fundamentals II	4
PLBG 1025 Intermediate Plumbing I	4
PLBG 1035 Intermediate Plumbing II	4
PLBG 1045 Advanced Plumbing Concepts I	4
PLBG 1055 Advanced Plumbing Concepts II	3
PLBG 1065 Specialty Plumbing Applications I	4
PLBG 1068 Specialty Plumbing Applications II	3
Select from one of the following courses 3 credits	**3**
COFC 1050 Construction Print Reading Fundamentals	3
PLBG 1330 Plumbing Codes	3

NCCER PLUMBING TECHNICIAN CERTIFICATE

Technical Certificate Of Credit

(Stand Alone)

Program Description:

The Plumbing Technician program of study is a sequence of courses that prepares students for careers in plumbing and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of plumbing theory and practical application necessary for successful employment. Program graduates receive a Plumbing Technician certificate and have the qualification of an apprentice plumber.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Writing	224	ACCUPLACER-	Sentence Skills	60
	Reading	236		Reading Comp.	64
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 34

Courses 34 credits	
COFC 1080 Construction Trades Core	4
PLBG 1005 Plumbing Fundamentals I	4
PLBG 1015 Plumbing Fundamentals II	4
PLBG 1025 Intermediate Plumbing I	4
PLBG 1035 Intermediate Plumbing II	4
PLBG 1045 Advanced Plumbing Concepts I	4
PLBG 1055 Advanced Plumbing Concepts II	3
PLBG 1065 Specialty Plumbing Applications I	4
PLBG 1068 Specialty Plumbing Applications II	3

PLUMBING SERVICE AND SYSTEMS SPECIALIST

Technical Certificate Of Credit

(Stand-Alone Certificate)

Program Description:

The Plumbing Service and Systems Specialist program offers students skills in inspecting, maintaining, and repairing plumbing systems. Topics include special plumbing systems, plumbing service, and advanced drawing and plan reading.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	224		Reading Comprehension	55
	Arithmetic	229		Arithmetic	35

High School diploma or equivalent required for graduation.

Credits required for graduation: 9

Curriculum Outline (9 hours)

Courses 9 credits		**9**
PLBG 1310	Special Plumbing Systems	3
PLBG 1320	Plumbing Service	3
PLBG 1330	Plumbing Codes	3

RESIDENTIAL ENERGY EFFICIENCY TECHNOLOGY

Diploma

Program Description:

The Residential Energy Efficiency Technology Diploma program introduces students to the tenets and practices behind the sustainable construction movement. Students are introduced to the methods and philosophies behind green building and energy efficient residential structures. Classroom lecture combined with real hands on experience gained from insepction of existing homes. the program includes a Live Work component that provides students an opportunity to learn real world skills while performing testing and calculations on actual homes. The curriculum mirrors that required from BPI (Building Performance Institute, Inc.) to achieve BPI certifications. Graduates should complete a week long certification course with an approved BPI test center to achieve BPI Building Analyst Certification. This program prepares students for the BPI course and other certification courses.

Entrance date: Fall semester (Day & Evening)

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34
	Quantitative Reasoning	237		Algebra	41

High School diploma or equivalent required for graduation.

Credits required for graduation: 51

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
MATH 1012 Foundations of Mathematics	3

Occupational Courses 43 credits	
COMP 1000 Introduction to Computer Literacy	3
GRBT 1001 Introduction to Green Building	4
GRBT 1003 Energy Measures and Efficiency	8
GRBT 1004 Energy Efficient Mechanical Systems	4
GRBT 1005 Green Building Construction Techniques	4
CMTT 2200 Building Analyst Professional	3
CMTT 2210 Envelope Professional	3
CMTT 2220 Energy Audit Heat Specialist	4
CMTT 2230 Home Energy Audit AC/Heat Pump	4
ALET 1010 Photovoltaic Systems & Installation	5
COFC 1000 Safety	2
CMTT 2050 Residential code Review	3

ADVANCED SHIELDED METAL ARC WELDER

Technical Certificate Of Credit

(Stand alone & Embedded in Welding Diploma)

The Advanced Shielded Metal Arc Welder Technical Certificate of Credit is a continuation of the basic certificate. The advanced program provides instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

Entrance date: Each semester

Admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 12

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Courses 12 credits		
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

Technical Certificate Of Credit

(Embedded in Welding Diploma and Technical Studies Degree programs)

Program Description:

The Basic Shielded Metal Arc Welder Technical Certificate of Credit prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is pre-requisite to the advanced certificate.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	218	ACCUPLACER-	Reading Comprehension	36
	Writing	222		Sentence Skills	30
	Arithmetic	223		Arithmetic	23

Credits required for graduation: 12

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 12 credits		
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel Cutting	4
WELD 1040	Flat Shielded Metal Arc Welding	4

FLUX-CORED ARC WELDER

Technical Certificate Of Credit

(Stand alone & Embedded in Welding Diploma and Technical Studies Degree programs)

Program Description:

The Flux Cored Arc Welder Technical Certificate of Credit introduces students to and provides instruction in flux cored arc welding practices. Topics include an introduction to the welding industry, oxyfuel cutting techniques, and flux cored arc welding practices.

Entrance date: Each semester

Admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 15

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 15 credits		
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel Cutting	4
WELD 1153	Flux Cored Arc Welding	4
XXXX xxxx Occupational Elective		**3**

GAS METAL ARC WELDER

Technical Certificate Of Credit

(Stand alone & Embedded in Welding Diploma and Technical Studies Degree programs)

Program Description:

The Gas Metal Arc Welder Technical Certificate of Credit 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.

Entrance date: Each semester

Admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 15

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*See program advisor for list of approved electives.

Courses 15 credits		
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel Cutting	4
WELD 1090	Gas Metal Arc Welding	4
XXXX xxxx Occupational Elective		**3**

GAS TUNGSTEN ARC WELDER

Technical Certificate Of Credit

(Stand alone & Embedded in Welding Diploma)

Program Description:

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

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 15

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 15 credits		
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel Cutting	4
WELD 1110	Gas Tungsten Arc Welding	4
XXXX xxxx Occupational Elective		**3**

VERTICAL SHIELDED METAL ARC WELDER FABRICATOR

Technical Certificate Of Credit

(Standalone & Embedded in Welding Diploma)

Program Description:

The Vertical Shielding Metal Arc Welding Fabricator technical certificate of credit prepares students for careers in shielded metal arc welding fabrication.

Entrance date: Each semester

Admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 11

Courses 11 credits	
WELD 1050 Horizontal Shielded Metal Arc Welding	4
WELD 1060 Vertical Shielded Metal Arc Welding	4
XXXX xxxx Occupational Elective-3 cr. hrs.	**3**

WELDING AND JOINING TECHNOLOGY

Diploma

Program Description:

The Welding and Joining Technology diploma 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. Program graduates receive a Welding and Joining Technology diploma, have the qualifications of a welding and joining technician, and are prepared to take qualification tests.

Entrance date: Each semester

Admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 54

Curriculum Outline (54 hours)

Basic Skills Courses 8 credits		**8**
MATH 1012	Foundations of Mathematics	3
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 46 credits		46
WELD 1000	Introduction to Welding Technology	4
WELD 1010	Oxyfuel Cutting	4
WELD 1030	Blueprint Reading for Welding Technology	4
WELD 1040	Flat Shielded Metal Arc Welding	4
WELD 1050	Horizontal Shielded Metal Arc Welding	4
WELD 1060	Vertical Shielded Metal Arc Welding	4
WELD 1070	Overhead Shielded Metal Arc Welding	4
WELD 1090	Gas Metal Arc Welding	4
WELD 1110	Gas Tungsten Arc Welding	4
WELD 1120	Preparation for Industrial Qualification	4

XXXX xxxx WELD Occupational Elective-6 cr. hrs.

PROGRAMS IN ENGINEERING & ELECTRONICS

Civil Engineering

Civil Engineering Technology Degree
Engineering Technology Fundamentals

Electrical & Computer

Computer Engineering Technology Fundamentals
Electrical and Computer Engineering Technology
Engineering Technology Basics
Unmanned Aerial Systems Technology
Wireless Networking Technician Certificate

Electronics

Basic Electronics Technician
Electronics Technology Degree
Electronics Technology Diploma

Graphics & Drafting

3D Printing and Rapid Prototyping Certificate
Autocad Refresher
CAD Operator
Drafter's Assistant
Engineering Graphics Technology Degree
Engineering Graphics Technology Diploma

Mechatronics

Basic Mechatronics Specialist
Fundamentals of Robotics
Industrial Electrical Assistant
Industrial Instrumentation Technician Certificate
Industrial Maintenance Electrical Assistant Certificate
Industrial Mechatronics Certificate
Industrial Systems Mechanic Certificate
Mechatronics Specialist Certificate
Mechatronics Technician Certificate
Mechatronics Technology Degree
Mechatronics Technology Diploma
Robotics Technician

Wireless

Wireless Engineering Technology

CIVIL ENGINEERING TECHNOLOGY DEGREE

Degree

Program Description:

The program will prepare students for immediate employment at the technical level in engineering design, drafting, surveying and construction. The program will provide theory and practice to move into the workforce with engineering consultants, surveying firms, state and local government, public works, construction companies, highway departments, and soil and material testing firms. The program will consist of two specializations, a general track or surveying specialization. Students may choose to complete either track for an A.A.S. degree.

Click here to download the Civil Engineering Technology Student Track for success. [19]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent is required for admission.

Credits required for graduation: 69

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 18 credits	
Area I - Language Arts/Communications 3 credits	**6**
ENGL 1101 Composition and Rhetoric	3
ENGL 1105 Technical Communications	3
Area II - Social/Behavioral Sciences 3 credits	
Area III - Natural Sciences/Mathematics 3 credits	**3**
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts-Choose One of the Following (3 Hours)	**3**
HUMN 1101 Introduction to Humanities	3
ENGL 2130 American Literature	3
MUSC 1101 Music Appreciation	3
ARTS 1101 Art Appreciation	3
Program-Specific Gen. Ed. Course Requirements-Choose One of the following (3 credits)	**3**
MATH 1112 College Trigonometry	3
MATH 1113 Precalculus	3

Occupational Courses 40 credits	
DFTG 1101 CAD Fundamentals	4
CETC 1114 Intermediate CAD	4
DRFT 2050 Surveying I	2
ENGT 1000 Introduction to Engineering Technology	3
CETC 1113 Engineering Economics	2
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics I Lab	1
MEGT 2030 Statics	3
MEGT 2080 Strength of Materials	4
CETC 1115 Advanced CAD	4
CETC 1111 Fundamentals of Hydrology	4
CETC 1112 Fundamentals of Soil Mechanics	3
CETC 1117 Fundamentals of Road Design	3
Completion of one of two specializations:	
General Specialization-8GS3 11 credits	
CETC 1118 Construction Materials	3
CETC 1121 Hydraulics and Fluid Mechanics	3
ENGT 2300 Capstone Project	1
CETC 1116 Surveying II	4
Surveying Specialization-8S13 12 credits	
CETC 1116 Surveying II	4
CETC 1119 Surveying with Global Positioning Systems	3
CETC 1120 Evidence and Procedures for Boundary Locations	4
ENGT 2400 Surveying Internship	1

ENGINEERING TECHNOLOGY FUNDAMENTALS

Technical Certificate Of Credit

(Stand Alone and Embedded in Civil Engineering Technology Degree and Technical Studies Degree programs)

Program Description:

The intent of the Engineering Technology Fundamentals Technical Certificate of Credit is to expose students to Engineering Technology and the Civil Engineering Technology program at Albany Technical College. It provides training in core engineering techniques. These techniques include drafting and design, and complex mathematical calculations. Topics also include engineering project write-ups, presentation, evaluation, and safety.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 13

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*PHYS 1111 & PHYS 1111L must be taken together

Occupational Courses 14 credits	
ENGT 1000 Introduction to Engineering Technology	3
MATH 1111 College Algebra	3
Select one of the following two courses for a min. of 3 cr.:	**3**
ALET 1130 Energy Systems Applications	4
MATH 1113 Precalculus	3
Select 4 cr. from the courses below:	**4**
DFTG 1101 CAD Fundamentals	4
DFTG 1105 3D Mechanical Modeling	4
DFTG 2010 Engineering Graphics	4
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics I Lab	1

COMPUTER ENGINEERING TECHNOLOGY FUNDAMENTALS

Technical Certificate Of Credit

(Stand Alone and Embedded in Electrical and Computer Engineering Technology Degree)

Program Description:

The Computer Engineering Technology Fundamentals Technical Certificate of Credit (TCC) provides students with an opportunity to exit the Electronics and Computer Engineering Technology program with the basic technical skills required to enter the computer engineering technology field through a short-term certificate program. The courses in the Computer Engineering Technology TCC are embedded with the Electronics and Computer Engineering Technology A.A.S. degree program. The completion of this certificate shows a current employer or prospective employer that progress has been made in the program and that basic skills have been achieved. The Computer Engineering Technology Fundamentals Technical Certificate of Credit programs are planned sequences of carefully developed college-level courses designed to prepare students to work in the field of electronics and computer engineering technology. The program emphasizes the application of scientific, mathematics, and engineering knowledge and methods combined with technical skills in support of engineering activities.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 14

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Occupational Courses 14		
ENGT 1000	Introduction to Engineering Technology	3
ECET 1101	Circuit Analysis I	4
ECET 1191	Computer Programming Fundamentals	3
ECET 1110	Digital Systems I	4

ELECTRICAL AND COMPUTER ENGINEERING TECHNOLOGY

Degree

Program Description:

The Electrical and Computer Engineering Technology program is a planned sequence of carefully developed college level courses designed to prepare students to work in the field of electronics and computer engineering technology. They program of study emphasizes the application of scientific, mathematics, and engineering knowledge and methods combined with technical skills in support of engineering activities. Program graduates will receive an Electronics and Computer Engineering Technology Associate of Applied Science degree, qualifying them as engineering technicians with a specialization in computer engineering technology, electronics engineering technology, or instrumentation and control engineering technology.

Click here to download the Electrical and Computer Engineering Technology Student Track for success. [20]

Entrance date: Each semester

Admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	55
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 62

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

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General Education Core Courses 19 credits	
Area I - Language Arts/Communications 3 credits	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences 3 credits	
Area III - Natural Sciences/Mathematics 7 credits	
MATH 1111 College Algebra	3
PHYS 1111 Introductory Physics I	3
PHYS 1111 Introductory Physics I	3
Area IV - Humanities/Fine Arts 3 credits	
Program-Specific Gen. Ed. Course Requirements 3 credits	
MATH 1113 Precalculus	3

Occupational Courses 26 credits	
ENGT 1000 Introduction to Engineering Technology	3
ECET 1101 Circuit Analysis I	4
ECET 1110 Digital Systems I	4
ECET 1191 Computer Programming Fundamentals	3
ECET 2101 Circuit Analysis II	4
Choose from elective courses listed below for min. 8 cr., if not required for specialization of choice:	**8**
DFTG 1101 CAD Fundamentals	4
ECET 2110 Digital Systems II	4
ECET 2210 Networking Systems II	4
ECET 2220 Electronic Circuits II	4
ELCR 1005 Soldering Technology	1
ICET 2010 Electromechanical Devices	3
UAST 1100 Drone Applications	3

Completion of one of three Specializations:	
Computer Engineering Technology Specialization-8C13 17 credits	
ECET 1210 Networking Systems I	3
ECET 2110 Digital Systems II	4
ECET 2120 Electronic Circuits	4
ECET 2210 Networking Systems II	4
ENGT 2300 Capstone Project	1
Electromechanical Engineering Technology Specialization-8E83 19 credits	
ECET 2120 Electronic Circuits	4
ICET 2010 Electromechanical Devices	3
DFTG 2010 Engineering Graphics	4
MEGT 1010 Manufacturing Processes	3
EMET 2060 Controls I	4
Electronics Engineering Technology Specialization-8EE3 17 credits	
ECET 1210 Networking Systems I	3
ECET 2110 Digital Systems II	4
ECET 2120 Electronic Circuits	4
ECET 2220 Electronic Circuits II	4
ENGT 2300 Capstone Project	1

ENGINEERING TECHNOLOGY BASICS

Technical Certificate Of Credit

(Stand Alone and Embedded in Electrical and Computer Engineering Technology Degree)

Program Description:

The Engineering Technology Basics certificate program provides training in core engineering techniques. These techniques include drafting and design, complex mathematical calculations, and force evaluation. Topics include engineering project write-ups, presentation, evaluation and safety.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 20

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*PHYS 1111 & PHYS 1111L must be taken together

Courses 20 credits	
ENGL 1101 Composition and Rhetoric	3
MATH 1111 College Algebra	3
MATH 1113 Precalculus	3
ENGT 1000 Introduction to Engineering Technology	3
Select one of the Drafting courses below for min. 4 cr.:	**4**
DFTG 1101 CAD Fundamentals	4
DFTG 2010 Engineering Graphics	4
Select one of the clusters below for min. 4 cr.:	**4**
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics I Lab	1
ECET 1101 Circuit Analysis I	4

UNMANNED AERIAL SYSTEMS TECHNOLOGY

Technical Certificate Of Credit

(Stand Alone)

Program Description: The Unmanned Aerial Systems Technology TCC provides students the opportunity to expand their Electrical and Computer Engineering training with the basic skills to repair and operate Unmanned Aerial Vehicles, also known as Drones. The completion of this certificate shows employers that the progress has been amde in the program and basic skills have been achieved. The program emphasizes the application of computer engineering in the development of technology, as well as the training on operation, inspection, maintenance, service, and repair fo drones.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER –	Sentence Skills	236	COMPASS –	Writing	32
	Reading Comp.	224		Reading	70
	Arithmetic	229		Math	26

High School diploma or equivalent required for graduation.

Credits required for graduation: 18

Courses 18 credits	
ENGT 1000 Introduction to Engineering Technology	3
ELCR 1005 Soldering Technology	1
ECET 1191 Computer Programming Fundamentals	3
ICET 2010 Electromechanical Devices	3
DFTG 1101 CAD Fundamentals	4
UAST 1100 Drone Applications	3

WIRELESS NETWORKING TECHNICIAN CERTIFICATE

Technical Certificate Of Credit

(Stand Alone & Embedded in Electrical & Computer Engineering)
Program Description:

The Wireless Network Technician certificate provides the student the basic skills to install, configure, and repair wireless networking equipment.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Reading Comp.	55
	Writing	236		Sentence Skills	55
	Arthmetic	229		Arthmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation:22

Curriculum Outline (22 hours)

Courses 22 credits	**22**
ENGT 1000 Introduction to Engineering Technology	3
CIST 1122 Hardware Installation and Maintenance	4
CIST 1401 Computer Networking Fundamentals	4
CIST 1601 Information Security Fundamentals	3
CIST 2451 Introduction to Networks	4
Select one of the following UNIX/Linus Introduction courses	**4**
CIST 2431 UNIX/Linux Introduction	4
WLET 1000 Introduction to UNIX & Linux with Scripting	4

BASIC ELECTRONICS TECHNICIAN

Technical Certificate Of Credit

(Stand Alone and Embedded in Electronics Technology AAS and Electronics Technology Diploma)

Program Description:

TheBasic Electronics Technician Certificate will give students a basic understanding of electronic circuits. Students will take courses on DC circuits, AC circuits and soldering techniques. This will prepare them for a career as an Electrician Technician 1 or equivalent.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 14

Occupational Courses 14	
ELCR 1005 Soldering Technology	1
ELCR 1010 Direct Current Circuits	6
ELCR 1020 Alternating Current Circuits	7

ELECTRONICS TECHNOLOGY DEGREE

Degree

The Electronics Technology 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. Program graduates receive an Electronics Technology Associate of Science Degree which qualifies them as electronics technicians with a specialization in biomedical instrumentation, communication electronics, computer electronics, industrial electronics, general electronics, or telecommunication electronics.

Click here to download the Electronics Technology Degree Student Track for success. [21]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 61

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*Program Advisor may recommend other specialization-related courses

Curriculum Outline (61 hours)

General Education Core	15
Area I - Language Arts/Communications	**3**
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	**3**
Area III - Natural Sciences/Mathematics (select one mathematics course below)	**3**
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	**3**
Gen. Ed. Elective	**3**
ARTS 1101 Art Appreciation	3
ECON 1101 Principles of Economics	3
ECON 2105 Macroeconomics	3
ECON 2106 Microeconomics	3
ENGL 1102 Literature and Composition	3
ENGL 2130 American Literature	3
ENGL 1105 Technical Communications	3
HUMN 1101 Introduction to Humanities	3
MUSC 1101 Music Appreciation	3
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
SPCH 1101 Public Speaking	3
HIST 1111 World History I	3

Occupational	30
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
Select 3 Credit Hours of an Occupationally Related Elective Course	**3**

Completion of one of the following specialization:	**16**
Field Occupation Specialization-8F13 16 credits	**16**
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 2122 A+ Preparation	3
DIET 1010 Diesel Electrical and Electronic Systems	7
DIET 1011 Diesel Electrical and Electronic Systems I	4
DIET 1012 Diesel Electrical and Electronic Systems II	3
DIET 1030 Diesel Engines	6
DIET 1031 Diesel Engine Repair	3
DIET 1032 Diesel Engine Support Systems	3
DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems	3
ELCR 2600 Telecommunication and Data Cabling	3
BMET 1231 Medical Equipment Function and Operation I	4
IDSY 1130 Industrial Wiring	4
IDSY 1220 Intermediate Industrial PLC's	4
ELTR 1060 Electrical Prints, Schematics, and Symbols	2
ELCR 2600 Telecommunication and Data Cabling	3
Biomedical Instrumentation Technology Specialization-8BI3-17 credits	**17**
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

Diploma

Program Description:

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. Program graduates receive an Electronics Technology Diploma which qualifies them as electronics technicians with a specialization in biomedical instrumentation, communications electronics, computer electronics, general electronics, industrial electronics, or telecommunications electronics.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Fall and Spring semesters

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 54

*Program Advisor may recommend other specialization-related courses

Curriculum Outline (16 hours)

Basic Skills Courses 8 credits	
EMPL 1000 Interpersonal Relations and Professional Development	2
ENGL 1010 Fundamentals of English I	3
Select one of the following MATH courses	**3**
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3

Occupational Courses 30 credits	
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

Completion of one the following specialization:	16
Field Occupation Specialization-8FC2 16 credits	**16**
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 2122 A+ Preparation	3
DIET 1010 Diesel Electrical and Electronic Systems	7
DIET 1030 Diesel Engines	6
DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems	3
ELCR 2600 Telecommunication and Data Cabling	3
Biomedical Instrumentation Technology Specialization-8BI2- 17 hrs	**17**
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

3D PRINTING AND RAPID PROTOTYPING CERTIFICATE

Technical Certificate Of Credit

(Stand Alone and Embedded in Engineering Graphics Diploma and Degree)

Rapid prototyping and 3D printing is an emerging field that uses new technologies to model and construct physical three-dimensional objects by assembling thin layers of material under computer control. Our certificate program meets the critical training needs of the manufacturing industry in rapid prototyping and solid modeling. The program emphasizes solid modeling using industry software and utilizes 3D printers, 3D scanners, and CNC machines for the solid modeling design process and development of the final product. Completing this certificate gives the graduate the technical expertise to support the planning, design and details for rapid prototyping.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 21

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (21 hours)

Occupational	**17**
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4
DFTG 1150 Introduction to 3D Printing	3
DFTG 1170 Rapid Prototyping	3
DFTG 1175 Advanced Rapid Prototyping	3

Select one of the following courses for min. 4 cr.:	4
DFTG 1105 3D Mechanical Modeling	4
DFTG 1127 Architectural 3D Modeling	4

AUTOCAD REFRESHER

Technical Certificate Of Credit

(Stand Alone and Embedded in Engineering Graphics Diploma, Engineering Graphics Degree, and Technical Studies Degree programs)

Program Description:

All of the courses included in the AutoCAD Refresher TCC program are embedded in the Engineering Graphics Technology diploma and degree programs. The AutoCAD Refresher TCC endows students with the prospect to begin on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 12

Courses 12 credits	
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4
DFTG 1105 3D Mechanical Modeling	4

CAD OPERATOR

Technical Certificate Of Credit

(Stand Alone and Embedded in Engineering Graphics Diploma and Degree)

Program Description:

All of the courses in the CAD Operator TCC program are embedded in the Drafting Technology diploma and degree programs. The CAD Operator TCC program endows students with the prospect to continue on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	64
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for graduation.

Credits required for graduation: 20

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (20 hours)

Courses 20 credits	8
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4

Completion of One of Two Specializations 12 credits	12
Mechanical Drafting Specialization-8M11 12 credits	**12**
DFTG 1105 3D Mechanical Modeling	4
DFTG 1107 Advanced Dimensioning/Sectional Views	4
DFTG 1109 Auxiliary Views/Surface Development	4
Architectural Drafting Specialization-8A11 12 credits	**12**
DFTG 1125 Architectural Fundamentals	4
DFTG 1127 Architectural 3D Modeling	4
DFTG 1129 Residential Drawing I	4

DRAFTER'S ASSISTANT

Technical Certificate Of Credit

(Stand Alone and Embedded in Engineering Graphics Diploma, Engineering Graphics Degree, and Technical Studies Degree programs)

Program Description:

All of the courses included in the Drafter's Assistant TCC program are embedded in either the Drafting Technology diploma or Degree programs. The Drafter's Assistant TCC endows students with the prospect to begin on the career pathway toward advancement in the drafting profession. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting practices and software. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High school diploma or equivalent required for graduation.

Credits required for graduation: 11

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*See program advisor for list of approved electives.

Courses 11 credits	
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4
XXXXxxx Occupational Elective	**3**

ENGINEERING GRAPHICS TECHNOLOGY DEGREE

Degree

Program Description:

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

Click here to download the Engineering Graphics (Drafting) Student Track for success. [22]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 60

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (37 hours)

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	**3**
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	**3**
Area III - Natural Sciences/Mathematics	**3**
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	**3**
Program-Specific Gen. Ed. Course Requirements (3)	**3**
MATH 1112 College Trigonometry	3
MATH 1113 Precalculus	3

Occupational Courses 8 credits	
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4

Completion of one of two Specializations:	**37**
Mechanical Drafting Specialization-8MD3 37	
DFTG 1105 3D Mechanical Modeling	4
DFTG 1107 Advanced Dimensioning/Sectional Views	4
DFTG 1109 Auxiliary Views/Surface Development	4
DFTG 1111 Fasteners	4
DFTG 1113 Assembly Drawings	4
COMP 1000 Introduction to Computer Literacy	3
XXXX xxxx Occupational Elective-17 hrs	**17**
Architectural Drafting Specialization-8AD3 37 credits	
DFTG 1125 Architectural Fundamentals	4
DFTG 1127 Architectural 3D Modeling	4
DFTG 1129 Residential Drawing I	4
DFTG 1131 Residential Drawing II	4
DFTG 1133 Commercial Drawing I	4
COMP 1000 Introduction to Computer Literacy	3
XXXX xxxx Occupational Elective-17 hrs	**17**

ENGINEERING GRAPHICS TECHNOLOGY DIPLOMA

Diploma

Program Description:

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

Click here to download the Engineering Graphics (Drafting) Student Track for success. [23]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 46

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (24 hours)

Basic Skills Courses 8 credits	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
Select one of Math courses for minimum of 3 credits	
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3

Occupational Courses 14 credits	
DFTG 1101 CAD Fundamentals	4
DFTG 1103 Multiview/Basic Dimensioning	4
XXXX xxxx Occupational Elective	**3**
Select one of the following three courses for a min. 3 cr.:	
DFTG 1015 Practical Geometry and Trigonometry for Drafting Technology	3
MATH 1015 Geometry and Trigonometry	3
MCHT 1013 Machine Tool Math	3
Completion of One of Two Specializations 24 Credits	**24**
Architectural Drafting Specialization-8A12	**24**
DFTG 1125 Architectural Fundamentals	4
DFTG 1127 Architectural 3D Modeling	4
DFTG 1129 Residential Drawing I	4
DFTG 1131 Residential Drawing II	4
DFTG 1133 Commercial Drawing I	4
XXXX xxxx Guided Elective-4 hrs	**4**
Mechanical Drafting Specialization-8M72	**24**
DFTG 1105 3D Mechanical Modeling	4
DFTG 1109 Auxiliary Views/Surface Development	4
DFTG 1107 Advanced Dimensioning/Sectional Views	4
DFTG 1111 Fasteners	4
DFTG 1113 Assembly Drawings	4
XXXX xxxx Guided Elective-4 hrs	**4**

BASIC MECHATRONICS SPECIALIST

Technical Certificate Of Credit

(Stand Alone)

Program Description:

The Basic Mechatronics Specialist TCC is designed to provide students with the necessary skills and understanding to perform installation, diagnostic and repair to mechatronic systems and automated equipment. The program focuses on Motor Controls and Programmable Logic Controllers.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation:9

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (9 hours)

Occupational Courses-9 Hours	9
AUMF 1120 Programmable Controllers	5
IDSY 1110 Industrial Motor Controls I	4

FUNDAMENTALS OF ROBOTICS

Technical Certificate Of Credit

(Stand Alone)

Program Description:

The Fundamentals of Robotics TCC will prepare students for entry-level work in manufacturing and electronics settings that utilize robotics. The focus of the program is on circuitry, programming, and repair of robotics in a variety of settings.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	64
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 26

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (26 hours)

Occupational Courses 26 credits	26
ENGT 1000 Introduction to Engineering Technology	3
MATH 1111 College Algebra	3
Occupational Courses:	
IDSY 1110 Industrial Motor Controls I	4
IDSY 1120 Basic Industrial PLC's	4
ECET 1191 Computer Programming Fundamentals	3
AUMF 1150 Introduction to Robotics	3
Select from the following courses for a min. of 3 cr.:	
IDSY 1101 DC Circuit Analysis	3
ECET 1101 Circuit Analysis I	4
ECET 1102 Circuit Analysis I	3
ECET 1102L Circuit Analysis I Lab	1
Select a minimum of 3 hours from the courses below:	
IDSY 1105 AC Circuit Analysis	3
ECET 2101 Circuit Analysis II	4
ECET 2102 Circuit Analysis II	3
ECET 2102 Circuit Analysis II	3

INDUSTRIAL ELECTRICAL ASSISTANT

Technical Certificate Of Credit

(Embedded in Mechatronics Technology Diploma, Mechatronics Technology Degree, and Technical Studies Degree programs)
Program Description:

The Industrial Electrical Assistant TCC program is designed to provide students with the opportunity to enter the workforce area of industrial maintenance specialized in areas of electrical applications.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation:14

Courses 14 credits	
IDSY 1110 Industrial Motor Controls I	4
IDSY 1130 Industrial Wiring	4
Select One of the Following Direct Current Courses	
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3
ELTR 1010 Direct Current Fundamentals	3
Select One of the Following Alternating Current Courses	
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3

INDUSTRIAL INSTRUMENTATION TECHNICIAN CERTIFICATE

Technical Certificate Of Credit

(Stand Alone)

Program Description:

The IndustrialInstrumentation 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.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 22

Courses 22 credits	
IDSY 1101 DC Circuit Analysis	3
IDSY 1105 AC Circuit Analysis	3
IDSY 1110 Industrial Motor Controls I	4
IDSY 1120 Basic Industrial PLC's	4
IDSY 1230 Industrial Instrumentation	4
IDSY 2830 Networking Industrial Equipment	4

INDUSTRIAL MAINTENANCE ELECTRICAL ASSISTANT CERTIFICATE

Technical Certificate Of Credit

(Stand Alone)

Program Description:

The objective of this program is to provide students with the opportunity to enter the workforce area of industrial maintenance specialized in areas of electrical applications.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 15

Occupational Courses 15	
IDSY 1100 Basic Circuit Analysis	5
ELTR 1010 Direct Current Fundamentals	3
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3
IDSY 1115 Basic Motor Controls	5
IDSY 1135 Basic Industrial Wiring	5
Select one of the following Alternating Current (AC) courses	**3**
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3
Select one of the following Direct Current (DC) courses	**3**
ELTR 1010 Direct Current Fundamentals	3
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3

INDUSTRIAL MECHATRONICS CERTIFICATE

Technical Certificate Of Credit

(Stand Alone & Embedded in Mechatronics Technology Degree, Mechatronics Technology Diploma, and Technical Studies Degree programs)
Program Description:

The Industrial Mechatronics Technical Certificate of Credit program prepares graduates to enter technical workforces in the application of mechatronics in a variety of industries such as automotive, automation, sustainable energy, health, agriculture, environmental, computing, and power. Graduates will be versatile in maintenance and services of multipurpose industrial automated equipment. Graduates should have strong understanding and skills of implementing automated equipment, able to run and optimally operate industrial processes on day-to-day activities.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation:19

Courses 19 credits		
IDSY 1005	Introduction to Mechatronics	4
IDSY 1100	Basic Circuit Analysis	5
IDSY 1110	Industrial Motor Controls I	4
IDSY 1120	Basic Industrial PLC's	4

INDUSTRIAL SYSTEMS MECHANIC CERTIFICATE

Technical Certificate Of Credit

(Stand Alone)

Program Description:

The IndustrialSystems Mechanic Technical certificate of Credit program is a sequence of courses designed to prepare students for entry level employment as a technician in the field of mechanical, electrical, or production technology. The program provides instruction in the theory and practical application of essential knowledge, skills, abilities, and attitudes to successfully perform in the industry.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 22

Courses 22 credits	
IDFC 1007 Industrial Safety Procedures	2
IDFC 1011 Direct Current I	3
IDSY 1101 DC Circuit Analysis	3
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3
IDSY 1160 Mechanical Laws and Principles	4
IDSY 1170 Industrial Mechanics	4
XXXX xxxx Occupational Elective-3 cr. hrs.	**3**
Select one of the following Alternating Current (AC) courses	**3**
ELTR 1020 Alternating Current Fundamentals	3
IDFC 1012 Alternating Current I	3
IDSY 1105 AC Circuit Analysis	3
Select one of the following Direct Current (DC) courses	**3**
ELTR 1010 Direct Current Fundamentals	3
IDSY 1101 DC Circuit Analysis	3
IDFC 1011 Direct Current I	3
Select one of the following MATH courses	**3**
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3

MECHATRONICS SPECIALIST CERTIFICATE

Technical Certificate Of Credit

(Stand Alone)
Program Description:

The Mechatronics Specialist TCC is designed to provide 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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER–	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation:11

Courses 11 credits	
AUMF 1150 Introduction to Robotics	3
ELCR 2140 Mechanical Devices	2
ELCR 2150 Fluid Power	2
IDSY 1160 Mechanical Laws and Principles	4

MECHATRONICS TECHNICIAN CERTIFICATE

Technical Certificate Of Credit

(Stand- Alone)

Program Description:

The Mechatronics Technician TCC is designed to provide students with entry level understanding and skills to perform duties on Mechatronic equipment and industrial automation. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance. Students will obtain knowledge which will provide an understanding of the basic technologies used in industry to achieve automated processes.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 12

Courses 12 credits	
IDSY 1005 Introduction to Mechatronics	4
IDSY 1170 Industrial Mechanics	4
IDSY 1190 Fluid Power Systems	4

MECHATRONICS TECHNOLOGY DEGREE

Degree

Program Description:

The Mechatronics Technology Degree Program is designed for the student who wishes to prepare for a career as a Mechatronics technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The Degree program teaches skills in Mechatronics Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive a Mechatronics Technology Degree that qualifies them for employment as industrial electricians or Mechatronics technicians.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	55
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 62

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	**3**
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	**3**
ECON 1101 Principles of Economics	3
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
Area III - Natural Sciences/Mathematics	**3**
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	**3**
Program-Specific Gen. Ed. Course Requirements (3)	**3**

Occupational Courses 45 credits	
IDFC 1013 Solid State Devices	3
IDSY 1110 Industrial Motor Controls I	4
IDSY 1120 Basic Industrial PLC's	4
IDSY 1190 Fluid Power Systems	4
IDSY 1210 Industrial Motor Controls II	4
IDSY 1220 Intermediate Industrial PLC's	4
IDSY 1230 Industrial Instrumentation	4
AUMF 1150 Introduction to Robotics	3
MCTX 2250 Mechatronics Capstone	3
Complete one of the following Direct Current courses:	**3**
IDSY 1101 DC Circuit Analysis	3
IDFC 1011 Direct Current I	3
ELTR 1010 Direct Current Fundamentals	3
Complete one of the following Alternating Current courses:	**3**
IDSY 1105 AC Circuit Analysis	3
IDFC 1012 Alternating Current I	3
ELTR 1020 Alternating Current Fundamentals	3
Complete the elective courses listed below for min. 6 cr.:	**6**
IDSY 1130 Industrial Wiring	4
IDSY 1170 Industrial Mechanics	4
WELD 1000 Introduction to Welding Technology	4
WELD 1010 Oxyfuel Cutting	4

MECHATRONICS TECHNOLOGY DIPLOMA

Diploma

Program Description:

The Mechatronics Technology Diploma program is designed for the student who wishes to prepare for a career as a Mechatronics technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The diploma program teaches skills in Mechatronics Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC's, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive a Mechatronics Technology Diploma that qualifies them for employment as industrial electricians or Mechatronics technicians.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 47

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits	
ENGL 1010 Fundamentals of English I	3
EMPL 1000 Interpersonal Relations and Professional Development	2
Select one of the following MATH courses	**3**
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3

Occupational Courses 39 credits	
IDFC 1013 Solid State Devices	3
IDSY 1110 Industrial Motor Controls I	4
IDSY 1120 Basic Industrial PLC's	4
IDSY 1190 Fluid Power Systems	4
IDSY 1210 Industrial Motor Controls II	4
IDSY 1230 Industrial Instrumentation	4
AUMF 1150 Introduction to Robotics	3
MCTX 2250 Mechatronics Capstone	3
IDSY 1220 Intermediate Industrial PLC's	4
Select one of the following Alternating Current courses	
IDSY 1105 AC Circuit Analysis	3
IDFC 1012 Alternating Current I	3
ELTR 1010 Direct Current Fundamentals	3
Select one of the following Direct Current courses	
IDSY 1101 DC Circuit Analysis	3
IDFC 1011 Direct Current I	3
ELCR 1010 Direct Current Circuits	6

ROBOTICS TECHNICIAN

Technical Certificate Of Credit

(Stand Alone)

Program Description:

The Robotics Technician technical certificate prepares graduates in the Industrial Systems Technology field in specific skills related to robotics in the industrial and/or manufacturing sector.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 23

Occupational Courses 23 credits	
IDSY 1120 Basic Industrial PLC's	4
IDSY 1190 Fluid Power Systems	4
IDSY 1195 Pumps and Piping Systems	3
AUMF 1150 Introduction to Robotics	3
AUMF 1210 Flexible Manufacturing Systems II	5
IDSY 1220 Intermediate Industrial PLC's	4

WIRELESS ENGINEERING TECHNOLOGY

Degree

Program Description:

Beginning Summer 2022

The Wireless Engineering Technology program is designed to address the current and future needs of the wireless industry. This program prepares students for the rapidly changing environment faced by field technicians and engineers and includes topics such as antenna theory and applications, grounding, bonding, power, mobile site equipment and applications, radio frequency theory and transmissions, safety, and regulations, standards and codes. These courses allow for field technicians and engineers to effectively install, troubleshoot, and maintain modern mobile sites including those with new and evolving broadband mobile technologies.

Entrance date: Each semester

Admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	55
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 72

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Curriculum Outline (72 hours)

General Education Core 15 credits	15
Area I - Language Arts/Communications 3 credits	**3**
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences 3 credits	
Area III - Natural Sciences/Mathematics- (6 Hours)	**6**
MATH 1111 College Algebra	3
MATH 1113 Precalculus	3
Area IV - Humanities/Fine Arts-Choose One of the Following (3 Hours)	**3**

Occupational Courses 57 credits	57
CIST 1122 Hardware Installation and Maintenance	4
CIST 2114 Fundamentals of Wireless LANs	4
CIST 2451 Introduction to Networks	4
CIST 2452 Cisco Switching, Routing & Wireless Essentials	4
CIST 2602 Network Security	4
ECET 1101 Circuit Analysis I	4
ECET 1110 Digital Systems I	4
ECET 2101 Circuit Analysis II	4
ENGT 1000 Introduction to Engineering Technology	3
PHYS 1111 Introductory Physics I	3
PHYS 1111L Introductory Physics I Lab	1
WLET 1000 Introduction to UNIX & Linux with Scripting	4
WLET 1005 Scripting for Wireless Technology	2
WLET 1120 Mobile Site Media & Application	3
WLET 2100 Antenna Fundamentals & Applications in Mobile Communications	3
WLET 2110 Mobile Transmission and Transport Technologies	3
WLET 2120 Mobile Technologies and Equipment	3

PROGRAMS IN COMPUTER INFORMATION TECHNOLOGY

Computer Information Systems

Information Technology Fundamentals Certificate
Information Technology Professional Degree
Information Technology Professional Diploma

Computer Programing

C++ Programmer
Computer Programming Degree
Computer Programming Diploma
iOS Mobile Programming Certificate
Java Programmer
Java Programming Fundamentals
Mobile Application Developer Certificate
PHP Programmer

Computer Support

Computer Hardware and Network Technician
Computer Support Specialist Degree
Computer Support Specialist Diploma
Help Desk Specialist
Microsoft Office Application Specialist
PC Repair and Network Technician
Preparation for A+

Cybersecurity

Computer Forensic and Investigation Specialist
Cyber Crime Specialist
Cybercrime Investigation Degree
Cybersecurity
Cybersecurity Basics Certificate
Cybersecurity Degree
Cybersecurity Diploma
Cybersecurity Essentials Certificate
Cybersecurity Fundamentals

Networking

Cisco Certified Entry Network Technician
Cisco Network Specialist
CompTIA A+ Certified Technician Preparation
Home and Small Business Networking
Microsoft Network Administrator
Network Administrator
Networking Specialist Degree
Networking Specialist Diploma

Video Gaming

Video Game Design Specialist

INFORMATION TECHNOLOGY FUNDAMENTALS CERTIFICATE

Technical Certificate Of Credit

(Embedded in ITP3 Information Technology Professional AAs & ITP4 Information technology Professional Diploma)

Program Description:

The Information Technology Fundamentals is a single semester set of courses designed toprovide students with an understanding of the basic concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the technical field areas of computer technology and concepts, as wellas either basic program design, computer networking or web design.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 10

Courses 10 credits	
CIST 1001 Computer Concepts	4
COMP 1000 Introduction to Computer Literacy	3
CIST 1305 Program Design and Development	3
CIST 1401 Computer Networking Fundamentals	4
CIST 1510 Web Development I	3

INFORMATION TECHNOLOGY PROFESSIONAL DEGREE

Degree

Program Description:

The IT Professional Associate degree will emphasize specialized training in home and corporate networking; computer maintenance; operating system installation, maintenance and troubleshooting; information security; computer programming; and web site design. These skills represent the subset of knowledge expected from graduates in the MGTC service area. The program graduate receives an Associate of Applied Science Degree and is employable as an information technology specialist, help desk support specialist, network installation specialist, PC repair technician, or network administrator.

Click here to download the Information Technology Professional Degree Student Track for success. [24]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 65

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	
Program-Specific Gen. Ed. Course Requirements (3)	

Occupational Courses 50 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1130 Operating Systems Concepts	3
CIST 1305 Program Design and Development	3
CIST 1122 Hardware Installation and Maintenance	4
CIST 2411 Microsoft Client	4
CIST 1601 Information Security Fundamentals	3
CIST 2413 Microsoft Server Infrastructure	4
CIST 2451 Introduction to Networks	4
CIST 2452 Cisco Switching, Routing & Wireless Essentials	4
Select one of the following CIST Programming Elective courses for a minimum of 4 credit hours	**4**
CIST 2361 C++ Programming I	4
CIST 2371 Java Programming I	4
Select from the following courses for a minimum of 10 credit hours	**10**
CIST 1220 Structured Query Language (SQL)	4
CIST 2128 Comprehensive Spreadsheet Techniques	3
CIST 2412 Microsoft Server Directory Services	4
CIST 2414 Microsoft Server Administrator	4
CIST 2453 Enterprise Networking, Security, and Automation	4
CIST 2454 Cisco Connecting Networks	4
CIST 1602 Security Policies and Procedures	3
CIST 2362 C++ Programming II	4
CIST 2611 Network Defense and Countermeasures	4
CIST 2612 Computer Forensics	4
CIST 2613 Ethical Hacking and Penetration Testing	4
CIST 2742 Beginning Python Programming	4
CIST 1401 Computer Networking Fundamentals	4

CIST 1510 Web Development I	3

INFORMATION TECHNOLOGY PROFESSIONAL DIPLOMA

Diploma

Program Description:

The IT professional diploma will emphasize specialized training in home and corporate networking, computer maintenance, operating systems installation, maintenance, and trouble shooting, information security, computer programming; and web site design. These skills represent the subset of knowledge expected from graduates in the MGTC service area. The program graduate receives a diploma and is employable as an information technology specialist, help desk support specialist, network installation specialist, PC repair technician, or network administrator.

Click here to download the Information Technology Professional Diploma Student Track for success. [25]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 58

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (50 hours)

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 50 credits	50
CIST 1001 Computer Concepts	4
COMP 1000 Introduction to Computer Literacy	3
CIST 1130 Operating Systems Concepts	3
CIST 1305 Program Design and Development	3
CIST 1122 Hardware Installation and Maintenance	4
CIST 2411 Microsoft Client	4
CIST 1601 Information Security Fundamentals	3
CIST 2413 Microsoft Server Infrastructure	4
CIST 2451 Introduction to Networks	4
CIST 2452 Cisco Switching, Routing & Wireless Essentials	4
Select one of the following CIST Programming Elective courses for a minimum of 4 credit hours	**4**
CIST 2361 C++ Programming I	4
CIST 2371 Java Programming I	4
Select from the following courses for a minimum of 10 credit hours	**10**
CIST 1220 Structured Query Language (SQL)	4
CIST 2128 Comprehensive Spreadsheet Techniques	3
CIST 2412 Microsoft Server Directory Services	4
CIST 2414 Microsoft Server Administrator	4
CIST 2453 Enterprise Networking, Security, and Automation	4
CIST 2454 Cisco Connecting Networks	4
CIST 1602 Security Policies and Procedures	3
CIST 2362 C++ Programming II	4
CIST 2611 Network Defense and Countermeasures	4
CIST 2612 Computer Forensics	4
CIST 2613 Ethical Hacking and Penetration Testing	4
CIST 2742 Beginning Python Programming	4
CIST 1401 Computer Networking Fundamentals	4

CIST 1510 Web Development I	3

C++ PROGRAMMER

Technical Certificate Of Credit

(Embedded in Computer Programming Diploma and Degree)

Program Description:

The C++ Programmer certificate provides the opportunity for students and IT professionals to add C++ program language skills and NET skills to their IT knowledge base. Completers of this certificate are C++ Programmers.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 22

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*See program advisor for list of approved electives.

Courses 22 credits	
CIST 1305 Program Design and Development	3
CIST 1510 Web Development I	3
CIST 2341 C# Programming I	4
CIST 2342 C# Programming II	4
XXXXxxxx CIST Elective	**4**

Select one of two SQL courses below for a min. of 4 cr.:	
CIST 1210 Introduction to Oracle Databases	4
CIST 1220 Structured Query Language (SQL)	4

COMPUTER PROGRAMMING DEGREE

Degree

Program Description:

The Computer Programming 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. Those interested in a Computer Programming diploma 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.

Click here to download the Computer Programming Degree Student Track for success. [26]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 65

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*See program advisor for list of approved electives.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	
Program-Specific Gen. Ed. Course Requirements (3)	

Occupational Courses 30 credits	
CIST 1001 Computer Concepts	4
CIST 1220 Structured Query Language (SQL)	4
CIST 1305 Program Design and Development	3
CIST 1510 Web Development I	3
CIST 2921 IT Analysis, Design, and Project Management	4
Select one of two following courses for min. 3 cr.	
COMP 1000 Introduction to Computer Literacy	3
Select one of three following classes for min. 3 cr.:	**3**
BUSN 1300 Introduction to Business	3
MGMT 1120 Introduction to Business	3
ACCT 1100 Financial Accounting I	4

Select Programming Courses below, for a minimum of 20 cr. with at least two Tier II courses.	
Select (8) Credit Hours from Tier II courses	**8**
CIST 2342 C# Programming II	4
CIST 2343 C# Programming III	4
CIST 2352 PHP Programming II	4
CIST 2362 C++ Programming II	4
CIST 2372 Java Programming II	4
CIST 2373 Java Programming III	4
Select (12) Credit Hours from Tier I & II courses	**12**
CIST 2341 C# Programming I	4
CIST 2351 PHP Programming I	4
CIST 2361 C++ Programming I	4
CIST 2371 Java Programming I	4
CIST 2381 Mobile Application Development	4
CIST 2342 C# Programming II	4
CIST 2343 C# Programming III	4
CIST 2352 PHP Programming II	4
CIST 2362 C++ Programming II	4
CIST 2372 Java Programming II	4
CIST 2373 Java Programming III	4
CIST 2742 Beginning Python Programming	4

COMPUTER PROGRAMMING DIPLOMA

Diploma

Program Description:

The Computer Programming diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Those interested in a Computer Programming diploma should be highly motivated individuals who are interested in becoming an Information Technology professional. Program graduates are to be competent 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.

Click here to download the Computer Programming Diploma Student Track for success. [27]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 52

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*See program advisor for list of approved electives.

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 24 credits	
CIST 1001 Computer Concepts	4
COMP 1000 Introduction to Computer Literacy	3
CIST 1220 Structured Query Language (SQL)	4
CIST 1305 Program Design and Development	3
CIST 1510 Web Development I	3
CIST 2921 IT Analysis, Design, and Project Management	4
XXXXxxxx CIST Elective	**3**
Select Programming Courses below, for a minimum of 20 cr. with at least two Tier II courses.	
Select (8) Credit Hours from Tier II courses	**8**
CIST 2342 C# Programming II	4
CIST 2343 C# Programming III	4
CIST 2352 PHP Programming II	4
CIST 2362 C++ Programming II	4
CIST 2372 Java Programming II	4
CIST 2373 Java Programming III	4
Select (12) Credit Hours from Tier I & II courses	**12**
CIST 2341 C# Programming I	4
CIST 2351 PHP Programming I	4
CIST 2361 C++ Programming I	4
CIST 2371 Java Programming I	4
CIST 2381 Mobile Application Development	4
CIST 2342 C# Programming II	4
CIST 2343 C# Programming III	4
CIST 2352 PHP Programming II	4
CIST 2362 C++ Programming II	4
CIST 2372 Java Programming II	4

IOS MOBILE PROGRAMMING CERTIFICATE

Technical Certificate Of Credit

Stand-Alone Certificate

Program Description:

The latest mobile devices and applications are changing the way we communicate, do business, and access news and entertainment. Businesses, consumers and programmers have embraced this innovative medium, making mobile application developer one of the most demanded and fastest growing IT career paths.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 19

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (19 hours)

Courses 19 credits		19
CIST 1305	Program Design and Development	3
CIST 2361	C++ Programming I	4
CIST 2381	Mobile Application Development	4
CIST 2386	iOS Mobile Programming	4
CIST 2383	User Experience	4

JAVA PROGRAMMER

Technical Certificate Of Credit

(Embedded in Computer Programming Diploma and Degree)

Program Description:

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.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 22

Courses 22 credits	
CIST 1305 Program Design and Development	3
CIST 1510 Web Development I	3
CIST 1220 Structured Query Language (SQL)	4
CIST 2371 Java Programming I	4
CIST 2372 Java Programming II	4

JAVA PROGRAMMING FUNDAMENTALS

Technical Certificate Of Credit

(Stand-Alone Certificate & Embedded in Computer Programming Diploma and Degree)

Program Description:

The Java Programming Fundamentals certificate provides the opportunity for students to learn the basics of Java programming. This certificate will be embedded within longer programs (degrees and diplomas) and will allow students to receive an entry-level programming credential as they work toward completing longer programs.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 11

Curriculum Outline (11 hours)

Courses 11 credits		11
CIST 1305	Program Design and Development	3
CIST 2371	Java Programming I	4
CIST 2372	Java Programming II	4

MOBILE APPLICATION DEVELOPER CERTIFICATE

Technical Certificate Of Credit

Stand-Alone Certificate

Program Description:

The latest mobile devices and applications are changing the way we communicate, do business, and access news and entertainment. Businesses, consumers and programmers have embraced this innovative medium, making mobile application developer one of the most demanded and fastest growing IT career paths.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arthmetic	229		Arthemetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 20

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (20 hours)

Courses 20 credits		20
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	3
CIST 1530	Web Graphics I	3
CIST 2381	Mobile Application Development	4
CIST 1520	Scripting Technologies	3
CIST 2382	Mobile Application Development II	4

PHP PROGRAMMER

Technical Certificate Of Credit

(Embedded in Computer Programming Diploma and Degree)

Program Description:

The PHP Programmer certificate provides the opportunity for students and IT professionals to add PHP program language skills and open source skills to their IT knowledge base. Completers of this certificate are PHP Programmers.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

563weHigh School diploma or equivalent required for admission.

Credits required for graduation: 18

Courses 18 credits		
CIST 1305	Program Design and Development	3
CIST 1510	Web Development I	3
CIST 1220	Structured Query Language (SQL)	4
CIST 2351	PHP Programming I	4
CIST 2352	PHP Programming II	4

COMPUTER HARDWARE AND NETWORK TECHNICIAN

Technical Certificate Of Credit

(Embedded in Computer Support Specialist diploma and degree)

Program Description:

The Computer Hardware and Network Technician certificate provides opportunities to enhance students' skills in microcomputer and Local Area Network support and maintenance industry. Successful completion will provide necessary skills for entry-level positions in computer hardware installation and help desk support.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Quantitative Reasoning	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 33

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 33 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1130 Operating Systems Concepts	3
CIST 1122 Hardware Installation and Maintenance	4
CIST 1401 Computer Networking Fundamentals	4
CIST 1121 Microcomputer Troubleshooting	4
CIST 2122 A+ Preparation	3
CIST 2411 Microsoft Client	4

See advisor for list of approved electives for min. 4 credit CIST elective

COMPUTER SUPPORT SPECIALIST DEGREE

Degree

Program Description:

The Computer Information Systems Computer Support Specialist 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 computer support specialist.

Click here to download the Computer Support Specialist Degree Student Track for success. [28]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 62

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	
Program-Specific Gen. Ed. Course Requirements (3)	

Occupational Courses 47 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1130 Operating Systems Concepts	3
CIST 1305 Program Design and Development	3
CIST 1122 Hardware Installation and Maintenance	4
CIST 1601 Information Security Fundamentals	3
CIST 2921 IT Analysis, Design, and Project Management	4
Select one of two courses below for Database for a min. of 4 cr.:	
CIST 2129 Comprehensive Database Techniques	4
CIST 1220 Structured Query Language (SQL)	4
Select one of three courses below for Guided Office Productivity Course for a min. of 3 cr.:	
CIST 2127 Comprehensive Word Processing Techniques	3
CIST 2128 Comprehensive Spreadsheet Techniques	3
CIST 2129 Comprehensive Database Techniques	4
Select one of two courses below for Introductory-Level Networking Class for a min. of 4 cr.:	
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks	4
XXXXxxxx CIST Electives	**12**

COMPUTER SUPPORT SPECIALIST DIPLOMA

Diploma

Program Description:

The Computer Information Systems Computer Support Specialist 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 computer support specialist.

Click here to download theComputer Support Specialist Diploma Student Track for success. [29]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits Required for Graduation: 55

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 47 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1130 Operating Systems Concepts	3
CIST 1305 Program Design and Development	3
CIST 1122 Hardware Installation and Maintenance	4
CIST 1601 Information Security Fundamentals	3
CIST 2921 IT Analysis, Design, and Project Management	4
Select one of two courses below for Database for a min. of 4 cr.:	
CIST 2129 Comprehensive Database Techniques	4
CIST 1220 Structured Query Language (SQL)	4
Select one of two courses below for Introductory-Level Networking Class for a min. of 4 cr.:	
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks	4
Select one of three courses below for Guided Office Productivity Course for a min. of 3 cr.:	
CIST 2127 Comprehensive Word Processing Techniques	3
CIST 2128 Comprehensive Spreadsheet Techniques	3
CIST 2129 Comprehensive Database Techniques	4
XXXXxxxx CIST Electives	**12**

HELP DESK SPECIALIST

Technical Certificate Of Credit

(Stand-alone and Embedded in Computer Support Specialist Diploma and Degree)

Program Description:

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

Entrance date: Each semester

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	34		Arithmetic	34

Credits required for graduation: 25

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 25 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
CIST 1130 Operating Systems Concepts	3
CIST 2130 Desktop Support Concepts	3
CIS Elective (select one of preferred electives from list below) for a min. 4 cr.:	**4**
CIST 2120 Supporting Application Software	4
CIST 2129 Comprehensive Database Techniques	4
CIST 1220 Structured Query Language (SQL)	4
Select one of two courses below for Introductory-Level Networking Class for a min. of 4 cr.:	**4**
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks	4

MICROSOFT OFFICE APPLICATION SPECIALIST

Technical Certificate Of Credit

(Stand-alone and Embedded in Computer Support Specialist Diploma and Degree)

Program Description:

The Microsoft Office Application Specialist certificate program enables the student to upgrade his/her microcomputer application software skills and prepare for certification.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 16

Courses 16 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 2126 Comprehensive Presentations and eMail Techniques	3
CIST 2127 Comprehensive Word Processing Techniques	3
CIST 2128 Comprehensive Spreadsheet Techniques	3
Select one of two courses below for Database for a min. of 4 cr.:	
CIST 2129 Comprehensive Database Techniques	4
CIST 1220 Structured Query Language (SQL)	4

PC REPAIR AND NETWORK TECHNICIAN

Technical Certificate Of Credit

(Stand Alone & Embedded in Computer Support Specialist, PC Maintenance Specialist and Networking Specialist Diploma and Degree)

Program Description:

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

Entrance date: Each semester

Program Admissions requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 18

Courses 18 credits	
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
COMP 1000 Introduction to Computer Literacy	3
CIST 1130 Operating Systems Concepts	3
Select one of three courses below for Introductory-Level Networking Class for a min. of 4 cr.:	
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks	4

PREPARATION FOR A+

Technical Certificate Of Credit

(Embedded in Computer Support Specialist, PC Maintenance Specialist and Networking Specialist Diploma and Degree)

Program Description:

The Preparation for A+ Certification technical certificate of credit program has been designed to provide computer users with the skills and knowledge necessary to pass the CompTIA A+ certification exam and obtain A+ certification. Earning A+ certification shows that the individual possesses the knowledge, technical skills essential for working as a successful entry-level computer service technician, as defined by experts from companies across the industry.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 18

Courses 18 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
CIST 1130 Operating Systems Concepts	3
Select one of two following courses for min. 4 cr.	
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks	4

COMPUTER FORENSIC AND INVESTIGATION SPECIALIST

Technical Certificate Of Credit

(Stand Alone)

Program Description:

The Computer Forensic and Investigation program includes occupational and specialized courses designed to provide academic and professional training to students in detecting and investigating computer related criminal activity and/or unauthorized use. The curriculum is designed to develop knowledge and skills in technical evidence identification, investigative computer systems, information security, search and seizure, and the administration of criminal sanctions.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER –	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 26

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 26 credits	
CIST 1001 Computer Concepts	4
CIST 1130 Operating Systems Concepts	3
CIST 1601 Information Security Fundamentals	3
CIST 1602 Security Policies and Procedures	3
CIST 2612 Computer Forensics	4
CIST 2620 Computer Security/Corporate Fraud	3
CRJU 1021 Private Security	3
CRJU 1062 Methods of Criminal Investigation	3

CYBER CRIME SPECIALIST

Technical Certificate Of Credit

(Stand Alone)

Program Description:

This certificate program will provide basic training in Computer Forensics and Cyber Crime.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 21

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 21 credits	
CIST 1601 Information Security Fundamentals	3
CRJU 1010 Introduction to Criminal Justice	3
CRJU 2050 Criminal Procedure	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
CIST 2612 Computer Forensics	4

CYBERCRIME INVESTIGATION DEGREE

Degree

Program Description:

Cybercrime is increasingly prevalent in our technology-dependent society, and in order to effectively combat it, criminal justice professionals need more than a layman's understanding of hacking, spam, worms, malwares and computer viruses. Coursework in this curriculum focuses on helping students understand the nature of these types of threats, along with the tools available to mitigate and investigate computer crime. Graduates with a Cybercrime Investigation A.A.S. degree also may decide to pursue a bachelor's in Criminal Justice at a four-year college.

Click here to download the Cybercrime Investigation Student Track for success. [30]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 64

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*NOTE: A satisfactory determination on the criminal records check is not a requirement for program admission. However, a satisfactory records check must be documented before a student can be placed in any clinical, practicum, lab, or internship setting.

General Education Core Courses 15	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
Program-Specific Gen. Ed. Course Requirements (3)	
SPCH 1101 Public Speaking	3

Occupational Courses 49 credits	
COMP 1000 Introduction to Computer Literacy	3
CRJU 1010 Introduction to Criminal Justice	3
CRJU 1021 Private Security	3
CRJU 1062 Methods of Criminal Investigation	3
CRJU 1068 Criminal Law for Criminal Justice	3
CRJU 1072 Introduction to Forensic Science	3
CRJU 1075 Report Writing	3
CRJU 2050 Criminal Procedure	3
CRJU 2110 Homeland Security	3
CRJU 2150 Homeland Security	3
CIST 1130 Operating Systems Concepts	3
CIST 1601 Information Security Fundamentals	3
CIST 1602 Security Policies and Procedures	3
CIST 2612 Computer Forensics	4
CIST 2620 Computer Security/Corporate Fraud	3
CRJU 2090 Criminal Justice Practicum	3
CRJU 2090 Criminal Justice Practicum	3

CYBERSECURITY

Technical Certificate Of Credit

(Embedded in Cybersecurity Diploma and Degree)

Program Description:

The Cybersecurity certificate is designed to give students the knowledge they need to understand and maintain computer information systems security.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	70
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 26

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 26 credits		
CIST 1601	Information Security Fundamentals	3
CIST 2601	Implementing Operating Systems Security	4
CIST 2611	Network Defense and Countermeasures	4
CIST 1602	Security Policies and Procedures	3
CIST 2602	Network Security	4
CIST 2612	Computer Forensics	4
CIST 2613	Ethical Hacking and Penetration Testing	4

CYBERSECURITY BASICS CERTIFICATE

Technical Certificate Of Credit

(Stand-Alone Certificate& Embedded in Cybersecurity Diploma and Degree)

Program Description:

The Cybersecurity Basics TCC includes a series of courses designed to provide students with the basic knowledge, concepts, principles, and skills required in computer information processing. Completion of this TCC will prepare students for employment as computer support specialists and to advance in the field of cybersecurity.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	70
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 11

Curriculum Outline (11 hours)

Courses 11 credits		11
CIST 1122	Hardware Installation and Maintenance	4
CIST 1001	Computer Concepts	4
CIST 1601	Information Security Fundamentals	3

CYBERSECURITY DEGREE

Degree

Program Description:

The Computer Information Systems' Cybersecurity 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, 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 Information Security Specialists.

Click here to download the Cybersecurity Degree Student Track for success. [31]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	55
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 72

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Elective: See program advisor for list of approved electives.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	
Program-Specific Gen. Ed. Course Requirements (3)	

Occupational Courses 57 credits	
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
COMP 1000 Introduction to Computer Literacy	3
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
Select one of two courses below for Introductory-Level Networking Class for a min. of 4 cr.:	**4**
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks	4
XXXXxxxx CIST Electives	**12**
XXXXxxxx Elective Course	**4**

CYBERSECURITY DIPLOMA

Diploma

Program Description:

The Computer Information Systems' Cybersecurity 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 technical areas of computer terminology and concepts, program design and development, and computer networking, Program graduates are qualified for employment as Information Security Specialists.

Click here to download the Cybersecurity Diploma Student Track for success. [32]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 58

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (50 hours)

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 50 credits	50
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
COMP 1000 Introduction to Computer Literacy	3
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
Select one of two courses below for Introductory-Level Networking Class for a min. of 4 cr.:	**4**
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks	4
XXXXxxxx CIST Electives	**9**
CIST 1130 Operating Systems Concepts	3
CIST 1305 Program Design and Development	3
CIST 2351 PHP Programming I	4
CIST 2352 PHP Programming II	4
CIST 2371 Java Programming I	4
CIST 2372 Java Programming II	4
CIST 2373 Java Programming III	4
CIST 2411 Microsoft Client	4
CIST 2412 Microsoft Server Directory Services	4
CIST 2413 Microsoft Server Infrastructure	4
CIST 2414 Microsoft Server Administrator	4
CIST 2452 Cisco Switching, Routing & Wireless Essentials	4
CIST 2453 Enterprise Networking, Security, and Automation	4
CIST 2454 Cisco Connecting Networks	4

CIST 2129	Comprehensive Database Techniques	4
CIST 1510	Web Development I	3
CIST 2742	Beginning Python Programming	4

CYBERSECURITY ESSENTIALS CERTIFICATE

Technical Certificate Of Credit

(Stand-Alone Certificate& Embedded in Cybersecurity Diploma and Degree)

Program Description:

The Cybersecurity Essentials Technical Certificate of Credit (TCC) is a sequence of courses designed to provide students with the essential concepts, principles, and techniques required in cybersecurity and computer information processing. Completion of this TCC will prepare students as they transition to more advanced studies in cybersecurity leading toward a diploma or degree in the Cybersecurity field.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	70
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 10

Curriculum Outline (10 hours)

Courses 10 credits		**10**
CIST 1130	Operating Systems Concepts	3
CIST 1401	Computer Networking Fundamentals	4
CIST 1601	Information Security Fundamentals	3

CYBERSECURITY FUNDAMENTALS

Technical Certificate Of Credit

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.

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (18 hours)

Courses 18 credits		18
CIST 1001	Computer Concepts	4
CIST 1122	Hardware Installation and Maintenance	4
CIST 1601	Information Security Fundamentals	3
CIST 1602	Security Policies and Procedures	3
Select one of the following CIST courses		**4**
CIST 1401	Computer Networking Fundamentals	4
CIST 2451	Introduction to Networks	4

CISCO CERTIFIED ENTRY NETWORK TECHNICIAN

Technical Certificate Of Credit

(Stand-alone and Embedded in Networking Specialist Diploma and Degree)

Program Description:

After completing the requirements of this TCC which includes the first two courses of CCNA Discovery, Networking for Home and Small Businesses, Working at a Small-to-Medium Business or ISP and a core networking class, a student has the option to take the CCENT (Cisco Certified Entry Network Technician) exam, CCENT certifies the practical skills required for entry-level IT positions. In addition, this certification demonstrates a student's aptitude and competence to work in an environment that features Cisco networking devices and software.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 12

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 12 credits		
CIST 1001	Computer Concepts	4
CIST 2451	Introduction to Networks	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4

CISCO NETWORK SPECIALIST

Technical Certificate Of Credit

(Stand-alone and Embedded in Networking Specialist Diploma and Degree)

Program Description:

The Cisco Network Specialist program teaches how to build, maintain and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 16

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (16 hours)

Courses 16 credits		16
CIST 2451	Introduction to Networks	4
CIST 2452	Cisco Switching, Routing & Wireless Essentials	4
CIST 2453	Enterprise Networking, Security, and Automation	4
CIST 2454	Cisco Connecting Networks	4

COMPTIA A+ CERTIFIED TECHNICIAN PREPARATION

Technical Certificate Of Credit

(Stand-alone and Embedded in Computer Support Specialist Diploma and Degree)

Program Description:

The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 18

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 18 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1122 Hardware Installation and Maintenance	4
CIST 1130 Operating Systems Concepts	3
XXXXxxxx CIST Elective	**4**

HOME AND SMALL BUSINESS NETWORKING

Technical Certificate Of Credit

(Stand-alone and Embedded in Networking Specialist Diploma and Degree)

Program Description:

After completing the requirements of this TCC, which includes the first course of CCNA Discovery, Networking for Home and Small Businesses, the student would have the necessary skills to be a productive home or small business office worker who would also possess good basic networking & PC skills.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34
	Quantitative Reasoning	237		Algebra	41

High School diploma or equivalent required for admission.

Credits required for graduation: 11

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 11 credits	
CIST 1122 Hardware Installation and Maintenance	4
CIST 1130 Operating Systems Concepts	3
CIST 2451 Introduction to Networks	4

MICROSOFT NETWORK ADMINISTRATOR

Technical Certificate Of Credit

(Embedded in Networking Specialist Diploma and Degree)

Program Description:

The Microsoft Network Service Technician certificate provides training in Microsoft networking. This certificate will prepare the student for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 16

Courses 16 credits		
CIST 2411	Microsoft Client	4
CIST 2412	Microsoft Server Directory Services	4
CIST 2413	Microsoft Server Infrastructure	4
CIST 2414	Microsoft Server Administrator	4

NETWORK ADMINISTRATOR

Technical Certificate Of Credit

(Embedded in Networking Specialist Diploma and Degree)

Program Description:

This certificate program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure, and maintain networks using Windows networking software. The student is prepared to take the MCP (Microsoft Certified Professional) exam.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER -	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 30

Courses 30 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1130 Operating Systems Concepts	3
CIST 1122 Hardware Installation and Maintenance	4
CIST 2411 Microsoft Client	4
CIST 2414 Microsoft Server Administrator	4
Select one of three courses below for Introductory-Level Networking Class for a min. of 4 cr.:	
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks	4
See advisor for list of approved CIS elective courses for min. 4 cr.:	

NETWORKING SPECIALIST DEGREE

Degree

Program Description:

The Computer Information Systems Networking Specialist 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 networking specialists.

Click here to download the Networking Specialist Degree Student Track for success. [33]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	237		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 66

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	
Program-Specific Gen. Ed. Course Requirements (3)	

Occupational Courses 35 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1130 Operating Systems Concepts	3
CIST 1122 Hardware Installation and Maintenance	4
CIST 1601 Information Security Fundamentals	3
Select one of two courses below for Introductory-Level Networking Class for a min. of 4 cr.:	
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks	4
See advisor for list of approved CIS elective courses for min. 14 cr.:	

Completion of one of two Specializations:	
Microsoft Specialization-8M13 16 credits	
CIST 2411 Microsoft Client	4
CIST 2412 Microsoft Server Directory Services	4
CIST 2413 Microsoft Server Infrastructure	4
CIST 2414 Microsoft Server Administrator	4
Cisco Exploration Specialization-8C23 16 credits	
CIST 2451 Introduction to Networks	4
CIST 2452 Cisco Switching, Routing & Wireless Essentials	4
CIST 2453 Enterprise Networking, Security, and Automation	4
CIST 2454 Cisco Connecting Networks	4

NETWORKING SPECIALIST DIPLOMA

Diploma

Program Description:

The Computer Information Systems Networking Specialist 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 networking specialists.

Click here to download the Networking Specialist Diploma Student Track for success. [34]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34
	Quantitative Reasoning	237		Algebra	41

High School diploma or equivalent required for admission.

Credits required for graduation: 54

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 30 credits	
COMP 1000 Introduction to Computer Literacy	3
CIST 1001 Computer Concepts	4
CIST 1601 Information Security Fundamentals	3
CIST 1130 Operating Systems Concepts	3
CIST 1122 Hardware Installation and Maintenance	4
Select one of two courses below for Introductory-Level Networking Class for a min. of 4 cr.:	
CIST 1401 Computer Networking Fundamentals	4
CIST 2451 Introduction to Networks	4
See advisor for list of approved CIS elective courses for min. 9 cr.:	

Completion of one of two Specializations	
Microsoft Specialization-8M42 16 credits	
CIST 2411 Microsoft Client	4
CIST 2412 Microsoft Server Directory Services	4
CIST 2413 Microsoft Server Infrastructure	4
CIST 2414 Microsoft Server Administrator	4
Cisco Exploration Specialization-8C12 16 credits	
CIST 2451 Introduction to Networks	4
CIST 2452 Cisco Switching, Routing & Wireless Essentials	4
CIST 2453 Enterprise Networking, Security, and Automation	4
CIST 2454 Cisco Connecting Networks	4

VIDEO GAME DESIGN SPECIALIST

Technical Certificate Of Credit

(Stant-Alone Certificate)

Program Description:

Game Development is the academic field focused on the creation of electronic games. The field includes interactive graphics/animation programming and fundamental computer science. Students will be prepared to enter the video game design and development job market.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 14

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (14 hours)

Courses 14 credits	14
EMTX 1000 Tech Driven Problem Solving	4
CIST 2751 Game Development I	3
CIST 2752 Game Development II	3
EMTX 2010 Introduction to Wearable Computing & Augmented Reality	4

PROGRAMS IN HEALTHCARE

Dental

Dental Assisting

Emergency Medicine

Advanced Emergency Medical Technician (AEMT)
Critical Care Paramedic
Emergency Medical Technician (EMT)
EMS Professions
Paramedicine Technology Degree
Paramedicine Technology Diploma

Health Information Management

Health Information Coding Diploma
Health Information Management Technology Degree
Health Information Specialist

Health Science

Geriatric Care Assistant
Health Care Assistant

Medical Assisting

Clinical Medical Assistant
Medical Assisting Degree
Medical Assisting Diploma

Nursing

Nurse Aide Accelerated
Nursing
Practical Nursing Certificate
Pre-Nursing

Pharmacy

Pharmacy Technology Certificate
Pharmacy Technology Degree
Pharmacy Technology Diploma

Phlebotomy

Phlebotomy Technology Specialist

Radiologic Technology

Advanced Medical Imaging Degree
Computed Tomography Specialist
Magnetic Resonance Imaging Certificate
Radiologic Technology

Surgical

Central Sterile Supply Processing Technician
Surgical Technology

DENTAL ASSISTING

Diploma

Program Description:

The Dental Assisting accredited program prepares students for employment in various positions in today's dental offices. The Dental Assisting 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 retrain in dental assisting. Graduates of the program receive a Dental Assisting diploma and are eligible to earn the Georgia Expanded Duties certification, Dental Radiography certification, Coronal Polishing certification, and are eligible to sit for the Dental Assisting National Board Certified Dental Assistant (CDA) examination.

Click here to download the Dental Assisting Student Track for success. [35]

Cohort Entrance date: Fall semester

Core courses: Each semester

Program Cohort Acceptance Capacity: 24 students (effective Fall 2019)

Occupationally specific courses: Fall semester, day classes only, On campus (not virtual)

Program admission requirements:

- High School diploma or equivalent
- Applicant must be at least 17 years old
- 2.0 GPA or higher

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	60
	Writing	232		Reading Comprehension	55
	Arithmetic	235		Arithmetic	40

Students must attend program orientation.

Applicant must provide documentation of the following after program admission:

- negative tuberculosis skin test or chest X-ray
- physical exam (within 12 months)
- current dental exam with cleaning (within 6 months)
- AHA BLS for the Healthcare Provider certification (must not expire prior to August 2024)
- Hepatitis B vaccination series or declination form
- immunization record

All documentation is required after program admission by the dates set by the program director.

Dental Assisting students must achieve at least a “C” in all required courses in the program and maintain a 2.0 GPA to remain in the program.

Dental Assisting students may not repeat a core or occupational course that he/she has failed or withdrawn from more than once. This includes withdrawal from a course prior to midterm. Any student who withdraws or fails a course twice will be automatically dropped from the program. A student who withdraws or fails a course for the second time cannot re-enter the program. Students will be allowed only 2 failing course grades during their enrollment in the program. Upon failing the first class (whether it is general core courses, allied health science courses, dental courses, or dental practicum courses) the student will attend a conference with selected faculty. The student will be placed on a probationary status with a prescribed action plan. The student must adhere to the prescribed action plan completely. *Any student that fails any dental assisting course while in the occupational program, must repeat all occupational courses of the program.*

Credits Required for Graduation: 54

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

The program in dental assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements”. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission’s web address is: The Commission on Dental Accreditation[3].

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 46 credits	
ALHS 1011 Structure and Function of the Human Body	5
DENA 1050 Microbiology and Infection Control	3
DENA 1080 Dental Anatomy	4
DENA 1340 Dental Assisting I: General Chairside	6
DENA 1030 Preventive Dentistry	1
DENA 1070 Oral Pathology and Therapeutics	2
DENA 1350 Dental Assisting II: Dental Specialties and EFDA Skills	7
DENA 1390 Dental Radiology	4
DENA 1090 Dental Assisting National Board Examination Preparation	1
DENA 1400 Dental Practice Management	2
DENA 1460 Dental Practicum I	1
DENA 1470 Dental Practicum II	1
DENA 1480 Dental Practicum III	5
Select from one of the following courses	**3**
COLL 1020 Albany Success Course	3
MAST 1060 Medical Office Procedures	4
ALHS 1040 Introduction to Health Care	3
COMP 1000 Introduction to Computer Literacy	3

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT)

Technical Certificate Of Credit

(Stand Alone or embedded in EMS Professions diploma)

Program Description:

The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the previous EM01 "Emergency Medical Technician (Intermediate)" technical certificate of credit.

Entrance date: Fall semester (Day classes only)

Program admission requirements: Submit documentation of a current/valid EMT certification from National Registry of EMT's or a current/valid EMT license from the Georgia State Office of EMS and Trauma (OEMST); or provide college transcripts showing successful completion of the EMSP 1110-1160 courses with a grade of C or higher within 1 year of entering the EMH1 TCC.

ACCUPLACER Next Generation –	Reading	232	ACCUPLACER	Reading Comprehension	64
	Writing.	236		Senetence Skills	60
	Arithmetic	235		Arithmetic	40

High School diploma or equivalent required for admission.

Applicant must be at least 18 years old.

American Heart Association (AHA) Healthcare Provider CPR Certification, Physical Exam, Immunization records to include PPD, 10 panel drug screen, criminal background checks, and valid Georgia Driver's License may be required based on the requirements for participation in clinical experiences.

Credits required for graduation: 10

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Students must have and maintain a minimum of a 2.0 grade point average on a 4.0 scale to be eligible for a progression into courses with the EMSP prefix.

If a student's GPA drops below a 2.0 at any time during the program, the student will be removed from the current cohort. This student may rejoin the next cohort once their GPA is 2.0 or higher.

Accreditation

The Albany Technical College Paramedicine diploma and degree programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)(www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)(www.coaemsp.org)

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CAAHEP	CoAEMSP
9355 - 113th St. N,	8301 Lakeview Pkwy
#7709	Suite 111-312
Seminole, FL 33775	Rowlett, TX 75088
727-210-2350	214-703-8992
www.caahep.org	www.coaemsp.org

Approval of EMT, AEMT, and PARAMEDIC courses is granted by the Georgia Department of Public Health/Office of EMS and Trauma and will be processed by the Regional EMS Program Official in the EMS Region in which the course will be taught. A complete listing of the Regional EMS Offices is located in the EMS Procedure Manual, Section VIII: Resource Documents, R-01: EMS Regional Offices.

Curriculum Outline (10 hours)

Occupational	10
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

CRITICAL CARE PARAMEDIC

Technical Certificate Of Credit

(Stand-Alone Certificate)

Program Description:

A Critical Care Paramedic may function as a primary care provider in the prehospital setting or as a member of a critical care transport team. The Critical Care Paramedic is responsible for all aspects of patient care. This includes, but is not limited to, providing basic and advanced life support, comprehensive patient assessment, analyzing laboratory and diagnostic studies, advanced airway and ventilatory management, use of advanced monitoring and life support equipment, and administering life sustaining medications. The Critical Care Paramedic has a clear responsibility for ensuring crew and patient safety. The Critical Care Paramedic must understand all applicable legal, moral and ethical issues surrounding delivery of medical care and transport. The Critical Care Paramedic must be dedicated to continued learning through continuing education and maintenance of licensure and certification.

Entrance date: Varies

Occupationally specific courses: Spring and Fall semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	232	ACCUPLACER-	Reading Comprehension	64
	Writing	236		Sentence Skills	60
	Arithmetic	235		Arithmetic	40

Program Minimum Expectations Goal Statement:

To provide competent, experienced Paramedics with additional cognitive (knowledge), psychomotor (skills), and affective (behavior) capabilities for advancement within acute and critical care environments.

Program Admission Requirements:

Student must hold a current/valid National Registry Paramedic (NRP) Certification, associate’s degree or higher, and have two years’ experience at the paramedic licensure level to take the EMSP prefix Occupational Courses.

- High School Diploma or Equivalent required for admission
- Applicant must be 18 years old

American Heart Association (AHA) Healthcare Provider CPR Certification, Physical Exam, Immunization records to include PPD, 10 panel drug screen, criminal background checks, and valid Georgia Driver’s License may be required based on the requirements for participation in clinical experiences.

Credits required for graduation: 15

Accreditation

The Albany Technical College Paramedicine diploma and degree programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)(www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)(www.coaemsp.org)

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Approval of EMT, AEMT, and PARAMEDIC courses is granted by the Georgia Department of Public Health/Office of EMS and Trauma and will be processed by the Regional EMS Program Official in the EMS Region in which the course will be taught. A complete listing of the Regional EMS Offices is located in the EMS Procedure Manual, Section VIII: Resource Documents, R-01: EMS Regional Offices.

Albany Technical College Paramedicine Program Effectiveness Data

CAAHEP Accredited Paramedic Programs and CoAEMSP Letter of Review (LoR) Programs track and report outcome measures annually to the Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP).

- The most current CoAEMSP Annual Report was for the calendar year 2020.
- The most recent success rate for the National Registry of EMT Paramedic Cognitive exam was 75%.
  6 of 8 students passed the NREMT Cognitive Exam within 3 attempts.
- The most recent positive placement rate for graduates was 100%.
  Positive placement is defined by the CoAEMSP as ‘Employed full or part-time in a related field and/or continuing his/her education and/or serving in the military’. Positive placement is measured at the completion of the program.
- The most recent retention rate was 100%.
  8 students started and graduated from the program.

Curriculum Outline (15 hours)

Courses 15 credits	15
EMSP 2800 Concepts in Advanced Practice for the Critical Care Paramedic	5
EMSP 2810 Advanced Practice in Patient Care for the Critical Care Paramedic	5
EMSP 2820 Clinical Application for the Critical Care Paramedic	1
EMSP 2830 Practical Applications for the Critical Care Paramedic	4

EMERGENCY MEDICAL TECHNICIAN (EMT)

Technical Certificate Of Credit

(Stand Alone or embedded in EMS Professions diploma)

Program Description:

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT. This technical certificate of credit replaces the previous EMB1 "Emergency Medical Technician (Basic)" technical certificate of credit.

Entrance date: Spring semester (Day classes only)

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comp	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Applicant must be at least 18 years old.

American Heart Association (AHA) Healthcare Provider CPR Certification, Physical Exam, Immunization records to include PPD, 10 panel drug screen, criminal background checks, and valid Georgia Driver's License may be required based on the requirements for participation in clinical experiences.

Credits required for graduation: 16

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Students must have and maintain a minimum of a 2.0 grade point average on a 4.0 scale to be eligible for a progression into courses with the EMSP prefix.

If a student's GPA drops below a 2.0 at any time during the program, the student will be removed from the current cohort. This student may rejoin the next cohort once their GPA is 2.0 or higher.

Accreditation

The Albany Technical College Paramedicine diploma and degree programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)(www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)(www.coaemsp.org)

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Approval of EMT, AEMT, and PARAMEDIC courses is granted by the Georgia Department of Public Health/Office of EMS and Trauma and will be processed by the Regional EMS Program Official in the EMS Region in which the course will be taught. A complete listing of the Regional EMS Offices is located in the EMS Procedure Manual, Section VIII: Resource Documents, R-01: EMS Regional Offices.

Courses 16 credits		
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1

EMS PROFESSIONS

Diploma

Program Description:

Students who complete the EMS Professions diploma will be able to fluidly move into the Paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced medical equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

Click here to download the EMS Professions Student Track for success.[36]

Core courses: Each semester

Occupationally specific courses entrance date: Spring semester (Day classes only)

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School Diploma or Equivalent required for admission.

Applicant must be at least 18 years old.

American Heart Association (AHA) Healthcare Provider CPR Certification, Physical Exam, Immunization records to include PPD, 10 panel drug screen, criminal background checks, and valid Georgia Driver's License may be required based on the requirements for participation in clinical experiences.

To complete the AEMT portion of the program (Fall semester): Submit documentation of a current, valid EMT certification from the National Registry of EMTs or a current valid EMT License from the Georgia State Office of EMS and Trauma (OEMST)

Credits Required for Graduation: 42

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Students must have and maintain a minimum of a 2.0 grade point average on a 4.0 scale to be eligible for a progression into courses with the EMSP prefix.

If a student's GPA drops below a 2.0 at any time during the program, the student will be removed from the current cohort. This student may rejoin the next cohort once their GPA is 2.0 or higher.

Accreditation

The Albany Technical College Paramedicine diploma and degree programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)(www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)(www.coaemsp.org)

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Approval of EMT, AEMT, and PARAMEDIC courses is granted by the Georgia Department of Public Health/Office of EMS and Trauma and will be processed by the Regional EMS Program Official in the EMS Region in which the course will be taught. A complete listing of the Regional EMS Offices is located in the EMS Procedure Manual, Section VIII: Resource Documents, R-01: EMS Regional Offices.

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 33 credits	
ALHS 1011 Structure and Function of the Human Body	5
ALHS 1090 Medical Terminology for Allied Health Sciences	2
EMSP 1110 Introduction to the EMT Profession	3
EMSP 1120 EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130 Medical Emergencies for the EMT	3
EMSP 1140 Special Patient Populations	3
EMSP 1150 Shock and Trauma for the EMT	3
EMSP 1160 Clinical and Practical Applications for the EMT	1
EMSP 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 TECHNOLOGY DEGREE

Degree

Program Description:

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.

Click here to download the Paramedicine Technology Degree Student Track for success. [37]

Program Minimum Expectations Goal Statement:

To prepare competent, entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

Core course: Each semester

Occupationally specific courses: Spring semester

Program admission requirements: Student must hold a valid Advanced EMT (AEMT) Certification or License to take the EMSP prefix Occupational Courses.

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Writing	249	ACCUPLACER –	Sentence Skills	70
	Reading	236		Reading Comp	64
	Quantitative Reasoning	245		Elem. Algebra	57

- High School Diploma or Equivalent required for admission.
- Applicant must be at least 18 years old.

American Heart Association (AHA) Healthcare Provider CPR Certification, Immunization records to include PPD, 10 panel drug screen, criminal background checks, and valid Georgia Driver's License may be required based on the requirements for participation in clinical experiences.

Credits required for graduation: 67

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Students must have and maintain a minimum of a 2.0 grade point average on a 4.0 scale to be eligible for a progression into courses with the EMSP prefix.

If a student's GPA drops below a 2.0 at any time during the program, the student will be removed from the current cohort. This student may rejoin the next cohort once their GPA is 2.0 or higher.

Accreditation

The Albany Technical College Paramedicine diploma and degree programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)(www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)(www.coaemsp.org)

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727-210-2350	214-703-8445
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Approval of EMT, AEMT, and PARAMEDIC courses is granted by the Georgia Department of Public Health/Office of EMS and Trauma and will be processed by the Regional EMS Program Official in the EMS Region in which the course will be taught. A complete listing of the Regional EMS Offices is located in the EMS Procedure Manual, Section VIII: Resource Documents, R-01: EMS Regional Offices.

Albany Technical College Paramedicine Program Effectiveness Data

Paramedic Program Outcomes

The most current CoAEMSP Annual Report was for the calendar year 2023.

Outcome	2023	2022	2021	2020
Retention	66.7%	84.6%	100%	100%
NREMT or State cognitive exam	100%	90.9%	85.7%	75%
Placement	100%	100%	85.7%	75%

Curriculum Outline (67 hours)

Program Specific Gen Ed Course Requirements 15 credits	15
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology	3
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3
Program-Specific Gen. Ed. Course Requirements	
SOCI 1101 Introduction to Sociology	3

Non General Education Courses 8 credits	8
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology Lab I	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology Lab II	1

Occupational Courses 44 credits		44
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 TECHNOLOGY DIPLOMA

Diploma

Program Description:

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.

Click here to download the Paramedicine Technology Diploma Student Track for success. [38]

Program Minimum Expectations Goal Statement:

To prepare competent, entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

Core course: Each semester

Occupationally specific courses: Spring semester

Program admission requirements: Student must hold a valid Advanced EMT (AEMT) Certification or License to take the EMSP prefix Occupational Courses.

Minimum Test Scores:

ACCUPLACER NEXT GENERATION–	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	232		Reading Comprehension	64
	Arithmetic	235		Arithmetic	40

- High School Diploma or Equivalent required for admission.
- Applicant must be at least 18 years old.

Documentation of certification as an AEMT.

American Heart Association (AHA) Healthcare Provider CPR Certification, Immunization records to include PPD, 10 panel drug screen, criminal background checks, and valid Georgia Driver's License may be required based on the requirements for participation in clinical experiences.

Credits required for graduation: 58

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Students must have and maintain a minimum of a 2.0 grade point average on a 4.0 scale to be eligible for a progression into courses with the EMSP prefix.

If a student's GPA drops below a 2.0 at any time during the program, the student will be removed from the current cohort. This student may rejoin the next cohort once their GPA is 2.0 or higher.

Accreditation

The Albany Technical College Paramedicine diploma and degree programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)(www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)(www.coaemsp.org)

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Approval of EMT, AEMT, and PARAMEDIC courses is granted by the Georgia Department of Public Health/Office of EMS and Trauma and will be processed by the Regional EMS Program Official in the EMS Region in which the course will be taught. A complete listing of the Regional EMS Offices is located in the EMS Procedure Manual, Section VIII: Resource Documents, R-01: EMS Regional Offices.

Albany Technical College Paramedicine Program Effectiveness Data

Paramedic Program Outcomes

The most current CoAEMSP Annual Report was for the calendar year 2023.

Outcome	2023	2022	2021	2020
Retention	66.7%	84.6%	100%	100%
NREMT or State cognitive exam	100%	90.9%	85.7%	75%
Placement	100%	100%	85.7%	75%

Curriculum Outline (58 hours)

Basic Skills Courses 9 credits	9
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
PSYC 1010 Basic Psychology	3

Occupational Courses 49 credits	49
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

HEALTH INFORMATION CODING DIPLOMA

Diploma

Program Description:

The Health Information Coding diploma prepares students to perform comprehensive analysis and review of health records to identify relevant diagnoses and procedures. The medical coding professional is an integral part of the healthcare team that strives to provide quality patient care and correct reimbursement. Graduates will be prepared to take the exam for coding credentials offered by the American Health Information Management Association (AHIMA) or the American Academy of Professional Coders (AAPC).

Click here to download the Health Information Coding Diploma Student Track for success. [39]

Entrance date:

Core courses: Each semester

Occupationally specific courses: Fall, Spring semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission. Applicant must be at least 17 years old.

Applicant must submit a satisfactory criminal history check and must pass drug screening.

Credits Required for Graduation: 48

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

Occupational Courses 40 credits	
ALHS 1011 Structure and Function of the Human Body	5
ALHS 1090 Medical Terminology for Allied Health Sciences	2
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 I - ICD	4
HIMT 1410 Coding and Classification II - ICD Advanced	3
HIMT 2400 Coding and Classification System III - CPT/HCPCS	3
HIMT 2410 Revenue Cycle Management	3
HIMT 2500 Certification Seminar	4

HEALTH INFORMATION MANAGEMENT TECHNOLOGY DEGREE

Degree

The Health Information Management Technology 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.

Click here to download the Health Information Management Technology Student Track for success. [40]

Entrance date:

Core courses: Each semester

Occupationally specific courses: Fall semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission. Applicant must be at least 17 years old.

Applicant must submit a satisfactory criminal history check and must pass drug screening.

Credits Required for Graduation: 65

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

MAST 1120: see note in the Medical Assisiting Diploma- MA22

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology	3
Area III - Natural Sciences/Mathematics-Choose One of the Following (3 Hours)	**3**
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3
Program-Specific Gen. Ed. Course Requirements	**3**

Occupational Courses 51 credits	
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology Lab I	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology Lab II	1
HIMT 1100 Introduction to Health Information Technology	3
HIMT 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 I - ICD	4
HIMT 1410 Coding and Classification II - ICD Advanced	3
HIMT 2150 Healthcare Statistics	3
HIMT 2200 Performance Improvement	3
HIMT 2300 Healthcare Management	3
HIMT 2400 Coding and Classification System III - CPT/HCPCS	3
HIMT 2410 Revenue Cycle Management	3
HIMT 2460 Health Information Technology Practicum	3

HEALTH INFORMATION SPECIALIST

Technical Certificate Of Credit

(Stand-Alone Certificate)

Dual Enrollment Only Program

Program Description:

The HIT Management certificate incorporates the education needed to orient a student toward Health information while at the same time preparing the student to perform the basic skills and knowledge needed to properly handle and prepare protected health data according to state and federal guidelines from initial contact until and after the patient is discharged from any type of healthcare facility. The curriculum focuses on: Health Information Management; Healthcare delivery systems; Data management, structure and content; Information technology systems; the American legal system, as it relates to the medical community; Liability, confidentiality and access to information; Electronic health records and Health information requirements. The certificate is designed to encourage student advancement in the field and preparation for an entry level position any many health care fields.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 10

Length of Program: 1 Term

Curriculum Outline (10 hours)

Courses 10 credits	**10**
HIMT 1100 Introduction to Health Information Technology	3
HIMT 1200 Legal Aspects of Healthcare	3
HIMT 1250 Health Record Content and Structure	2
Select one of the following courses:	**2**
ALHS 1090 Medical Terminology for Allied Health Sciences	2
HIMT 1151 Computer Applications in Healthcare	4

GERIATRIC CARE ASSISTANT

Technical Certificate Of Credit

(Stand-Alone Certificate and Embeeded in Interdisciplinary Studies Degree)

Program Description:

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.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 17

Length of Program: 1 Term

Curriculum Outline (17 hours)

Courses 17 credits		**17**
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2
GERT 1000	Understanding the Geronotological Client	2
GERT 1020	Behavioral Aspects of Aging	2
GERT 1030	Gerontological Nutrition	1
NAST 2100	Nurse Aide Accelerated	7

HEALTH CARE ASSISTANT

Technical Certificate Of Credit

(Stand-alone)

Program Description:

The Health Care Assistant Certificate of Credit is a program that 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 health care delivery and are well prepared for employment and subsequent upward mobility.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Fall semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Applicant must be at least 17 years old.

Credits required for graduation: 30

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (29 hours)

Courses 29 credits	22
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
PSYC 1010 Basic Psychology	3
COMP 1000 Introduction to Computer Literacy	3
ALHS 1040 Introduction to Health Care	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
Choose ALHS 1011 or BIOL group courses	**5**
ALHS 1011 Structure and Function of the Human Body	5
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology Lab I	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology Lab II	1

Completion of one of the following specializations:	7
Central Sterile Supply Processing Technician Specialization-8CS1 7 credits	**7**
CSSP 1010 Central Sterile Supply Processing Technician	5
EMPL 1000 Interpersonal Relations and Professional Development	2
Phlebotomy Specialization-8PS1 8 credits	**8**
PHLT 1030 Introduction to Venipuncture	3
PHLT 1050 Clinical Practice	5
Electrocardiography Technology Specialization-8ET1 10 Credits	**10**
ECGT 1030 Introduction to Electrocardiography	5
ECGT 1050 Electrocardiography Practicum	5
Pharmacy Tech Specialization-8PT1 13 credits	**13**
PHAR 1000 Pharmaceutical Calculations	4
PHAR 1040 Pharmacology	4
PHAR 1010 Pharmacy Technology Fundamentals	5
Medical Unit Secretary Concentration-8MU1 11 credits	**11**
BUSN 1400 Word Processing Applications	4
BUSN 1240 Office Procedures	3
BUSN 1440 Document Production	4
Health Information Specialization-8HI1 12 credits	**12**
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

CLINICAL MEDICAL ASSISTANT

Technical Certificate Of Credit

(Stand-Alone Certificate)

Program Description:

The clinical medical assistant program is a comprehensive sequence of courses focused on preparing students for careers in medical assisting with specialized clinical training. This program equips graduates with the skills to excel in high patient flow settings. Completion takes three semesters, earning students 32 credits that can transfer to diploma and degree options. However, the program does not cover medical insurance management, office procedures, or administrative practice management. By emphasizing clinical proficiency, students gain a strong foundation in direct patient care, enabling them to make a positive impact in the healthcare industry.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 36

Curriculum Outline (36 hours)

Courses 36 credits	**36**
MATH 1012 Foundations of Mathematics	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
ALHS 1011 Structure and Function of the Human Body	5
BUSN 2340 Healthcare Administrative Procedures	4
COMP 1000 Introduction to Computer Literacy	3
MAST 1030 Pharmacology in the Medical Office	4
MAST 1090 Medical Assisting Skills II	4
MAST 1080 Medical Assisting Skills I	4
MAST 1120 Human Diseases	3
MAST 1170 Medical Assisting Externship	4

MEDICAL ASSISTING DEGREE

Degree

Program Description:

The Medical Assisting program's main goal is:

"To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains." The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting 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. Graduates of the program receive a Medical Assisting degree.

Entrance date: Varies

Core courses: Each semester

Occupationally specific courses: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Applicant must be at least 17 years of age.

Applicant must pass the PSB test with a score of "40" or better. Students must attend program orientation.

The Medical Assisting program includes an internship. All students must show proof of the following prior to clinical rotation:

- Physical exam
- Dental exam
- PPD (negative or chest x-ray)
- Immunization record
- Liability insurance
- Hepatitis series or signed declination form

Students who refuse to take the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse you an opportunity to gain clinical experience.

- Drug screening

A positive drug screening will result in termination from the Medical Assisting program

- Criminal background check

All criminal background checks will be approved by the externship site. Please be advised that sites may allow you to extern but may not hire you based on your criminal record. Conviction of a felony or gross misdemeanor may prohibit employment in the field and may make the student ineligible to extern, thus not completing the program for graduation. For more information, contact the appropriate program advisor. All of the above tests and records are the student's expense.

Graduates are required to take the American Association of Medical Assistants Certification Examination to become a Certified Medical Assistant (CMA).

Felons will not be eligible for CMA Exam unless the Certifying Board grants a waiver based on one or more of the following mitigating circumstances:

- The age at which the crime was committed;
- The circumstances surrounding the crime;
- The nature of the crime committed;
- The length of time since the conviction;
- The individual’s criminal history since the conviction;
- The individual’s current employment references;
- The individual’s character references. Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently and evidence that the individual does not pose a threat to the health or safety of patients.

If a student fails or withdraws from the same class twice, whether it be a core, allied health, or medical assisting course, the student will be dropped from the program and unable to reenter for five (5) years. **This also applies to students in the Business Technology diploma (Medical Administrative Assistant Specialization), and the Health Information Coding diploma taking the MAST 1120 Human Diseases course.*

Credits required for graduation: 63

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

The Medical Assisting program at Albany Technical College has a five-year average of 87.76% for job placements for the years 2019-2023.

The retention is currently 77.78% for the 2023 admission cohort and the exam passage rate is currently 83.33% for 2023 graduates.

The job placement rate of the diploma Medical Assisting program at Albany Technical College, Albany, GA is 100% for the year 2023, based on the most recent Annual Report Form submitted to the Medical Assisting Education Review Board (MAERB) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Students at Albany Technical College, Medical Assisting program are satisfied with the education that they receive, as there is a 100% graduate satisfaction rate over the past five years.

The Albany Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health
Education Programs
9355 - 1113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology	3
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3
Program-Specific Gen. Ed. Course Requirements	

Occupational Courses 48 credits	
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113 Anatomy and Physiology I	3
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114 Anatomy and Physiology II	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 1170 Medical Assisting Externship	4
MAST 1180 Medical Assisting Seminar	4
MAST 1120 Human Diseases	3
COMP 1000 Introduction to Computer Literacy	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2

MEDICAL ASSISTING DIPLOMA

Diploma

Program Description:

The Medical Assisting program's main goal is:

"To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains." The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting 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. Graduates of the program receive a Medical Assisting diploma.

Entrance date: Varies

Core courses: Each semester

Occupationally specific courses: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	60
	Writing	232		Reading Comprehension	64
	Arithmetic	235		Arithmetic	40

High School diploma or equivalent required for admission.

Applicant must be at least 17 years of age.

Students must attend program orientation.

The Medical Assisting program includes an internship. All students must show proof of the following prior to clinical rotation:

- Physical exam
- PPD (negative or chest x-ray)
- Immunization record
- Liability insurance
- Hepatitis series or signed declination form

Students who refuse to take the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse you an opportunity to gain clinical experience.

- Drug screening

A positive drug screening will result in termination from the Medical Assisting program

- Criminal background check

All criminal background checks will be approved by the externship site. Please be advised that sites may allow you to extern but may not hire you based on your criminal record. Conviction of a felony or gross misdemeanor may prohibit employment in the field and may make the student ineligible to extern, thus not completing the program for graduation. For more information, contact the appropriate program advisor. All of the above tests and records are the student's expense.

Graduates are required to take the American Association of Medical Assistants Certification Examination to become a Certified Medical Assistant (CMA).

Felons will not be eligible for CMA Exam unless the Certifying Board grants a waiver based on one or more of the following mitigating circumstances:

- The age at which the crime was committed;
- The circumstances surrounding the crime;
- The nature of the crime committed;
- The length of time since the conviction;
- The individual’s criminal history since the conviction;
- The individual’s current employment references;
- The individual’s character references. Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently and evidence that the individual does not pose a threat to the health or safety of patients.

If a student fails or withdraws from the same class twice, whether it be a core, allied health, or medical assisting course, the student will be dropped from the program and unable to reenter for five (5) years. **This also applies to students in the Business Technology diploma (Medical Administrative Assistant Specialization), and the Health Information Coding diploma taking the MAST 1120 Human Diseases course.*

Credits required for graduation: 54

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

The Medical Assisting program at Albany Technical College has a five-year average of 87.76% for job placements for the years 2019-2023.

The retention is currently 77.78% for the 2023 admission cohort, and the exam passage rate is currently 83.33% for 2023 graduates.

The job placement rate of the diploma Medical Assisting program at Albany Technical College, Albany, GA is 100% for the year 2023, based on the most recent Annual Report Form submitted to the Medical Assisting Education Review Board (MAERB) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Students at Albany Technical College, Medical Assisting program are satisfied with the education that they receive, as there is a 100% graduate satisfaction rate over the past five years.

The Albany Technical College Diploma Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health
Education Programs
9355 - 1113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

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 45 credits	
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 1170 Medical Assisting Externship	4
MAST 1180 Medical Assisting Seminar	4
MAST 1120 Human Diseases	3
COLL 1020 Albany Success Course	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
ALHS 1011 Structure and Function of the Human Body	5

NURSE AIDE ACCELERATED

Technical Certificate Of Credit

(Stand- Alone & Embedded in Interdisciplinary Studies Degree program)

Program Description:

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.

Click here to download the Nurse Aide Accelerated Student Track for success. [41]

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 9

The Nurse Aide Accelerated Technical Certificate of Credit Program is approved by the Georgia Medical Care Foundation.

Curriculum Outline (9 hours)

	Courses 9 credits	**9**
NAST 2100	Nurse Aide Accelerated	7
ALHS Requirement (Select 1 ALHS Course)		**2**
ALHS 1040	Introduction to Health Care	3
ALHS 1090	Medical Terminology for Allied Health Sciences	2

NURSING

Degree

The Associate of Science in Nursing Program prepares program graduates to write the National Council Licensure Examination to become registered nurses. The program curriculum combines general education and nursing education. Consistent with the mission of Albany Technical College, program faculty support lifelong learning and workforce development through faculty efforts in continuing education and community service. The Associate of Science of Nursing program mission is to educate and prepare a diverse body of students to become safe, competent, and caring Registered Nurses for entry-level positions in the college's service area while cultivating professionalism, an appreciation for other peoples and cultures, and a desire for lifelong learning. The ASN program includes obstetric, pediatric, medical/surgical, and psychiatric nursing experiences.

Click here to download the Nursing Student Track for success. [42]

Admission Packets Fall 2026[43] ASN Handbook[44]

Entrance date: Fall and Spring Semester
Core courses: Fall and Spring Semester
Occupationally specific courses: Spring and Summer Semester

Disclaimer:

Please be advised that the results obtained from utilizing the ASN Nursing GPA calculator do not serve as a guarantee of selection or admittance into the ASN program. The calculator functions as a tool designed to enhance transparency by assisting potential ASN students in calculating their GPA accurately for application and admission purposes.

Students must input all pertinent information into the required fields to ensure the GPA calculation's accuracy and minimize errors. However, relying solely on this tool's calculated GPA does not influence the decision-making process for ASN program selection and acceptance.

The selection and admission into the ASN program are determined based on the criteria outlined in the Admission Requirements section.

Therefore, while the ASN Nursing GPA calculator serves as a helpful resource, it does not guarantee acceptance into the program. We encourage all prospective students to familiarize themselves thoroughly with the selection criteria and to approach the application process comprehensively.

Program Admission Requirements:

Nursing is a competitive program that requires students to have a strong background in biology, math, science, and reading comprehension. Admission is based on the academic qualifications of the student and space availability. Admission to the college and meeting program admission requirements does NOT guarantee acceptance to the nursing program.

To be admitted to the nursing program, a student must first be admitted to the college. The following requirements for admission to Albany Technical College must be met:

- Fill out an application to the college
- Receive acceptance to the college
- Indicate Associate of Science in Nursing program as a program of choice
- Fill out an application to the Associate of Science in Nursing Program
- The Associate of Science in Nursing (ASN) Program will notify applicants status (i.e., acceptance, denial, incomplete application)
- Applicants accepted into the ASN program will be notified of the new student mandatory orientation

- Orientation must be attended/completed before registration for nursing courses

In addition to Albany Technical College admission requirements, the following nursing admission requirements must be met:

- Applicant must be at least 18 years of age
- Applicants must have a minimum nursing GPA of 2.75 for acceptance to the program
- Only core courses required for the Associate of Science in Nursing program will be used in the calculation of the prospective student's nursing grade point average (GPA)
- Grades achieved in each attempt will be used in the calculation of the nursing GPA
- Science courses (A&P I; A&P II; and Microbiology) more than 5 years old are not accepted
  For example, a student entering the program in Fall semester Anatomy and Physiology I and II and Microbiology must all be valid on the start day of ASN program courses (i.e., RNSG courses) during Spring semester.
- The nursing program utilizes the ATI Test of Essential Academic Skills (ATI TEAS) to assess the readiness of prospective nursing students. **Applicants must score a minimum of 60% on the ATI TEAS assessment to be eligible for acceptance to the program.**
- Scores within 12 months of program entrance (i.e., RNSG courses) are accepted from an approved ATI site
- A maximum of two (2) attempts are allowed in a 12-month period of time
- The two attempts must be a minimum of 30 days apart
- Test scores are valid for 12 months from the date of the examination
- ATI TEAS score must be valid on the start day of ASN program courses (i.e., RNSG courses)
- Prospective students who do not meet the minimum ATI TEAS score will not be eligible to apply for program admission
- Prospective students who do not meet the minimum GPA and/or ATI TEAS score will not be eligible for program admission.
- Completion of admission requirements and/or core courses does not guarantee admission to the program.

It may not be possible to admit all students who meet the minimum requirements for admission.
If there are more qualified applicants than spaces available in the program and/or a nursing class, selection for admission will be based upon the following:

- Nursing Grade Point Average
- ATI TEAS - minimum score of 60% - maximum of two attempts within 12 months
- Completion of core classes
- Completion of science classes
- Patterns of withdrawal from courses/schools
- Grades of Ds and/or Fs
- Availability of space in clinical sites
- Availability of faculty resources

When space limits the acceptance of all qualified applicants:

- Students will be ranked, according to the highest GPA, the highest nursing pre-admission test score, and completion of all required core classes including the completion of science classes.
- The highest-ranked prospective students will be offered admission to the program.
- Qualified applicants who meet admission requirements but, are not accepted must reapply for the next upcoming cohort for program admission.
- The maximum enrollment for the Associate of Science in Nursing program is based upon full-time faculty numbers, which comply with the Georgia Board of Nursing and Accreditation Commission for Education in Nursing (ACEN) accrediting body standards (faculty-student ratio of 1:25).
- There will be a program waiting list maintained in the Nursing Admissions office and with the Program Director for new and re-admitting students.
- Students placed on the waiting list will remain on the waiting list until the beginning of the semester of the cohort for which the initial application for program admission was made.

- Once the semester of the cohort for which the applicant has begun,the applicant must reapply to be considered for admission.
- Applicants who earned less than a “C” in two or more nursing courses while enrolled in a previous nursing program will not be eligible for admission into ATC’s nursing program.
- The applicant must wait a period of three (3) calendar years before they will be considered for admission to Albany Technical College’s nursing program.
- If accepted to the program no transfer credit will be given for previous nursing courses.
- Program re-entry will be on a space-available basis and adhere to admission requirements.
- Students will be required to adhere to the ASN Student Handbook in effect at the time of program entry and/or re-entry.

Transfer Students Requirements

Transfer core credits are accepted from other accredited colleges and universities. A grade of “C” or better is required, and the course must be equivalent to courses required in the nursing curriculum pattern at Albany Technical College.

Students seeking program admission and/or transfer status from another institution must meet the following:

- Submission of official transcripts from each college of attendance
- A nursing transfer GPA of 2.75
- Only core courses required for the nursing program will be used in the calculation of the prospective student’s nursing GPA
- Grades achieved in **each attempt** will be used in the calculation of the GPA
- Science courses (BIOL 2113/2113L, A &P I; BIOL 2114/2114L, A & P II; and BIOL 2117/2117L, Microbiology) more than 5 years old are not accepted.
- General education core courses (English 1101, Composition and Rhetoric I; Psychology 1101, Introduction to Psychology; Math 1111, College Algebra; HUMN 1101, Introduction to Humanities; and SPCH 1101, Public Speaking) more than 10 years old will be evaluated on an individual basis by the ASN Program Director and/or Healthcare Technology Dean.
- No transfer credit will be accepted from other accredited colleges and universities for previously completed nursing courses.
- Students who have earned less than a “C” in two or more nursing courses at another institution must wait a period of three (3) calendar years before they are eligible for admission to Albany Technical College’s nursing program.
- If accepted to the nursing program after the period of three (3) calendar years, no transfer credit will be given for prior nursing courses.

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER –	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 69

Nursing GPA Calculator[45]

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

NCLEX – RN Pass Rate

2024	**100%**
2023	**100%**
2022	**81.82%**
2021	**100%**

Program Completion Rate

Spring 2024	**46%**
Summer 2024	**33%**
2023	**46%**
2022	**44.9%**
2021	**20.4%**

Graduate Job Placement Rate

2024	**100%**
2023	**100%**
2022	**100%**
2021	**100%**

- The Associate of Science in Nursing Program at Albany Technical College located in Albany, Georgia is approved by the:
  Georgia Board of Nursing (GBON)
  237 Coliseum Drive
  Macon, Georgia 31217-3858
  Phone: 844-753-7825
- The Associate of Science in Nursing program at Albany Technical College located in Albany, Georgia is accredited by the:
  Accreditation Commission for Education in Nursing (ACEN)
  3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
  (404) 975-5000
  The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing program is Continuing Accreditation.
  View the public information disclosed by the ACEN regarding this program at
  https://www.acenursing.org/acen-programs-05202024/albany-technical-college-a[46]
  Type of program: Associate

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology	3
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3
Program-Specific Gen. Ed. Course Requirements	
SPCH 1101 Public Speaking	3

Non General Education Courses 12 credits	
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology Lab I	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology Lab II	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1

Occupational Courses 42 credits	
RNSG 1016 Fundamentals of Nursing	6
RNSG 1002 Maternal-Child Nursing	6
RNSG 1003 Medical Surgical I	7
RNSG 1004 Medical Surgical II	7
RNSG 1006 Medical Surgical III	7
RNSG 1010 Pharmacology and Dosage Calculations	2
RNSG 1012 Mental Health	5
RNSG 1014 Nursing Seminar	2

PRACTICAL NURSING CERTIFICATE

Technical Certificate Of Credit

(Stand-Alone Certificate)

Program Description:

The Practical Nursing 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. Program graduates receive a Practical Nursing diploma and have the qualifications of an entry-level practical nurse.

Practical Nursing Handbook[47] Practical Nursing Admissions Application (Spring 2026)[48]

Entrance date(s): Fall Semester & Spring Semester

Program Admission Requirements:

Program Acceptance Capacity: 60 Students (effective Fall 2019)

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	64
	Arithmetic	229		Arithmetic	40

Competitive admission criteria will be utilized to determine entry into practical nursing inclusive of Accuplacer scores, Arithmetic scores, and prior certification in specified healthcare fields with active licensee.

High School diploma or equivalent required for admission.

Applicant must be at least 17 years of age.

Submission of an acceptable TEAS score of “58.7” or better is required. The TEAS can be repeated once within a calendar year, and potential students must wait thirty (30) days after the initial test date before retesting. If the potential candidate seeking admission into the program is unsuccessful in passing the TEAS after two (2) attempts, the candidate may retake the test the next calendar year. Acceptable TEAS scores are valid for 2 years.

Applicant must provide documentation of negative tuberculosis skin test or chest X-ray, physical exam, Hepatitis vaccination or declination, flu vaccine (in applicable season) and immunization record are required after acceptance into the program.

Students must attend orientation.

Occupational Courses Timeframe of Expiration:

- ALL PNSG courses: 2-year expiration

Program Effectiveness Data

Credits required for graduation: 49

Length of Program: 3 Terms

***Requirements to advance:**

TEAS score of “58.7” or greater taken within 2 years of application to the program.

Minimum Accuplacer Test Scores: Competitive admission criteria will be utilized to determine entry into practical nursing inclusive of Accuplacer scores, Arithmetic scores, and prior certification in specified healthcare fields with active licensee.

A Students will be allowed only two (2) failing grades during their enrollment in the program. Upon failing the first class (nursing courses, or nursing practicum courses) the student will attend an appeal hearing with the Chair, and selected nursing faculty. The student will be placed on a probationary status with a prescribed action plan. The student must adhere to the prescribed action plan completely.

If a student fails a second course, that student will be dropped from the program and unable to reenter for three (3) years.

Practical Nursing Program:

Albany Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
Telephone: 404-679-4501

The Practical Nursing Program at Albany Technical College located at the main campus in Albany, Georgia is approved by the:

Georgia Board of Nursing (GBON)
237 Coliseum Drive
Macon, Georgia 31217-3858
Phone: 844-753-7825

The Practical Nursing program at Albany Technical College located at the main campus in Albany, Georgia is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: (404) 975-5000

ACEN Accreditation Information:

- **Accreditation Type:** Nursing Education
- **Initial Accreditation:** June 23, 2020
- **Most Recent Commission Action:** March 2022
- **Current Accreditation Status:** Accredited
- **Stipulations:** None
- **Date of Last Visit:** September 21-23, 2021
- **Next Site Visit:** Fall 2026

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing program is Initial Accreditation. Click here to view the public information disclosed by the ACEN regarding this program.[50]

Curriculum Outline (49 hours)

Courses 49 credits		49
PNSG 1600	Introduction to Pharmacology and Clinical Calculations	3
PNSG 1605	Fundamentals	6
PNSG 1630	Mental Health Nursing	4
PNSG 1610	Adult Health Nursing I	6
PNSG 1615	Adult Nursing II	6
PNSG 1635	Maternal Nursing	4
PNSG 1640	Pediatric Nursing	3
PNSG 1620	Adult Health Nursing III	6
PNSG 1625	Adult Health Nursing IV	6
PNSG 1645	Practical Nursing Capstone	5

PRE-NURSING

Technical Certificate Of Credit

(Stand- Alone & Embedded in Interdisciplinary Studies & Nursing Degree program)

Program Description:

The Pre-Nursing technical certificate of credit (TCC) program provides students with the foundational coursework and pre-requisites needed for admission into a nursing program. Upon completion of this certificate, students will be prepared for competitive selection into ATC's associate degree Nursing (RN) program. Select courses will also transfer into other TCSG, USG, and/or private institutions throughout the state of Georgia.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	Accuplacer-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 16

Curriculum Outline (16 hours)

Courses 16 credits	16
ENGL 1101 Composition and Rhetoric	3
MATH 1111 College Algebra	3
PSYC 1101 Introductory Psychology	3
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology Lab I	1
Select One of the Following Science or Core Elective Group Options:	**3**
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology Lab II	1
Or	
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1
Or	
HUMN 1101 Introduction to Humanities	3
Or	
SPCH 1101 Public Speaking	3

PHARMACY TECHNOLOGY CERTIFICATE

Technical Certificate Of Credit

(Stand-Alone & Embedded in Pharmacy Technology Diploma and Degree programs)

Beginning Summer 2022

Program Description:

The Pharmacy Assistant Technical Certificate of Credit (TCC) 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.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arthmetic	34

- High School diploma or equivalent required for admission. Applicant must be at least 16 years old.
- In addition, students must be at least 17 years old at the start of their practicum experience.
- Every program graduate is at least 18 years of age, and is a high school graduate, or possesses a high school equivalency certificate.
- Applicants must submit a satisfactory criminal record check and must pass a drug screening before starting the practicum courses.
- Documentation of a negative tuberculosis skin test or chest X-ray is required for orientation and every six months while enrolled in the program.

Credits required for graduation: 35

Requirements For State Registration

- $100.00 application fee (non-refundable)
- Applicant must attest that she or he is at least 17 years old;
- Applicant must be currently enrolled in high school, have a high school diploma, or a GED;
- Applicant must obtain a criminal history background check through Fieldprint. For assistance, contact 888-472-8918.
    - Please visit https://www.fieldprintgeorgia.com/ [51]
    - Video Demo on Registration Process [52]
    - Fieldprint User Guide [53]
    - Select Georgia *State-Only Background Checks*
    - “Reviewing Agency” enter **GAP236151**
    - Reason: GA Check Only
- If currently employed in a pharmacy, submit the license number of the pharmacy where the applicant is employed; and
- If certified, submit a copy of your Pharmacy Technician Certification Board certificate.

Note: *Illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician, and externship sites, employers, and State Boards of Pharmacy have regulations about drug use, criminal backgrounds, and immunization status.*

Quick Facts: Pharmacy Technician From U.S Bureau Of Labor Statistics

- **2022 Median Pay:** $37,790 per year; $18.17/hour
- **Education Entry Level:** High school diploma or equivalent
- **Work Experience in Related Occupation:** None
- **On-the-job Training:** Moderate-term on-the-job training
- **Number of jobs 2022:** 459,600
- **Job Outlook 2012-32:** 6% (faster than average)
- **Employment Change 2022-32:** 25,900

Employment

Despite limited employment growth, about 31,700 openings for pharmacy technicians are projected each year, on average, over the decade. Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Year of Graduation	Number of Students Taking the Exam	Pass Rate After First Attempt
Fall 2023	4	100%
Fall 2022	2	100%
Spring 2022	1	100%
Fall 2021	2	50%
Spring 2021	1	100%

The Pharmacy Technology program is accredited by the American Society of Health System Pharmacists.

Curriculum Outline (35 hours)

Courses 35 credits	35
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
PHAR 1000 Pharmaceutical Calculations	4
PHAR 1010 Pharmacy Technology Fundamentals	5
PHAR 1020 Principles of Dispensing Medications	4
PHAR 1040 Pharmacology	4
Select one of the following MATH courses	**3**
MATH 1012 Foundations of Mathematics	3
MATH 1013 Algebraic Concepts	3
Select PHAR 1050 or 1055	**5**
PHAR 1050 Pharmacy Technology Practicum	5
PHAR 1055 Pharmacy Assistant Practicum	5

PHARMACY TECHNOLOGY DEGREE

Degree

Program Description:

The Pharmacy Technology degree 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.

Entrance Date:

- **Core courses:** Each semester
- **Occupationally specific courses:** Each semester
- **Program Cost:** $8,742
- **Program admission requirements:**

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	236	ACCUPLACER –	Sentence Skills	70
	Writing	249		Reading Comp	64
	Quantitative Reasoning	245		Elem. Algebra	57

- High School diploma or equivalent required for admission.
- Applicant must be at least 16 years old.
- In addition, students must be at least 17 years old at the start of their practicum experience.
- Every program graduate is at least 18 years of age, and is a high school graduate, or possesses a high school equivalency certificate.
- Applicant must submit a satisfactory criminal record check and must pass drug screening before starting the practicum courses.
- Documentation of a negative tuberculosis skin test or chest X-ray is required for orientation and every six months while enrolled in the program.

Credits Required for Graduation: 65

Requirements For State Registration

- $100.00 application fee (non-refundable)
- Applicant must attest that she or he is at least 17 years old;
- Applicant must be currently enrolled in high school, have a high school diploma, or a GED;
- Applicant must obtain a criminal history background check through Fieldprint. For assistance, contact 888-472-8918.
    - Please visit https://www.fieldprintgeorgia.com/ [51]
    - Video Demo on Registration Process [52]
    - Fieldprint User Guide [53]
    - Select Georgia *State-Only Background Checks*
    - “Reviewing Agency” enter **GAP236151**
    - Reason: GA Check Only

- If currently employed in a pharmacy, submit the license number of the pharmacy where the applicant is employed; and
- If certified, submit a copy of your Pharmacy Technician Certification Board certificate.

Note: *Illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician, and externship sites, employers, and State Boards of Pharmacy have regulations about drug use, criminal backgrounds, and immunization status.*

Quick Facts: Pharmacy Technician From U.S Bureau Of Labor Statistics

- **2022 Median Pay:** $37,790 per year; $18.17/hour
- **Education Entry Level:** High school diploma or equivalent
- **Work Experience in Related Occupation:** None
- **On-the-job Training:** Moderate-term on-the-job training
- **Number of jobs 2022:** 459,600
- **Job Outlook 2012-32:** 6% (faster than average)
- **Employment Change 2022-32:** 25,900

Employment

Despite limited employment growth, about 31,700 openings for pharmacy technicians are projected each year, on average, over the decade. Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Year of Graduation	Number of Students Taking the Exam	Pass Rate After First Attempt
Fall 2023	4	100%
Fall 2022	2	100%
Spring 2022	1	100%
Fall 2021	2	50%
Spring 2021	1	100%

The Pharmacy Technology program is accredited by the American Society of Health System Pharmacists.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology	3
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3
Program-Specific Gen. Ed. Course Requirements	
SPCH 1101 Public Speaking	3

Non General Education Courses 8 credits	
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113 Anatomy and Physiology I	3
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114 Anatomy and Physiology II	3

Occupational Courses 42 credits	
COMP 1000 Introduction to Computer Literacy	3
ALHS 1040 Introduction to Health Care	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
PHAR 1000 Pharmaceutical Calculations	4
PHAR 1010 Pharmacy Technology Fundamentals	5
PHAR 1040 Pharmacology	4
PHAR 1020 Principles of Dispensing Medications	4
PHAR 1030 Principles of Sterile Medication Preparation	4
PHAR 1050 Pharmacy Technology Practicum	5
PHAR 2060 Advanced Pharmacy Technology Principles	3
PHAR 2070 Advanced Pharmacy Technology Practicum	5

PHARMACY TECHNOLOGY DIPLOMA

Diploma

Program Description:

The Pharmacy Technology diploma 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 entry-level pharmacy technician.

Entrance Date:

- **Core courses:** Each semester
- **Occupationally specific courses:** Each semester
- **Program Cost:** $7,969
- **Program admission requirements:**

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	60
	Writing	232		Reading Comp	64
	Arithmetic	235		Arithmetic	40

- High School diploma or equivalent required for admission. Applicant must be at least 16 years old.
- In addition, students must be at least 17 years old at the start of their practicum experience.
- Every program graduate is at least 18 years of age, and is a high school graduate, or possesses a high school equivalency certificate.
- Applicants must submit a satisfactory criminal record check and must pass a drug screening before starting the practicum courses.
- Documentation of a negative tuberculosis skin test or chest X-ray is required for orientation and every six months while enrolled in the program.

Credits required for graduation: 56

Requirements For State Registration

- $100.00 application fee (non-refundable)
- Applicant must attest that she or he is at least 17 years old;
- Applicant must be currently enrolled in high school, have a high school diploma, or a GED;
- Applicant must obtain a criminal history background check through Fieldprint. For assistance, contact 888-472-8918.
    - Please visit https://www.fieldprintgeorgia.com/ [51]
    - Video Demo on Registration Process [52]
    - Fieldprint User Guide [53]
    - Select Georgia *State-Only Background Checks*
    - “Reviewing Agency” enter **GAP236151**
    - Reason: GA Check Only
- If currently employed in a pharmacy, submit the license number of the pharmacy where the applicant is employed; and
- If certified, submit a copy of your Pharmacy Technician Certification Board certificate.

Note: *Illicit drug use, criminal background checks, and immunization status may prevent future employment as a pharmacy technician, and externship sites, employers, and State Boards of Pharmacy have regulations about drug use, criminal backgrounds, and immunization status.*

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Quick Facts: Pharmacy Technician From U.S Bureau Of Labor Statistics

- **2022 Median Pay:** $37,790 per year; $18.17/hour
- **Education Entry Level:** High school diploma or equivalent
- **Work Experience in Related Occupation:** None
- **On-the-job Training:** Moderate-term on-the-job training
- **Number of jobs 2022:** 459,600
- **Job Outlook 2012-32:** 6% (faster than average)
- **Employment Change 2022-32:** 25,900

Employment

Despite limited employment growth, about 31,700 openings for pharmacy technicians are projected each year, on average, over the decade. Most of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Year of Graduation	Number of Students Taking the Exam	Pass Rate After First Attempt
Fall 2023	4	100%
Fall 2022	2	100%
Spring 2022	1	100%
Fall 2021	2	50%
Spring 2021	1	100%

The Pharmacy Technology program is accredited by the American Society of Health System Pharmacists.

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 47 credits	
ALHS 1011 Structure and Function of the Human Body	5
COMP 1000 Introduction to Computer Literacy	3
ALHS 1090 Medical Terminology for Allied Health Sciences	2
PHAR 1000 Pharmaceutical Calculations	4
PHAR 1010 Pharmacy Technology Fundamentals	5
PHAR 1040 Pharmacology	4
PHAR 1020 Principles of Dispensing Medications	4
PHAR 1030 Principles of Sterile Medication Preparation	4
PHAR 1050 Pharmacy Technology Practicum	5
PHAR 2060 Advanced Pharmacy Technology Principles	3
PHAR 2070 Advanced Pharmacy Technology Practicum	5
ALHS 1040 Introduction to Health Care	3

PHLEBOTOMY TECHNOLOGY SPECIALIST

Technical Certificate Of Credit

(Beginning Summer 2022)

(Stand- Alone)

Program Description:

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.

Click here to download the Phlebotomy Technology Specialist Student Track for success. [54]

Entrance date: Varies

Program admission requirements:

Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Reading Comprehension	55
	Writing	236		Sentence Skills	60
	Arthmetic	229		Arthmetic	34

Credits required for graduation: 18

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (18 hours)

Courses 18 credits	18
ALHS 1090 Medical Terminology for Allied Health Sciences	2
ALHS 1011 Structure and Function of the Human Body	5
ALHS 1040 Introduction to Health Care	3
PHLT 1030 Introduction to Venipuncture	3
PHLT 1050 Clinical Practice	5

ADVANCED MEDICAL IMAGING DEGREE

Degree

The Advanced Medical Imaging Associate of Applied Science Degree program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist and registered Nuclear Medicine Technologist. It provides the students with the knowledge needed to perform MRI and CT exams and to sit for the Post-Primary Magnetic Resonance Imaging Certification examination and/or the Post-Primary Computed Tomography Certification Examination. The academic component is designed to meet content specifications of the American Registry of Radiologic Technologists (ARRT) exam in Magnetic Resonance Imaging and Computed Tomography, as well as providing for continuing educational requirements. This Advanced Medical Imaging program consists of online courses as well as clinical education for the student. The clinical component is required to complete competency exams needed to sit for the MRI and CT certification exams.

IMPORTANT: Applicants must be a registered Radiologic Technologist, registered Radiation Therapist or registered Nuclear Medicine Technologist in good standing.

Students are selected on a first come, first serve basis. New students are accepted for Fall Semester. Clinical slots are limited. Clinical education credit will be considered for prior clinical experience.

After applying to ATC, applicants must contact program faculty to determine clinical credit and/or clinical slot placement.

In order to begin the clinical requirements, students must complete a physical form, tuberculosis skin test, supply proof of immunization, undergo a background check, and submit to a drug screen test. Students completing the CT clinical education courses must provide their radiation dose history.

Admission Requirements:

- Submit a completed application and fee
- Be at least 18 years of age
- Submit an official high school transcript or High School Equivalency transcript
- Submit official college transcripts, if applicable
- Completing entrance examination requirements for Albany Technical College.
- Minimum Test Scores:

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER –	Reading	64
	Writing	249		Sentence Skills	70
	Quantitative Reasoning	245		Algebra	57

Credits required for graduation: 64

INFO SESSIONS

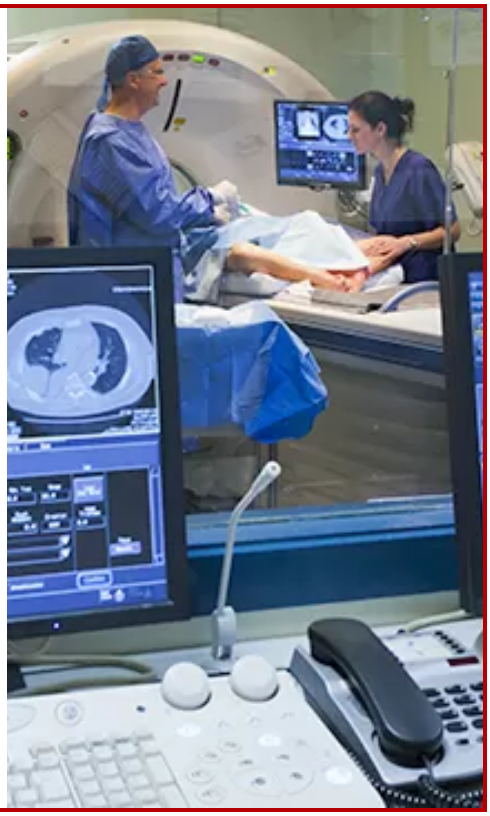
Prospective Students

- May 5, 2025 – 5PM | WebEx Info Session

JOIN BY PHONE
signin.webex.com/join
Meeting Code: 2866 214 7474
Password: JSs5Qg24hQk

JOIN BY PHONE
+1-415-655-0003 US TOLL
Access Code: 2866 214 7474

Contact Sarah Watson at swatson@albanytech.edu for more information.



- Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (48 hours)

General Education Core	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
ECON 1101 Principles of Economics	3
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
PHYS 1111 Introductory Physics I	3
PHYS 1111 Introductory Physics I	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3

Occupational	48
COMP 1000 Introduction to Computer Literacy	3
MRIM 2300 Orientation and Introduction to MRI	3
MRIM 2320 MRI Procedures & Cross Sectional Anatomy	3
MRIM 2330 MRI Physics & Instrumentation	3
MRIM 2350 Magnetic Resonance Imaging Clinical Education I	6
MRIM 2360 Magnetic Resonance Imaging Clinical Education II	6
MRIM 2370 MRI Review	3
RADT 2201 Introduction to Computed Tomography	2
RADT 2220 Computed Tomography Procedures I	3
RADT 2250 Computed Tomography Clinical I	4
RADT 2210 Computed Tomography Physics & Instrumentation	5
RADT 2230 Computed Tomography Procedures II	3
RADT 2265 Computed Tomography Clinical II	4

COMPUTED TOMOGRAPHY SPECIALIST

Technical Certificate Of Credit

(Stand- Alone Certificate & Embedded Certificate in the Advanced Medical Imaging Associate Degree Program)

Program Description:

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

IMPORTANT: Applicants must be a registered Radiologic Technologist, registered Radiation Therapist or registered Nuclear Medicine Technologist in good standing.

Students are selected on a first come, first serve basis. New students are accepted for Fall Semester. Clinical slots are limited. Clinical education credit will be considered for prior clinical experience.

After applying to ATC, applicants must contact program faculty to determine clinical credit and/or clinical slot placement.

In order to begin the clinical requirements, students must complete a physical form, tuberculosis skin test, supply proof of immunization, undergo a background check, and submit to a drug screen test. Students completing the CT clinical education courses must provide their radiation dose history.

Entrance date: Varies

Program Admission Requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Writing	236	ACCUPLACER –	Sentence Skills	60
	Reading	232		Reading Comp.	55
	Arithmetic	235		Arthmetic	34

Credits required for graduation: 21

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

INFO SESSIONS
Prospective Students

- May 5, 2025 – 5PM | WebEx Info Session



JOIN BY PHONE
signin.webex.com/join
Meeting Code: 2866 214 7474
Password: JSs5Qg24hQk

JOIN BY PHONE
+1-415-655-0003 US TOLL
Access Code: 2866 214 7474

Contact Sarah Watson at swatson@albanytech.edu for more information.



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Courses 21 credits		
RADT 2201	Introduction to Computed Tomography	2
RADT 2220	Computed Tomography Procedures I	3
RADT 2250	Computed Tomography Clinical I	4
RADT 2210	Computed Tomography Physics & Instrumentation	5
RADT 2230	Computed Tomography Procedures II	3

MAGNETIC RESONANCE IMAGING CERTIFICATE

Technical Certificate Of Credit

(Stand- Alone Certificate & Embedded Certificate in the Advanced Medical Imaging Associate Degree Program)

Program Description:

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

IMPORTANT: Applicants must be a registered Radiologic Technologist, registered Radiation Therapist or registered Nuclear Medicine Technologist in good standing.

Students are selected on a first come, first serve basis. New students are accepted for Fall Semester. Clinical slots are limited. Clinical education credit will be considered for prior clinical experience.

After applying to ATC, applicants must contact program faculty to determine clinical credit and/or clinical slot placement.

In order to begin the clinical requirements, students must complete a physical form, tuberculosis skin test, supply proof of immunization, undergo a background check, and submit to a drug screen test. Students completing the CT clinical education courses must provide their radiation dose history.

Entrance date: Varies

Program Admission Requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Writing	236	ACCUPLACER –	Sentence Skills	60
	Reading	232		Reading Comp.	55
	Arithmetic	235		Arithmetic	34

Credits required for graduation: 24

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

INFO SESSIONS

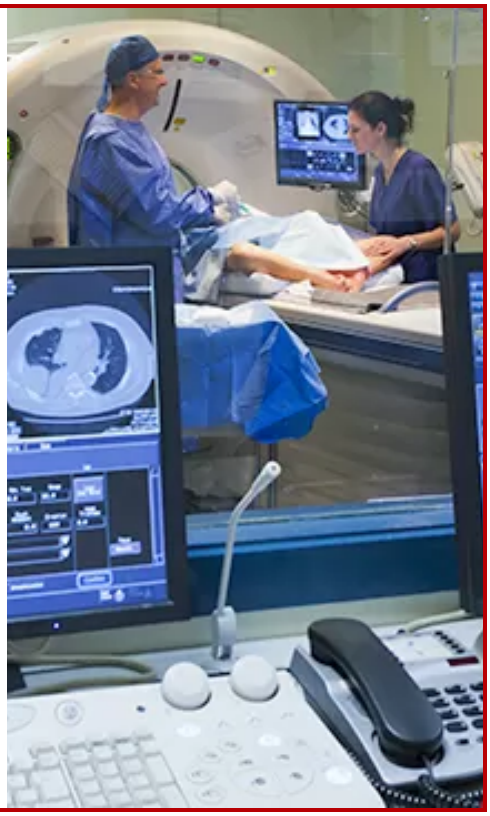
Prospective Students

- May 5, 2025 – 5PM | WebEx Info Session

JOIN BY PHONE
signin.webex.com/join
Meeting Code: 2866 214 7474
Password: JSs5Qg24hQk

JOIN BY PHONE
+1-415-655-0003 US TOLL
Access Code: 2866 214 7474

Contact Sarah Watson at swatson@albanytech.edu for more information.



- Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Courses 24 credits	
MRIM 2300 Orientation and Introduction to MRI	3
MRIM 2350 Magnetic Resonance Imaging Clinical Education I	6
MRIM 2320 MRI Procedures & Cross Sectional Anatomy	3
MRIM 2330 MRI Physics & Instrumentation	3
MRIM 2360 Magnetic Resonance Imaging Clinical Education II	6
MRIM 2370 MRI Review	3

RADIOLOGIC TECHNOLOGY

Degree

Program Description:

The Radiologic Technology associate degree program is a sequence of courses that prepares students for positions in radiology departments in hospitals, physician offices or clinics which utilize radiographic equipment for the purpose of providing imaging services to patients. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of classroom and clinical instruction necessary for successful employment. Program graduates will receive an Associate of Applied Science degree in Radiologic Technology, have the qualifications of a radiographer and will be eligible to sit for a national certification examination for radiographers given by the American Registry of Radiologic Technologists (ARRT).

Click here to download the Radiologic Technology Student Track for success. [55]

Program Mission, Goals, and Student Learning Outcomes

ATC ADMISSIONS REQUIREMENTS:

- Submit a completed application and fee
- Be at least 18 years of age
- Submit an official high school transcript or High School Equivalency transcript
- Submit official college transcripts, if applicable
- Completing entrance examination requirements for Albany Technical College.
- Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	236	ACCUPLACER –	Sentence Skills	70
	Writing	249		Reading Comp.	64
	Quantitative Reasoning	245		Elem. Algebra	57

Radiology Program Competitive Admission Requirements:

Admission to the college does not guarantee admission to the Radiologic Technology program. The Radiologic Technology program begins its occupational courses every Spring semester. Admission to the Radiologic Technology Program is competitive. The competitive admissions process begins each year and is opened to all applicants who have completed the applications process which includes:

- Completing entrance examination requirements of Albany Technical College and the program.
- Complete Admissions Packet – **DUE JULY 31, 2026**
  - Pick up from Radiology Program Chair
  - Print from Radiology Program website (Click Here [57])
- TEAS test completion and a score of 50 or higher
- TEAS Deadline – **JULY 31, 2026**
- Entire completion of 25 semester hours of the program core course requirements (listed below)
- Applicants must be at least 18 years of age prior to starting the clinical component of the program.

The student who submits an application and completes the TEAS with successful score by deadline will be required to attend Mandatory Orientation on August 10, 2026 at 10am in HCT 120.

The student must successfully complete all core course requirements with a 2.75 GPA average or higher by no later than the end of the Fall semester prior to Spring program admission. No occupational courses may be taken prior to program acceptance, including completion of core requirements.

During mandatory orientation, the student could be subject to the below additional requirements. These requirements include, but are not limited to:

1. Completion of a physical examination with the results recorded on the college forms.
2. Obtain a PPD skin test/T-Spot
3. Obtain their immunization record to include MMR, Varicella, Influenza, Hep B, and TDap.
4. Obtain an 10-panel drug screening test
5. Obtain a 2 year CPR certification (BLS-AED) through the American Heart Association
6. Arrange to get a national criminal background check.
7. Complete 8 hours of volunteer service in a Radiology department approved and scheduled by the Program Director.

All of these requirements will need to be completed and submitted to the Program Director by the deadline set during the program orientation. After completion of all requirements, 15 students, through competitive admission will be selected.

SELECTION PROCESS

ATC uses an objective, quantitative process to score all eligible candidates for selection into the Radiologic Technology Program. Selection begins with students who submitted all requirements by the deadline. After deadline, selection is based on a rank-order calculation in which the student with the highest score is selected first, and remaining seats are filled according to rank-order. Rank order is calculated with TEAS score and GPA.

For more detailed information, please contact S. LeAnn Watson, Program Chair at (229) 430-6049 or email at swatson@albanytech.edu.

Radiologic Technology Prospective Student Booklet | Radiologic Technology Student Handbook | Radiologic Technology Application Packet | Program Costs

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Clinical Obligations

The Radiologic Technology Program is affiliated with clinical education settings that are hospital, orthopedic, and clinical based which will prepare graduates with the skills needed to seek employment as a radiographer.

During the orientation, the student will receive an overview of the student clinical obligations in addition the above orientation items. Students will be required to attend clinical night rotations (12p-9p). Each student will have approximately the same number of night rotations throughout the length of the program. Students will be scheduled to attend clinical practicum located up to 50 miles away from Albany Technical College. Students will also be required to purchase malpractice insurance which is offered by the college.

Clinical Affiliates

- Albany Internal Medicine
- Phoebe Orthopaedic Specialty Group
- Albany Urology Clinic and Surgery Center
- Phoebe Diagnostic and Imaging Center
- Crisp Regional Hospital
- Phoebe Putney Memorial Hospital
- Phoebe Convenient Care

- Phoebe Northwest Convenient Care
- Phoebe East Convenient Care
- Phoebe Lee County Urgent Care
- Phoebe Sumter Medical Center

Program Effectiveness Data

Credits required for graduation: 77

Radiology Program Application Packet Due Date: JULY 31, 2026

INFORMATION SESSIONS

- NOV 03, 2025 – 12pm & 4pm
- NOV 05, 2025 – 12pm & 4pm
- NOV 07, 2025 – 10am

Contact Sarah Watson at swatson@albanytech.edu for more information.



- The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Length of Accreditation Award: 8 years. Next review is expected 11/2031. The contact information for the JRCERT is as follows:

  JRCERT
  20 North Wacker Drive, Suite 2850 Chicago,IL 60606-3182
  Phone: 312.704.5300
  Fax: 312.704.5304
  Email: mail@jrcert.org

  www.jrcert.org[62]

  JCERT Accredited Program Details

- Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology	3
SOCI 1101 Introduction to Sociology	3
ECON 1101 Principles of Economics	3
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3
Program-Specific Gen. Ed. Course Requirements (3)	

Non-General Education Degree Courses 10 credits	
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology Lab I	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology Lab II	1

Occupational Courses 52 credits		
RADT 1060	Radiographic Procedures II	3
RADT 2360	Clinical Radiography IV	9
RADT 2260	Radiologic Technology Review	3
RADT 2340	Clinical Radiography III	6
RADT 1085	Radiologic Equipment	3
RADT 1200	Principles of Radiation Biology and Protection	2
RADT 2090	Radiographic Procedures lll	2
RADT 1330	Clinical Radiography II	7
RADT 1075	Radiographic Imaging	4
RADT 1320	Clinical Radiography I	4
RADT 1065	Radiologic Science	2
RADT 1030	Radiographic Procedures I	3
RADT 1010	Introduction to Radiology	4

CENTRAL STERILE SUPPLY PROCESSING TECHNICIAN

Technical Certificate Of Credit

(Stand-alone)

Program Description:

The Central Sterile Supply Processing Technician Technical Certificate of Credit is designed to provide entry-level training that will prepare graduates to function in the sterile supply processing and distribution areas of healthcare facilities. The program is based on theory and clinical instruction that will apply scientific principles to the specific work area. Theory classes with laboratory participatory classes will prepare students for clinical application of skills and knowledge in healthcare facilities.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Fall semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	232	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	235		Arithmetic	34

High School diploma or equivalent required for admission.

Applicant must be at least 17 years old.

Credits required for graduation: 9

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*NOTE: Students completing this TCC will be eligible to apply to take the IAHCSMM certification exam.

Curriculum Outline (9 hours)

Courses 9 credits	**9**
ALHS 1090 Medical Terminology for Allied Health Sciences	2
CSSP 1010 Central Sterile Supply Processing Technician	5
Select one of the following courses	**2**
EMPL 1000 Interpersonal Relations and Professional Development	2
PSYC 1010 Basic Psychology	3

SURGICAL TECHNOLOGY

Degree

Program Description:

The surgical technology degree program prepares entry-level surgical technologists who are competent in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement in surgical technology. 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 a surgical technologist, as well as eligible to sit for the Certified Surgical Technologist (CST) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Click here to download the Surgical Technology Student Track for success. [63]

Program Admission:

Admission to the Surgical Technology program is competitive. Students must complete the prerequisite courses with a grade of "C" or higher and have a minimum of a 2.0 grade point average on a 4.0 scale to be eligible for a progression into courses with the SURG prefix. General Core Courses (ENG 1101, MATH 1111, or MATH 1101, PSYC 1101, ALHS 1090, BIOL 2113/L, BIOL 2114/L, BIOL 2117/L, a Humanities/Fine Arts Elective, and a General Core requirement from Area I-IV must be completed in order to progress into the Surgical Technology courses. If there are more than 25 applicants that apply and meet the requirements for the program, then applicants with the highest grade point average will be chosen to fill the 25 seats. If there is a tie, the BIOL course grades will be used to determine who fills the available seats. High school graduation or GED is required for admission to this program. The minimum age requirement is 17. For more information regarding this process, please contact the admission office at (229)430-6194.

Entrance date:

Core courses: Any Semester

Occupationally specific courses: Spring semester

Length of Program: Five semesters

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	236	ACCUPLACER –	Sentence Skills	70
	Writing	249		Reading Comp.	64
	Quantitatice Reasoning	245		Elem. Algebra	57
	Advanced Algebra	249			

High School diploma or equivalent required for admission.

Applicant must be at least 17 years old.

Employment Opportunities: Surgical technicians are in demand for employment in hospitals, operating rooms, physicians' offices, veterinary hospitals, ambulatory and day surgery centers, central sterile processing departments, and managerial roles, and more.

Credits required for graduation: 72

Note:

- A student may be a part time or full time status until entering any SURG course. Once a student enters the SURG courses you must maintain a full time status. Students who have to repeat any of the General Core or Designated Occupational courses more than once to achieve a grade of "C" or higher will not be eligible for progression. Students will be admitted during any semester to take prerequisite courses but will not be admitted to the program until Spring Semester, after completing the competitive admission process. ALHS 1090 and any BIOL courses older than five years will not be considered as completed for entrance into the program. The student would have to repeat these courses, however, it will not count as a failure. Any student who withdrawals or fails a course twice will be automatically dropped from the program.

Note:

A grade of “C” or higher is required for all courses.

- A student who does not earn a grade of “C” or higher in any course with the SURG prefix will have to wait one year before reentering the program. The student must complete an individualized remedial program assigned by the department head. The student will be required to retake ALHS 1090 and ALHS 1011. A student who does not earn a grade of “C” or higher in any two courses with the SURG prefixes will not be allowed to reenter the Surgical Technology program.
- Prior to participation in clinical settings, students are required to submit completed medical and dental examination forms. These forms will be distributed by the program director. All required immunizations, including Hepatitis B, must be accompanied by documentation. Students who refuse to take the Hepatitis B vaccination series must sign a declination form and be aware that clinical practicum sites may refuse them an opportunity to gain clinical experience.
- Conviction of a felony or gross misdemeanor may prohibit employment in field and may make a student ineligible to take licensing/certification exam(s) required for the profession. A background check will be required by some agencies before a student attends a clinical practicum. For more information, contact the appropriate program advisor.
- All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.
- In addition to being accepted into the program, each student must be able to demonstrate a variety of knowledge, psychomotor, and behavioral skills in order to graduate from the Surgical Technology program.
- Graduates are required to take the NBSTSA National Certification Examination for Surgical Technologist prior to graduation.

Surgical Technology Outcomes

Annual Reporting Year	Academic Year	Standard Reporting	Percentage of that Standard
2025	8/1/2023-7/31/2024	Retention Rate	70%
		CST Exam Pass Rate	100%
		CST Graduate Placement Rate	100%
2024	8/1/2022-7/31/2023	Retention Rate	71%
		CST Exam Pass Rate	100%
		CST Graduate Placement Rate	100%
2023	8/1/2021-7/31/2022	Retention Rate	88%
		CST Exam Pass Rate	100%
		CST Graduate Placement Rate	100%
2022	8/1/2020 - 7/31/2021	Retention Rate	86%
		CST Exam Pass Rate	100%
		CST Graduate Placement Rate	100%
2021	8/1/2019 - 7/31/2020	Retention Rate	73%
		CST Exam Pass Rate	100%
		CST Graduate Placement Rate	100%

The Surgical Technology program is in continuing accreditation status and is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org[64]) upon the recommendation of the Accrediting Review Council on Education in Surgical Technology and Surgical Assisting (www.arcstsa.org[65]).

CAAHEP's address and phone number:
9355 113th St. N, #7709
Seminole, FL 33775
(727) 210-2350

ARC/STSA address and phone number:
19751 East Mainstreet
Suite 339
Parker, CO 80138
Phone 303-694-9262

Curriculum Outline (72 hours)

General Core Courses 15 cr.	15
Area-I-Language-Arts-Communications	
ENGL 1101 Composition and Rhetoric	3
Area-II-Social-Behavioral-Sciences	
PSYC 1101 Introductory Psychology	3
Area-III-Natural-Sciences-Mathematics	**3**
MATH 1111 College Algebra	3
MATH 1011 Business Math	3
Area-IV-Humanities-Fine-Arts	
Program-Specific-Gen-Ed-Course-Requirements-3	
ECON 1101 Principles of Economics	3
ENGL 1102 Literature and Composition	3
SPCH 1101 Public Speaking	3
SOCI 1101 Introduction to Sociology	3
MATH 1113 Precalculus	3

Non-General-Education-Degree-Courses-14-credits	14
ALHS 1090 Medical Terminology for Allied Health Sciences	2
BIOL 2113 Anatomy and Physiology I	3
BIOL 2113L Anatomy and Physiology Lab I	1
BIOL 2114 Anatomy and Physiology II	3
BIOL 2114L Anatomy and Physiology Lab II	1
BIOL 2117 Introductory Microbiology	3
BIOL 2117L Introductory Microbiology Lab	1

Occupational Courses 43 credits		43
SURG 1010	Introduction to Surgical Technology	8
SURG 1020	Principles of Surgical Technology	9
SURG 2240	Seminar in Surgical Technology	2
SURG 2040	Surgical Procedures II	5
SURG 2140	Surgical Technology Clinical IV	3
SURG 2130	Surgical Technology Clinical III	3
SURG 2030	Surgical Procedures I	5
SURG 2120	Surgical Technology Clinical II	3
SURG 2110	Surgical Technology Clinical I	3
SURG 1100	Surgical Pharmacology	2

PROGRAMS IN LOGISTICS & OPERATIONS

Logistics & Operations

Business Logistics Management Degree
Business Logistics Management Diploma
Certified Warehousing And Distribution Specialist
Customer Contact Specialist
Freight Brokerage
Industrial Operations Technician
Logistics Specialist Certificate
Quality Assurance Professional
Quality Assurance Specialist
Supply Chain Management

BUSINESS LOGISTICS MANAGEMENT DEGREE

Degree

Program Description:

The Business Logistics Management program is a sequence of courses that are designed to prepare students for employment in the field of business logistics. The program combines core educational course with specific occupational course in the area of customer service, supervision, supply chain management and logistics which are designed to provide an overview of the process from product idea conception to the delivery of the product to the consumer.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 60

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (9 hours)

General Education Core Courses 18 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
ENGL 1105 Technical Communications	3
Area II - Social/Behavioral Sciences	
ECON 1101 Principles of Economics	3
PSYC 1101 Introductory Psychology	3
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3

Occupational Courses 33 credits	
COMP 1000 Introduction to Computer Literacy	3
SCMA 1000 Introduction to Supply Chain Management	3
SCMA 1015 E-Commerce in Supply Chain Management	3
SCMA 1020 Research and Case Studies in Supply Chain Management	3
LOGI 1000 Business Logistics	3
LOGI 1015 Purchasing and Materials Management	3
LOGI 1030 Product Lifecycle Management	3
MGMT 1310 Introduction to Quality Assurance	3
MGMT 1315 Define and Measure	3
MGMT 1320 Analyze, Improve, Control	3
MGMT 2209 Introduction to Project Management	3

Completion of one of three specializations:	**9**
Customer Contact Specialist (8CC3) 9 credits	
MGMT 1120 Introduction to Business	3
MGMT 2205L Service Sector Management	3
MGMT 2410L Change and Career Management	3
Service Supervision Specialist (8S33) 9 credits	
MGMT 1105 Organizational Behavior	3
MGMT 1115 Leadership	3
MGMT 2205L Service Sector Management	3
Freight Brokerage (8FB3) 16 Credits	**16**
LOGI 1000 Business Logistics	3
SCMA 1000 Introduction to Supply Chain Management	3
SCMA 1003 Introduction to Transportation & Logistics Management	3
LOGI 2000 Freight Brokerage Operations	4
MGMT 2150 Small Business Management	3

BUSINESS LOGISTICS MANAGEMENT DIPLOMA

Diploma

Program Description:

The Business Logistics diploma program is a sequence of courses that are designed to prepare students for employment in the field of business logistics. The program combines core educational courses with specific occupational courses in the areas of customer service, supervision, supply chain management and logistics which are designed to provide an overview of the process from product idea conception to the delivery of the product to the consumer.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Algebra	237		Algebra	41

High School diploma or equivalent required for admission.

Credits required for graduation: 48

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 9 credits		
ENGL 1010	Fundamentals of English I	3
MATH 1013	Algebraic Concepts	3
PSYC 1010	Basic Psychology	3

Occupational Courses 39 credits	
COMP 1000 Introduction to Computer Literacy	3
MGMT 1105L Organizational Behavior	3
MGMT 1115L Leadership	3
MGMT 1120L Introduction to Business	3
MGMT 2130L Employee Training and Development	3
MGMT 2205L Service Sector Management	3
MGMT 2410L Change and Career Management	3
SCMA 1000 Introduction to Supply Chain Management	3
SCMA 1015 E-Commerce in Supply Chain Management	3
SCMA 1020 Research and Case Studies in Supply Chain Management	3
LOGI 1000 Business Logistics	3
LOGI 1015 Purchasing and Materials Management	3
LOGI 1030 Product Lifecycle Management	3

CERTIFIED WAREHOUSING AND DISTRIBUTION SPECIALIST

Technical Certificate Of Credit

(Stand-alone)

Program Description:

The Certified Warehousing and Distribution Specialist Technical Certificate of Credit provides instruction that will allow graduates to function safely and effectively in the warehouse environment. Topics include workforce skills, warehousing and distribution processes, technology skills, and representative warehousing skills.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 9

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 9 credits

CUSTOMER CONTACT SPECIALIST

Technical Certificate Of Credit

(Stand-alone and Embedded in Business Logistics Management Diploma and Degree, and Business Management Diploma and Degree)

Program Description:

The Customer Contact Specialist certificate program prepares the individual for work in the business environment by providing training that equips the individual to provide quality customer service through an understanding of the nature of business, customer service, and personal growth and development in the context of constant change.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Applicant must be at least 18 years of age.

High school diploma or equivalent required for admission.

Credits required for graduation: 9

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 9 credits		
MGMT 1120L	Introduction to Business	3
MGMT 2205L	Service Sector Management	3
MGMT 2410L	Change and Career Management	3

FREIGHT BROKERAGE

Technical Certificate Of Credit

(Stand-alone and Embedded in Business Logistics Management Degree)

Program Description: **Beginning Summer 2024**

The Freight Brokerage Certificate (TCC) is designed to provide a general knowledge of freight brokerage, logistics and supply chain processes and practices, including logistics management basics, supply chain management, transportation management, freight brokerage operations and small business management. It will be comprised of LOGI 1000, SCMA 1000, SCMA 1003, MGMT 2150, as well as an institutionally-developed course, "Freight Brokerage Operations/LOGI 2000." This course will provide an overview of the planning, development, and execution of non-asset based freight brokerage transportation management services as well as focus on the process for obtaining a brokerage license, daily operations, building a shipper customer base, completing RFP/bids, negotiate rates, sourcing and qualifying motor carriers, federal, state, and local regulations, and gaining a detailed understanding of the diverse types of cargo as well as their respective transportation requirements and the dispatch process.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Applicant must be at least 18 years of age.

High school diploma or equivalent required for admission.

Credits required for graduation: 16

Length of Program: 1 Term

Curriculum Outline (16 hours)

Courses 16 credits	**16**
MGMT 2150 Small Business Management	3
LOGI 1000 Business Logistics	3
SCMA 1000 Introduction to Supply Chain Management	3
SCMA 1003 Introduction to Transportation & Logistics Management	3
LOGI 2000 Freight Brokerage Operations	4

INDUSTRIAL OPERATIONS TECHNICIAN

Technical Certificate Of Credit

(Stand-alone)

Program Description:

The Industrial Operations Technician TCC will provide an entry level pool of applicants for local manufacturing employers that will be designated “ready for hire”. Graduates will have skills that will develop manufacturing capabilities and build the technical fundamentals which will allow for accelerated growth in the work force. Upon successful completion, the candidate will have a higher base to build from than comparable new hires with no experience in a manufacturing environment. The program will provide a pool of entry level, non-exempt employees with the required fundamental qualification (work history, math capability, mechanical capability, ability to follow direction, ability to multi-task, etc.) ready for on the job manufacturing training.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Applicant must be at least 18 years old.

Credits required for graduation: 18

Courses 18 credits	
EMPL 1000 Interpersonal Relations and Professional Development	2
MGMT 1310 Introduction to Quality Assurance	3
MGMT 1315 Define and Measure	3
MGMT 1320 Analyze, Improve, Control	3
MGMT 1325 Strategies of Operations Management	3
IDSY 1170 Industrial Mechanics	4

LOGISTICS SPECIALIST CERTIFICATE

Technical Certificate Of Credit

(Stand Alone and Embedded in Business Logistics Management Diploma and Degree)

Program Description:

The Logistics certificate program is a sequence of courses that are designed to prepare students for employment in the field of logistics. The program combines specific occupational courses in the area of logistics which are designed to provide an overview of the logistical process, purchasing, material management, and product life cycle management.

Entrance date: Each semester

Program entrance requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 9

Courses 9 credits		
LOGI 1000	Business Logistics	3
LOGI 1015	Purchasing and Materials Management	3
LOGI 1030	Product Lifecycle Management	3

QUALITY ASSURANCE PROFESSIONAL

Technical Certificate Of Credit

(Stand-alone)

Program Description:

This program will acquaint the learner with the philosophy of Six Sigma and methodologies that will enable the student to utilize the skills to eliminate waste and improve efficiencies in the workplace. This certificate would equip individuals to function as the leader of a Six Sigma team in addition to their regular assigned duties. It will also prepare them to be able to sit for the Six Sigma Black Belt certification exam.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High school diploma or equivalent required for admission. Must be a graduate of QA31 or hold a green belt certification in Six Sigma.

Credits required for graduation: 9

Courses 9 credits		
MGMT 1340	Quality Assurance Philosophy	3
MGMT 1350	Quality Assurance Tools	3
MGMT 1360	Advanced Quality Assurance Process	3

QUALITY ASSURANCE SPECIALIST

Technical Certificate Of Credit

(Stand-alone & Embedded in Business Logistics Management Degree)

Program Description:

This program will acquaint the learner with the philosophy of Six Sigma and methodologies that will enable the student to utilize the skills to eliminate waste and improve efficiencies in the workplace.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High school diploma or equivalent required for admission.

Credits required for graduation: 9

Courses 9 credits		
MGMT 1310	Introduction to Quality Assurance	3
MGMT 1315	Define and Measure	3
MGMT 1320	Analyze, Improve, Control	3

SUPPLY CHAIN MANAGEMENT

Technical Certificate Of Credit

(Stand-alone and Embedded In Business Logistics Diploma and Degree)

Program Description:

This certificate provides a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for delivery goods and services to customers. The certificate will focus on what employees and managers must do to ensure an effective Supply Chain exists in their organization.

Entrance date:

Occupationally specific courses: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 9

Courses 9 credits		
SCMA 1000	Introduction to Supply Chain Management	3
SCMA 1015	E-Commerce in Supply Chain Management	3
SCMA 1020	Research and Case Studies in Supply Chain Management	3

PROGRAMS IN PUBLIC SAFETY

Criminal Justice

Criminal Justice Specialist
Criminal Justice Technology Degree
Criminal Justice Technology Diploma
Homeland Security Technician
Introduction to Criminal Justice
Law Enforcement Preparatory Certificate

Fire Services

Basic Fire Company Officer
Fire and Emergency Services Occupation Degree
Fire Officer I
Fire Officer II
Fire Science Technology Degree
Fire Science Technology Diploma
Firefighter I
Firefighter II
Professional Firefighter

CRIMINAL JUSTICE SPECIALIST

Technical Certificate Of Credit

(Stand-Alone & Embedded in Law Enforcement Diploma and Degree)

Program Description:

The Criminal Justice Specialist Technical Certificate of Credit is a sequence of courses that prepares students for law enforcement professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of law enforcement theory and practical application necessary for successful employment. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Lew Enforcement Specialist Technical Certificate of Credit 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.

Entrance date: Each semester

Program admissions requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 15

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 15 credits		
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 2020	Constitutional Law for Criminal Justice	3

CRIMINAL JUSTICE TECHNOLOGY DEGREE

Degree

Program Description:

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

Click here to download the Criminal Justice Technology Degree Student Track for success. [66]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 60

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

*NOTE: A satisfactory determination on the criminal records check is not a requirement for program admission. However, a satisfactory records check must be documented before a student can be placed in any clinical, practicum, lab, or internship setting.

General Education Core Courses 15	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
Program-Specific Gen. Ed. Course Requirements (3)	

Occupational Courses 45 credits	
COMP 1000 Introduction to Computer Literacy	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 2050 Criminal Procedure	3
CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020 Constitutional Law for Criminal Justice	3
CRJU 2070 Juvenile Justice	3
Select from one of two Practicum or Internship courses below for min. 3 cr.:	
CRJU 2090 Criminal Justice Practicum	3
CRJU 2100 Criminal Justice Externship	3
Select five courses from list below for a min. of 15 cr.:	
CRJU 1021 Private Security	3
CRJU 1052 Criminal Justice Administration	3
CRJU 1054 Police Officer Survival	3
CRJU 1075 Report Writing	3
CRJU 2060 Criminology	3
CRJU 2110 Homeland Security	3
CRJU 2201 Criminal Courts	3
CRJU 1043 Probation and Parole	3
CRJU 1065 Community-Oriented Policing	3
CRJU 1062 Methods of Criminal Investigation	3
CRJU 1063 Crime Scene Processing	3

CRIMINAL JUSTICE TECHNOLOGY DIPLOMA

Diploma

Program Description:

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Law Enforcement Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Law Enforcement 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.

Click here to download the Criminal Justice Technology Diploma Student Track for success. [67]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 48

*NOTE: A satisfactory determination on the criminal records check is not a requirement for program admission. However, a satisfactory records check must be documented before a student can be placed in any clinical, practicum, lab, or internship setting.

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 9 credits		
MATH 1012	Foundations of Mathematics	3
ENGL 1010	Fundamentals of English I	3
PSYC 1010	Basic Psychology	3

Occupational Courses 30 credits	
COMP 1000 Introduction to Computer Literacy	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 2050 Criminal Procedure	3
CRJU 1400 Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020 Constitutional Law for Criminal Justice	3
CRJU 2070 Juvenile Justice	3
Select from one of two Practicum or Internship courses below for min. 3 cr.:	
CRJU 2090 Criminal Justice Practicum	3
CRJU 2100 Criminal Justice Externship	3
Select three courses from list below for a min. of 9 cr.:	
CRJU 1021 Private Security	3
CRJU 1052 Criminal Justice Administration	3
CRJU 1054 Police Officer Survival	3
CRJU 1075 Report Writing	3
CRJU 2060 Criminology	3
CRJU 2110 Homeland Security	3
CRJU 2201 Criminal Courts	3
CRJU 1043 Probation and Parole	3
CRJU 1065 Community-Oriented Policing	3
CRJU 1062 Methods of Criminal Investigation	3
CRJU 1063 Crime Scene Processing	3

HOMELAND SECURITY TECHNICIAN

Technical Certificate Of Credit

(Embedded in Law Enforcement Diploma and Degree)

Program Description:

The Homeland Security Technician certificate, embedded in the Criminal Justice Technology program, will emphasize the issues and emerging information and management concepts related to critical homeland security. After completing the Homeland Security TCC, students will be able to understand the functions, responsibilities and policy, and the inter-relationship of governmental systems; analyze threats and vulnerabilities; do risk assessment, management of crisis and consequences; identify the resources and technology to support planning, mitigation response, and recovery; and comprehend the importance of strategic and contingency planning, systems integration, and sharing of information.

Entrance date: Each semester

Program admissions requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 12

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 12 credits	
COMP 1000 Introduction to Computer Literacy	3
CRJU 1054 Police Officer Survival	3
CRJU 1062 Methods of Criminal Investigation	3
CRJU 2110 Homeland Security	3

INTRODUCTION TO CRIMINAL JUSTICE

Technical Certificate Of Credit

(Stand-Alone & Embedded in Law Enforcement Diploma and Degree)

Program Description:

The Introduction to Criminal Justice Technical Certificate of Credit is a sequence of courses that introduces students to studies which may lead to 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. Upon completion of this technical certificate of credit may permit students to pursue entry level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist Technical Certificate of Credit 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.

Entrance date: Each semester

Program admissions requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 15

Curriculum Outline (12 hours)

Courses 12 credits		**12**
CRJU 1010	Introduction to Criminal Justice	3
CRJU 1030	Corrections	3
CRJU 1040	Principles of Law Enforcement	3
CRJU 2050	Criminal Procedure	3

LAW ENFORCEMENT PREPARATORY CERTIFICATE

Technical Certificate Of Credit

(Stand Alone & Embedded in Law Enforcement Diploma and Degree)

Program Description:

Course work in this curriculum will include a combination of criminal justice introductory courses designed to familiarize, highlight and emphasize relevant components of the criminal justice system. The program examines the common problems associated with writing reports within the criminal justice system. Instructions and content will also include: laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; criminal justice overview of Constitutional Law and Criminal Law. Graduates should qualify to become entry level Police Academy candidates, who are work force ready professionals.The Law Enforcement Preparatory Certificate is designed to prepare newly hired law enforcement officers for Police Officers Standards and Training (POST) certification. The curriculum will consist of two five-week sessions with two courses in each session, for a total of 12 credit hours. Each five-week session will meet Monday through Friday for a total of 35 hours each week.

Entrance date: Each semester

Program admissions requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 12

Courses 12 credits		
CRJU 1068	Criminal Law for Criminal Justice	3
CRJU 1075	Report Writing	3
CRJU 2020	Constitutional Law for Criminal Justice	3
CRJU 2050	Criminal Procedure	3

BASIC FIRE COMPANY OFFICER

Technical Certificate Of Credit

(Stand alone and Embedded in Fire Science Technology diploma and degree)

Program Description

Exit examination can be administered for Basic Fire Company Officer after these courses have been successfully completed and the respective task book has been completed. If the exit examination and the task book are successfully completed, the candidate will be issued an NPQ Certification Application through GFSTC. This program is 100% online.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Fall semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 13

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (13 hours)

Occupational Courses 13 Hours		13
FRSC 1121	Firefighting Strategy and Tactics	3
FRSC 2110	Fire Service Hydraulics	3
FRSC 2130	Fire Service Building Construction	3
FRSC 2141	Incident Command	4

FIRE AND EMERGENCY SERVICES OCCUPATION DEGREE

Degree

Program Description:

Program Description: The FIE3- Fire & Emergency Services Occupation degree program was designed for individuals currently employed in the public safety areas of fire service and emergency medical services seeking a degree for promotional purposes. Our FIE3 is not an entry level option. Albany Technical College offers two entry level diploma options that will bridge to degrees. These options are the PF12 Professional Firefighter & EP12 EMS Professions.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Each semester

Program admission requirements:

- Must be currently employed in the public safety areas of fire service and emergency medical services industry.
- Must be 18 years old
- Must have a High School diploma or equivalent required for admission.
- Must have a valid Georgia Driver's License or a government issued photo identification that includes the applicant's date of birth.

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

Students must maintain a minimum of a 2.0 GPA.

Albany Technical College can only grant prior learning credits for ProBoard (NPQ) National Professional Qualifications and International Fire Service Accreditation Congress (IFSAC) certificates. For these certifications to be accepted, they must have the proper visible and legible seals and certification numbers.

Student must present copies of both certifications (NPQ/IFSAC FF 1 & FF 2) to the Fire Science Technology Department Chair to be granted prior learning credits for the following FIRE courses: Individuals without certifications will have to take the Fire courses to receive credit.

Valid NPQ/IFSAC Firefighter 1 Certification

FRSC 1020	Basic Firefighter-Emergency Services Fundamentals	3 hrs
FRSC 1030	Basic Firefighter- MODULE I	5 hrs
FRSC 1040	Basic Firefighter- MODULE II	3 hrs

Valid NPQ/IFSAC Firefighter 2 Certification

FRSC 1060	Fire Prevention, Preparedness and Maintenance	3 hrs
FRSC 1070	Introduction to Technical Rescue	4 hrs
FRSC 1080	Fireground Operations	3 hrs

The student must present copies of both certifications (EMT & AEMT) to the Paramedicine Chair to be granted prior learning credits for the following EMS courses: Individuals without certifications will have to take the EMS courses to receive credit.

Valid Nationally Registered Emergency Medical Technician (EMT) Certification

EMSP 1110	Introduction to the EMT Profession	3 hrs
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3 hrs
EMSP 1130	Medical Emergencies for the EMT	3 hrs
EMSP 1140	Special Patient Populations	3 hrs
EMSP 1150	Shock and Trauma for the EMT	3 hrs
EMSP 1160	Clinical and Practical Applications for the EMT	3 hrs

Valid Nationally Registered Advanced Emergency Medical Technician (AEMT) Certification

EMSP 1510	Advanced Concepts for the AEMT	3 hrs
EMSP 1520	Advanced Patient Care for the AEMT	3 hrs
EMSP 1530	Clinical Applications for the AEMT	1 hrs
EMSP 1540	Clinical and Practical Applications for the AEMT	3 hrs

Credits required for graduation: 62

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 15 credits	
Area-I-Language-Arts-Communications	
ENGL 1101 Composition and Rhetoric	3
SPCH 1101 Public Speaking	3
Area-II-Social-Behavioral-Sciences (6)	**6**
ECON 1101 Principles of Economics	3
ECON 2105 Macroeconomics	3
ECON 2106 Microeconomics	3
HIST 1111 World History I	3
HIST 1112 World History II	3
HIST 2111 U.S. History I 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	**3**
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area-IV-Humanities-Fine-Arts	
ENGL 2110 World Literature	3
ARTS 1101 Art Appreciation	3
ENGL 2130 American Literature	3
HUMN 1101 Introduction to Humanities	3
MUSC 1101 Music Appreciation	3
THEA 1101 Theater Appreciation	3
Occupational Courses 47 credits	
FRSC 1020 Basic Firefighter - Emergency Services Fundamentals	3
FRSC 1030 Basic Firefighter - MODULE I	5
FRSC 1040 Basic Firefighter - MODULE II	3

FRSC 1060	Fire Prevention, Preparedness and Maintenance	3
FRSC 1070	Introduction to Technical Rescue	4
FRSC 1080	Fireground Operations	3
EMSP 1110	Introduction to the EMT Profession	3
EMSP 1120	EMT Assessment/Airway Management and Pharmacology	3
EMSP 1130	Medical Emergencies for the EMT	3
EMSP 1140	Special Patient Populations	3
EMSP 1150	Shock and Trauma for the EMT	3
EMSP 1160	Clinical and Practical Applications for the EMT	1
EMSP 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

FIRE OFFICER I

Technical Certificate Of Credit

(Stand alone and Embedded in Fire Science Technology diploma and degree)

Program Description

The Fire Officer I Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Upon successful completion of assigned NPQ tasks, graduate will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer I level. Program graduates receive a Fire Officer I Technical Certificate of Credit. Students should be graduates of the Basic Fire Company Officer Technical Certificate of Credit before enrolling in this program. Candidates must be certified at the level of NPQ Firefighter II to be eligible for NPQ Fire Officer I certification. This program is 100% online.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Fall semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 14

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 14 credits		
FRSC 1110	Fire Administration - Supervision and Leadership	3
FRSC 1132	Fire Service Instructor	4
FRSC 1141	Hazardous Materials Operations	4
FRSC 2120	Fire Protection Systems	3

FIRE OFFICER II

Technical Certificate Of Credit

(Stand alone and Embedded in Fire Science Technology diploma and degree)

Program Description

The Fire Officer II Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Upon successful completion of assigned NPQ tasks, graduates will have the opportunity to be tested and certified at the National Professional Qualifications Fire Officer II level. Program graduates receive a Fire Officer II Technical Certificate of Credit. Students should be graduates of the Fire Officer I Technical Certificate of Credit before enrolling in this program. Candidates must be certified at the level of NPQ Fire Officer I to be eligible for NPQ Fire Officer II certification. This program is 100% online.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Fall semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34
	Quantitative Reasoning	237		Algebra	41

High School diploma or equivalent required for admission.

Credits required for graduation: 14

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 14 credits		
FRSC 1151	Fire Prevention & Inspection	4
FRSC 1161	Fire Service Safety and Loss Control	3
FRSC 2100	Fire Administration Management	3
FRSC 2170	Fire and Arson Investigation	4

FIRE SCIENCE TECHNOLOGY DEGREE

Degree

Program Description:

The Fire Science Associate of Applied Science degree program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to an AAS degree in Fire Science. This program is 100% online.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	55
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 62

Fire Science Prior Learning Equivalencies[68]

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Prior Learning Assessment Credits (PLA) are acceptable for program*

**Please consult with the program chair regarding acceptable PLA documentation*

The Fire Science Technology program is recognized by the National Fire Academy (NFA).

Curriculum Outline (3 hours)

General Education Core Courses 15 credits	3
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	**3**
Area III - Natural Sciences/Mathematics-Choose One of the Following (3 Hours)	**3**
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	**3**
Program-Specific Gen. Ed. Course Requirements (3)	**3**

Occupational Courses 47 credits	
COMP 1000 Introduction to Computer Literacy	3
FRSC 1100 Introduction to the Fire Service	3
FRSC 1110 Fire Administration - Supervision and Leadership	3
FRSC 1132 Fire Service Instructor	4
FRSC 1141 Hazardous Materials Operations	4
FRSC 1151 Fire Prevention & 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
Select one of the following courses for min. 3 cr.:	**3**
FRSC 1121 Firefighting Strategy and Tactics	3
FRSC 1115 Fire Behavior & Combustion	3

FIRE SCIENCE TECHNOLOGY DIPLOMA

Diploma

Program Description:

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. Completion of the program of study leads to a Diploma in Fire Science. This program is 100% online.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 55

Fire Science Prior Learning Equivalencies[68]

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Prior Learning Assessment Credits (PLA) are acceptable for program*

**Please consult with the program chair regarding acceptable PLA documentation*

The Fire Science Technology program is recognized by the National Fire Academy (NFA).

Basic Skills Courses 8 credits	
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
Select one of Social/Behav. Sci. courses for a min. of 2 cr.:	**2**
EMPL 1000 Interpersonal Relations and Professional Development	2
PSYC 1010 Basic Psychology	3

Occupational Courses 47 credits	
COMP 1000 Introduction to Computer Literacy	3
FRSC 1100 Introduction to the Fire Service	3
FRSC 1110 Fire Administration - Supervision and Leadership	3
FRSC 1132 Fire Service Instructor	4
FRSC 1141 Hazardous Materials Operations	4
FRSC 1151 Fire Prevention & 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
Select one of the following courses for min. 3 cr.:	**3**
FRSC 1121 Firefighting Strategy and Tactics	3
FRSC 1115 Fire Behavior & Combustion	3

FIREFIGHTER I

Technical Certificate Of Credit

(Stand alone and Embedded in Firefighter/EMSP diploma)

Program Description

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

Student fees:	Medical/Physical Exam	$85.00
	NPQ Skills Exam	$100.00

Entrance date:

Core courses: Each semester

Occupationally specific courses: Summer semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 15

*Disclaimer: Applicants must submit a satisfactory criminal record check.

O.C.G.A. 25-4-8(a)(4) requires that any person certified as a firefighter to be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.

O.C.G.A. 25-4-8(a)(2) specifies that a candidate may not be certified as firefighter if they have been convicted of a felony within 10 years. (There are certain exceptions to this provision).

See O.C.G.A. 25-4-8 for additional information.

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Occupational Courses 15 credits		
FRSC 1020	Basic Firefighter - Emergency Services Fundamentals	3
FRSC 1030	Basic Firefighter - MODULE I	5
FRSC 1040	Basic Firefighter - MODULE II	3
FRSC 1141	Hazardous Materials Operations	4

FIREFIGHTER II

Technical Certificate Of Credit

(Stand alone)

Program Description

The Firefighter II Technical Certificate of Credit program is conducted in cooperation with the Georgia Fire Academy and Georgia Firefighter Standards and Training to ensure graduates will have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. The certificate builds upon skills and knowledge acquired in the Firefighter I certificate and parallels the Advanced Firefighter Curriculum being developed by the Georgia Fire Academy. Students must be a graduate of the Firefighter I Technical Certificate of Credit or NPQ Firefighter I Certified. Graduates will be tested and certified at the National Professional Qualifications level. Program graduates receive a Firefighter II Technical Certificate of Credit. Note: Candidate must be certified at the NPQ Firefighter I level to be eligible for NPQ Firefighter II certification.

Student fees:	Medical/Physical Exam	$85.00
	NPQ Skills Exam	$100.00

Entrance date:

Core courses: Spring semester

Occupationally specific courses: Spring semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 13

*Disclaimer: Applicants must submit a satisfactory criminal record check.

O.C.G.A. 25-4-8(a)(4) requires that any person certified as a firefighter to be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.

O.C.G.A. 25-4-8(a)(2) specifies that a candidate may not be certified as firefighter if they have been convicted of a felony within 10 years. (There are certain exceptions to this provision).

See O.C.G.A. 25-4-8 for additional information.

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Occupational Courses 13 credits	
FRSC 1050 Fire and Life Safety Educator I	3
FRSC 1060 Fire Prevention, Preparedness and Maintenance	3
FRSC 1070 Introduction to Technical Rescue	4
FRSC 1080 Fireground Operations	3

PROFESSIONAL FIREFIGHTER

Diploma

Program Description:

The Professional Firefighter Diploma program was established to enhance the current Dual Enrollment firefighter program already in the surrounding high schools. However, the diploma is not limited to high school students. High school graduates seeking firefighting as a profession will now have the choice of a diploma, rather than a TCC, to obtain firefighter certification. As an encouraging tool for MOWR, high school seniors can begin the diploma program their senior year and complete firefighter certification at Albany Technical College. High school students enrolled into the diploma will have the opportunity to earn college credits, as well as, receiving CPR Certification and several Incident Management certifications thru the National Incident Management System (NIMS); including NIMS 100, 200, and 700 certificates. Upon graduation from high school students enrolled into the diploma program will complete Firefighter I and Firefighter II certification at Albany Technical College.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 51

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits	
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
EMPL 1000 Interpersonal Relations and Professional Development	2

Occupational Courses 43 credits	
COLL 1020 Albany Success Course	3
FRSC 1100 Introduction to the Fire Service	3
FRSC 1161 Fire Service Safety and Loss Control	3
FRSC 2120 Fire Protection Systems	3
FRSC 2130 Fire Service Building Construction	3
FRSC 1020 Basic Firefighter - Emergency Services Fundamentals	3
FRSC 1030 Basic Firefighter - MODULE I	5
FRSC 1040 Basic Firefighter - MODULE II	3
FRSC 1141 Hazardous Materials Operations	4
FRSC 1050 Fire and Life Safety Educator I	3
FRSC 1060 Fire Prevention, Preparedness and Maintenance	3
FRSC 1070 Introduction to Technical Rescue	4
FRSC 1080 Fireground Operations	3

PROGRAMS IN PROFESSIONAL SERVICES

Barbering

Barber II
Barbering Assistant Certificate
Barbering for Cosmetologists Certificate
Barbering Fundamentals
Barbering Instructor Training
Master Barber Certificate

Cosmetology

Cosmetology for Licensure
Cosmetology Instructor Training
Esthetician
Hair Designer
Nail Technician
Salon and Spa Support Specialist

Counseling

Addiction & Substance Abuse Counseling Degree

Culinary Arts

Culinary Arts Degree
Culinary Arts Diploma
Culinary Professional Assistant
Food Production Worker
Food Production Worker I
Prep Cook

Design And Media Production

Camera Assistant
Design and Media Production Specialist
Design and Media Production Technology Degree
Design and Media Production Technology Diploma
Graphic Design and Prepress Technician
Photographer
Video and Film Editor

Early Childhood Care & Education

Child Development Specialist
Early Childhood Care and Education Basics
Early Childhood Care and Education Degree
Early Childhood Care and Education Diploma
Infant/Toddler Child Care Specialist Certificate

Horticulture

Floral Assistant
Garden Center Technician
Horticulture Diploma
Horticulture Pesticide Applicator
Landscape Specialist Certificate
Nursery/Greenhouse Technician
Sustainable Urban Agriculture Technician

BARBER II

Technical Certificate Of Credit

(Stand-Alone & Embedded in Master Barber Certificate)

Program Description:

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

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Writing	236	ACCUPLACER-	Sentence Skills	60
	Reading	224		Reading Comprehension	55
	Arithmetic	229		Arithmetic	35

High School diploma or equivalent required for graduation.

Credits required for graduation: 41

Length of Program: 3 Terms

Curriculum Outline (41 hours)

Courses 41 credits	41
BARB 1000 Introduction to Barber/Styling Implements	3
BARB 1010 Science: Sterilization, Sanitation and Bacteriology	3
BARB 1030 Haircutting/Basic Styling	3
BARB 1040 Shaving	3
BARB 1050 Science: Anatomy and Physiology	3
BARB 1082 Advanced Haircutting and Styling I	4
BARB 1084 Advanced Haircutting and Styling II	4
BARB 1090 Structures of Skin, Scalp, Hair and Facial Treatments	4
BARB 1100 Barber/Styling Practicum and Internship	4
BARB 1110 Shop Management/Ownership	4
BARB 1022 Haircutting and Shampooing I	3
BARB 1024 Haircutting and Shampooing II	3

BARBERING ASSISTANT CERTIFICATE

Technical Certificate Of Credit

(Stand Alone & Embedded in Master Barber Certificate and and Barbering Fundamentals Certificate)

Program Description:

This Barbering Assistant technical certificate program provides training to prepare students to work as a Barbering Apprentice at a Barber shop.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 17

Curriculum Outline (18 hours)

	Courses 17 credits	**18**
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation and Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3
BARB 1024	Haircutting and Shampooing II	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3

BARBERING FOR COSMETOLOGISTS CERTIFICATE

Technical Certificate Of Credit

(Add-on Certificate)

Program Description:

The Barbering for Cosmetologist Technical Certificate allows the student who holds a current Master Cosmetology license to receive additional training that will qualify the student to take the examination for Barbering.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arthmetic	229		Arthmetic	34

High School diploma or equivalent required for admission.

Applicant must hold an active Master Cosmetology License in the state of Georgia.

(Note: For COE Accredited Schools: A copy of the faculty credentials associated with the position must be submitted to COE).

Credits required for graduation: 21

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (22 hours)

Courses 21 credits		22
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation and Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3
BARB 1024	Haircutting and Shampooing II	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1100	Barber/Styling Practicum and Internship	4

BARBERING FUNDAMENTALS

Technical Certificate Of Credit

(Stand-Alone & Embedded in Master Barber Certificate)

Program Description:

The Barbering Fundamentals technical certificate provides introductory courses to students who express an interest in the barbering profession.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Writing	236	ACCUPLACER-	Sentnece Skills	60
	Reading	224		Reading Comprehension	55
	Arithmetic	229		Arithmetic	35

High School diploma or equivalent required for graduation.

Credits required for graduation: 9

Length of Program: 1 Term

Curriculum Outline (9 hours)

Courses 9 Credits		9
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation and Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3

BARBERING INSTRUCTOR TRAINING

Technical Certificate Of Credit

(Stant-Alone Certificate)

Program Description:

The Barbering Instructor Training TCC provides a course of study for learning the skills needed to teach the theory and practice of skills in Barbering as required by the Technical College System of Georgia. Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. Graduates of the program may be employed as barbering instructors in public or private education and business in Georgia and many other states.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 25

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Curriculum Outline (25 hours)

Courses 25 credits		25
BARB 2010	Introduction & Application to Barber Instruction	4
BARB 2020	Program Development	5
BARB 2030	Classroom/Lab Management	5
BARB 2040	Teaching Skills & Techniques	5
BARB 2050	Barbering Practicum I	3
BARB 2060	Barbering Practicum II	3

MASTER BARBER CERTIFICATE

Technical Certificate Of Credit

(Stand Alone Certificate)

Program Description:

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

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 50

Length of Program: 4 Terms

Curriculum Outline (50 hours)

Courses 50 credits		50
BARB 1000	Introduction to Barber/Styling Implements	3
BARB 1010	Science: Sterilization, Sanitation and Bacteriology	3
BARB 1022	Haircutting and Shampooing I	3
BARB 1024	Haircutting and Shampooing II	3
BARB 1030	Haircutting/Basic Styling	3
BARB 1040	Shaving	3
BARB 1050	Science: Anatomy and Physiology	3
BARB 1060	Introduction to Color Theory/Color Application	3
BARB 1072	Introduction to Chemical Restructuring of Hair	3
BARB 1074	Advanced Chemical Restructuring of Hair	3
BARB 1082	Advanced Haircutting and Styling I	4
BARB 1084	Advanced Haircutting and Styling II	4
BARB 1090	Structures of Skin, Scalp, Hair and Facial Treatments	4
BARB 1100	Barber/Styling Practicum and Internship	4
BARB 1110	Shop Management/Ownership	4

COSMETOLOGY FOR LICENSURE

Technical Certificate Of Credit

Stand-Alone Certificate

Program Description:

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.

Entrance dates:

Occupationally specific courses:

Days: Fall, Spring semester

Evenings: Check with Admissions office for availability

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 44

Length of Program: 3 Terms

The Cosmetology for Licensure Technical Certificate of Credit Program is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The Cosmetology for Licensure Technical Certificate of Credit Program is approved by the State Board of Cosmetology. Graduation from the cosmetology program prepares individuals for the Georgia State Board Master Cosmetology Examination for licensure.

Curriculum Outline (44 hours)

Courses 44 credits		44
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 INSTRUCTOR TRAINING

Technical Certificate Of Credit

(Add-on Certificate)

Program Description:

The Cosmetology Instructor trainee TCC provides a course of study for learning the skills needed to teach the theory and practice of skills in cosmetology as required by the Technical College System of Georgia. Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. Graduates of the program may be employed as cosmetology instructors in public or private education institutions and business in Georgia and many other states.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission. Applicant must be at least 18 years old. Applicant must hold a current Cosmetologist license with professional experiences in the last three years. Committee interview to determine selection from applicants, one selected per year. Three letters of recommendation.

Documentation of negative Tuberculosis test or Chest X-ray is required.

Credits required for graduation: 24

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 24 credits		
COSM 2000	Instructional Theory and Documentation	4
COSM 2010	Salon Management	3
COSM 2020	Principles of Teaching	3
COSM 2030	Lesson Plans	3
COSM 2040	Classroom Management	3
COSM 2050	Instruction and Evaluation	2
COSM 2060	Practicum I	3
COSM 2070	Practicum II	3

ESTHETICIAN

Technical Certificate Of Credit

(Add-on Certificate)

Program Description: The Cosmetic 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 Cosmotology and to work in a variety of professions that employ estheticians in beauty salons, spas, health clubs, cosmetics stores as well as plastic surgeon's and dermatologist's offices.

Click here to download the Esthetician Student Track for success.[69]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Applicant must 16 years old.

Credits required for graduation: 33

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 33 credits	
ESTH 1000 Introduction to Esthetics	3
ESTH 1010 Anatomy and Physiology of the Skin	3
ESTH 1020 Skin Care Procedures	4
ESTH 1030 Electricity and Facial Treatments with Machines	5
ESTH 1040 Advanced Skin Care	3
ESTH 1050 Color Theory and Makeup	4
ESTH 1060 Esthetics Practicum I	4
ESTH 1070 Esthetics Practicum II	4
COSM 1120 Salon Management	3

HAIR DESIGNER

Technical Certificate Of Credit

(Stand Alone & Embedded in Cosmetology for Licensure Certificate)

Program Description:

The Hair Designer Technical Certificate of Credit program is a sequence of courses that prepare students for careers in the field of Hair Design. Learning opportunities develop academics and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, chemistry, anatomy, and physiology, hair and scalp diseases and disorders, hair treatments and coloring, lightening, hair shaping, hair styling, artificial hair, braiding/intertwining hair, reception, sales, management and regulations and work ethics. The curriculum meets state licensing requirement of the State Board of Cosmetology.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Applicant must hold an active Master Cosmetology License in the state of Georgia and must have three to five years experience in the industry.

(Note: For COE Accredited Schools: A copy of the faculty credentials associated with the position must be submitted to COE).

Credits required for graduation: 36

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

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Courses 36 credits		
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

NAIL TECHNICIAN

Technical Certificate Of Credit

(Stand Alone Certificate)

Program Description:

The Nail Technician program is a sequence of courses that prepare students for careers in the field of Nail Technician. Learning opportunities develop academics and professional knowledge and skills required for the job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, nail diseases, and disorders, skin, and nail care and work ethics. the curriculum meets state licensing requirement of the State Board of Cosmetology. Program graduates receive Nail Technician certificate and are employable as a nail technician.

Click here to download the Nail Technician Student Track for success. [70]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Applicant must 16 years old.

Credits required for graduation: 20

Courses 20 credits		
COSM 1000	Introduction to Cosmetology Theory	4
COSM 1070	Nail Care and Advanced Techniques	3
COSM 1120	Salon Management	3
COSM 1180	Natural Nail Practicum	3
COSM 1190	Advanced Nail Practicum I	3
COSM 1200	Advanced Nail Practicum II	3

SALON AND SPA SUPPORT SPECIALIST

Technical Certificate Of Credit

(Stand Alone & Embedded in Cosmetology for Licensure Certificate)

Program Description:

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 Support Specialist Technical Certificate of Credit and are employable as a Cosmetology salesperson, salon manager, or salon owner.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 12

Length of Program: 1 Term

Curriculum Outline (12 hours)

Courses 12 credits	**12**
COSM 1000 Introduction to Cosmetology Theory	4
COSM 1020 Hair Care and Treatment	3
COSM 1120 Salon Management	3
Select one of the following courses	**2**
EMPL 1000 Interpersonal Relations and Professional Development	2

ADDICTION & SUBSTANCE ABUSE COUNSELING DEGREE

Degree

Program Description:

The Addiction and Substance Abuse Counseling degree program provides students with the educational coursework to become an addictions counselor. Students are prepared to provide counseling, career advice, and therapeutic services to substance abusers and their families. The program provides training in drug, alcohol, and crisis intervention, along with courses in psychology and communication.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasong	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 62

Each course within all of Albany Technical College's diploma/certificate level programs is acceptable for full credit toward the Occupationally Related Elective or General Elective hours for this associate degree.

Contact program advisor for program-specific courses, and see course options for each area.

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (62 hours)

General Education Core	15
Area I - Language Arts/Communications	**3**
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	**3**
ECON 2105 Macroeconomics	3
SOCI 1101 Introduction to Sociology	3
Area III - Natural Sciences/Mathematics (select one mathematics course below	**3**
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	**3**
XXXX xxxx Humanities/Fine Arts Course	
And one additional course from Area I, II, III, or IV (3 Hours)(as approved by program advisor)	**3**
SPCH 1101 Public Speaking	3

Occupational Courses 47 Hours	47
COMP 1000 Introduction to Computer Literacy	3
ASAC 1000 Addictions, Theories and Treatments	3
ASAC 1001 Group Theory Counseling	3
ASAC 1002 Substance Abuse Addiction Overview	3
ASAC 1003 Multicultural Issues	3
ASAC 1004 Biopsychosocial/ Case Management with Families	3
ASAC 1005 Current Trends in Addiction and Mental Health Substance Abuse Case Management	3
ASAC 1006 Theories of Counseling	3
ASAC 1007 Prevention and Educating the Family & Community	3
ASAC 1008 Professional Counseling, Identity and Ethics	3
ASAC 1009 Practicum	5
ASAC 1010 Substance Abuse Counseling	3
ASAC 1011 Crisis Intervention	3
Select from the following courses for a minimum of 6 credit hours	**6**
PHAR 1040 Pharmacology	4
ALHS 1060 Diet and Nutrition for Allied Health Sciences	2
MAST 1030 Pharmacology in the Medical Office	4
HIMT 1360 Introduction to Pathopharmacotherapy	3
PSYC 1101 Introductory Psychology	3

CULINARY ARTS DEGREE

Degree

Program Description:

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

Click here to download the Culinary Arts Student Track for success. [71]

Entrance dates: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Provision of a health certificate documenting adequate health including the ability to lift 50 pounds, to do prolonged standing and to tolerate heat is required. Documentation of a negative tuberculosis skin test or chest X-ray is required.

Credits required for graduation: 65

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
Program-Specific Gen. Ed. Course Requirements (3)	

Occupational Courses 50 credits	
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 1220 Baking Principles	4
CUUL 1320 Garde Manger	4
CUUL 1129 Fundamentals of Restaurant Operations	4
CUUL 1370 Culinary Nutrition and Menu Development	3
CUUL 2160 Contemporary Cuisine	4
CUUL 1400 Basic Nutrition	3
CUUL 1420 Marketing & Customer Service	3
CUUL 2130 Culinary Practicum and Leadership	6
MGMT 1115 Leadership	3

CULINARY ARTS DIPLOMA

Diploma

Program Description:

The Culinary Arts Diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts Diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the culinary field as cooks, bakers, or caterers/culinary managers.

Entrance date:

Core courses: Each semester

Occupationally specific courses: Fall and Spring semesters

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Provision of a health certificate documenting adequate health including the ability to lift 50 pounds, to do prolonged standing and to tolerate heat is required. Documentation of a negative tuberculosis skin test or chest X-ray is required.

Credits required for graduation: 52

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits		
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3

Occupational Courses 44 credits	
CUUL 1000 Fundamentals of Culinary Arts	4
CUUL 1110 Culinary Safety and Sanitation	2
CUUL 1120 Principles of Cooking	6
COLL 1020 Albany Success Course	3
CUUL 1129 Fundamentals of Restaurant Operations	4
CUUL 1220 Baking Principles	4
CUUL 1320 Garde Manger	4
CUUL 2160 Contemporary Cuisine	4
CUUL 1370 Culinary Nutrition and Menu Development	3
CUUL 2130 Culinary Practicum and Leadership	6
MGMT 1115 Leadership	3

CULINARY PROFESSIONAL ASSISTANT

Technical Certificate Of Credit

(Stand Alone and Embedded in Culinary Arts Diploma and Degree)

Program Description:

Preparation to be an assistant manager in cafeteria and restaurant activities. To deliver quality meals that contributes to the nutritional well-being of students (cafeteria) and patrons (restaurant).

Entrance date:

Core courses: Each semester

Occupationally specific courses: Fall and Spring semesters

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Provision of a health certificate documenting adequate health including the ability to lift 50 pounds, to do prolonged standing and to tolerate heat is required. Documentation of a negative tuberculosis skin test or chest X-ray is required.

Credits required for graduation: 17

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 17 credits		
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1120	Principles of Cooking	6
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1370	Culinary Nutrition and Menu Development	3
EMPL 1000	Interpersonal Relations and Professional Development	2

FOOD PRODUCTION WORKER

Technical Certificate Of Credit

(Stand Alone)

Program Description:

This Technical Certificate of Credit provides learning opportunities for students with special needs, which introduces, develops, and reinforces academic knowledge and attitudes in preparation for a career in the culinary field. As both an institutional and dual enrollment program, graduates and high school students are prepared to toward a career pathway in the food service/production industry. Teaching basic culinary techniques to students with special needs as it relates to the culinary field.

Entrance date:

Occupationally specific courses: Fall and Spring semesters

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 15

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 15 credits		
CUUL 1111	Basic Culinary Safety and Sanitation	2
CUUL 1121	Basic Principles of Cooking	6
CUUL 1128	Basic Fundamentals of Restaurant Operations	4
CUUL 1371	Basic Culinary Nutrition and Menu Development	3

FOOD PRODUCTION WORKER I

Technical Certificate Of Credit

(Stand Alone and Embedded in Culinary Arts Diploma and Degree)

Program Description:

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

Entrance date:Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Provision of a health certificate documenting adequate health including the ability to lift 50 pounds, to do prolonged standing and to tolerate heat is required. Documentation of a negative tuberculosis skin test or chest X-ray is required.

Credits required for graduation: 16

Curriculum Outline (16 hours)

Courses 16 credits		16
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

Technical Certificate Of Credit

(Stand Alone and Embedded in Culinary Arts Diploma and Degree)

Program Description:

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

Entrance date:Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Provision of a health certificate documenting adequate health including the ability to lift 50 pounds, to do prolonged standing and to tolerate heat is required. Documentation of a negative tuberculosis skin test or chest X-ray is required.

Credits required for graduation: 12

Length of Program: 1 Term

Curriculum Outline (12 hours)

Courses 12 credits		12
CUUL 1000	Fundamentals of Culinary Arts	4
CUUL 1110	Culinary Safety and Sanitation	2
CUUL 1120	Principles of Cooking	6

CAMERA ASSISTANT

Technical Certificate Of Credit

(Stand-alone and Embedded in Design and Media Production Technology Diploma and Degree)

Program Description:

The Camera Assistant certificate is designed to prepare students for employment in video and film production. Students will learn the technical aspects of assisting video and film camera operators through classroom and hands-on productions projects. The technical courses apply to the diploma and degree in the Media Production Technology program.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 19

Curriculum Outline (19 hours)

Courses 19 credits	**19**
DMPT 1600 Introduction to Video Production	4
DMPT 2600 Basic Video Editing	4
DMPT 2800 Intermediate Video Production	4
DMPT 2805 Narrative Filmmaking	4
Select one of the following Technology Courses	**3**
DMPT 1055 Introduction to Media Technology	4
CIST 1101 Working with Microsoft Windows	3
COMP 1000 Introduction to Computer Literacy	3

DESIGN AND MEDIA PRODUCTION SPECIALIST

Technical Certificate Of Credit

(Stand-alone and Embedded in Design and Media Production Technology Diploma and Degree)

Program Description:

The Design and Media Production Specialist TCC prepares students with basic design and media production skills, including those in vector graphics and raster imaging. Additionally, the program provides opportunities to upgrade present knowledge or skills. Graduates will receive a technical certificate of credit.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 15

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 12 credits	
DMPT 1000 Introduction to Design	4
DMPT 1005 Vector Graphics	4
DMPT 1010 Raster Imaging	4
Select one of the following two courses for a min. 3 cr.:	
COMP 1000 Introduction to Computer Literacy	3
DMPT 1055 Introduction to Media Technology	4

DESIGN AND MEDIA PRODUCTION TECHNOLOGY DEGREE

Degree

Program Description:

Design and Media Production Technology prepares students for employment in a variety of media production industries. This program of study emphasizes hands on production in the following specializations: Graphic Design and Prepress, and Photography.

Click here to download the DMPT Graphic Design Degree Student Track for success. [72]

Click here to download the DMPT Photography Degree Student Track for success. [73]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Credits required for graduation: 61

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 15 credits	
Area I - Language Arts/Communications	
ENGL 1101 Composition and Rhetoric	3
Area II - Social/Behavioral Sciences	
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
Program-Specific Gen. Ed. Course Requirements (3)	

Occupational Courses 19 credits	
DMPT 1000 Introduction to Design	4
DMPT 1005 Vector Graphics	4
DMPT 1010 Raster Imaging	4
DMPT 2930 Exit Review	4
Select one of the following two courses for a min. 3 cr.:	
COMP 1000 Introduction to Computer Literacy	3
DMPT 1055 Introduction to Media Technology	4
Completion of one of two specializations is required.	
Graphic Design and Prepress Specialization-8G13 27 credits	
DMPT 2100 Identity Design	4
DMPT 2105 Page Layout	4
DMPT 2110 Publication Design	4
DMPT 2115 Advertising and Promotional Design	4
DMPT 2120 Prepress and Output	4
DMPT 2905 Practicum/Internship II	4
Photography Specialization-8PH3 20 credits	
DMPT 1020 Introduction to Photography	4
DMPT 1025 Production Photography	4
DMPT 2135 Documentary Photography	4
DMPT 2700 Portraiture Photography	4
DMPT 2705 Photography II	4
DMPT 2125 Advanced Raster Imaging	4

DESIGN AND MEDIA PRODUCTION TECHNOLOGY DIPLOMA

Diploma

Program Description:

Design and Media Production Technology prepares students for employment in a variety of media production industries. This program of study emphasizes hands on production in the following specializations: Graphic Design and Prepress, and Photography.

Click here to download the Design and Media Production Technology Diploma Graphic Design Student Track for success. [74]

Click here to download the Design and Media Production Technology Diploma Photography Student Track for success. [75]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 46

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits	
ENGL 1010 Fundamentals of English I	3
Select one of Math courses for minimum of 3 credits	
MATH 1011 Business Math	3
MATH 1012 Foundations of Mathematics	3
Select one of Social/Behav. Sci. courses for a min. of 2 cr.:	
EMPL 1000 Interpersonal Relations and Professional Development	2
PSYC 1010 Basic Psychology	3

Occupational Courses 19 credits	
DMPT 1000 Introduction to Design	4
DMPT 1005 Vector Graphics	4
DMPT 1010 Raster Imaging	4
DMPT 2930 Exit Review	4
Select one of the following two courses for a min. 3 cr.:	
COMP 1000 Introduction to Computer Literacy	3
DMPT 1055 Introduction to Media Technology	4
Completion of one of two specializations is required.	
Graphic Design and Prepress Specialization-8G12 20 credits	
DMPT 2100 Identity Design	4
DMPT 2105 Page Layout	4
DMPT 2120 Prepress and Output	4
Photography Specialization-8PH2 20 credits	
DMPT 1020 Introduction to Photography	4
DMPT 1025 Production Photography	4
DMPT 2135 Documentary Photography	4

GRAPHIC DESIGN AND PREPRESS TECHNICIAN

Technical Certificate Of Credit

(Stand-alone and Embedded in Design and Media Production Technology Diploma and Degree)

Program Description:

The Graphic Design and Prepress Technician TCC provides students with the fundamental skills required for graphic design, image editing, and prepress production.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 23

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 20 credits	
DMPT 1000 Introduction to Design	4
DMPT 1005 Vector Graphics	4
DMPT 1010 Raster Imaging	4
DMPT 2105 Page Layout	4
DMPT 2120 Prepress and Output	4
Select one of the following two courses for a min. 3 cr.:	**3**
COMP 1000 Introduction to Computer Literacy	3
DMPT 1055 Introduction to Media Technology	4

PHOTOGRAPHER

Technical Certificate Of Credit

(Stand-alone and Embedded in Design and Media Production Technology Diploma and Degree)

Program Description:

The Photographer TCC will cover a wide range of photographic skills, including an introduction to photography, photography for commercial use and documentary journalism, as well as beginning and advanced raster imaging. Additionally, the program provides opportunities to upgrade present knowledge or skills. Graduates will receive a technical certificate of credit.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 27

Courses 24 credits	
DMPT 1000 Introduction to Design	4
DMPT 1010 Raster Imaging	4
DMPT 1020 Introduction to Photography	4
DMPT 1025 Production Photography	4
DMPT 2125 Advanced Raster Imaging	4
DMPT 2135 Documentary Photography	4
Select one of the following two courses for a min. 3 cr.:	
COMP 1000 Introduction to Computer Literacy	3
DMPT 1055 Introduction to Media Technology	4

VIDEO AND FILM EDITOR

Technical Certificate Of Credit

(Stand-alone and Embedded in Design and Media Production Technology Diploma and Degree)

Program Description:

The Video and Film Editor certificate is designed to prepare students for employment in video and film production. Students will learn the creative and technical aspects of video production and editing through classroom and hands-on projects. The technical courses apply to the diploma and degree in the Design and Media Production Technology program.

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 19

Curriculum Outline (19 hours)

Courses 19 credits	**19**
DMPT 1600 Introduction to Video Production	4
DMPT 2600 Basic Video Editing	4
DMPT 2615 Intermediate Video Editing	4
DMPT 2630 Post-Production Audio	4
Select one of the following Technology Courses	**3**
DMPT 1055 Introduction to Media Technology	4
CIST 1101 Working with Microsoft Windows	3
COMP 1000 Introduction to Computer Literacy	3

CHILD DEVELOPMENT SPECIALIST

Technical Certificate Of Credit

(Embedded in Early Childhood Care and Education Diploma & Associate Degree)

Program Description

The Early Childhood Care and Education Child Development Specialist TCC 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 child care program. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Must be 16 years of age or older. Applicant must provide documentation of a satisfactory fingerprint check and liability insurance prior to Practicum and Internship.

Credits required for graduation: 14

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 14 credits	
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
Select from one of two following courses for min. 2 cr.:	**2**
ECCE 1121 Early Childhood Care and Education Practicum	3
EMPL 1000 Interpersonal Relations and Professional Development	2

EARLY CHILDHOOD CARE AND EDUCATION BASICS

Technical Certificate Of Credit

(Stand-alone and Embedded in Early Childhood and Education Diploma and Degree)

Program Description:

The pathway to success just got easier with the new Early Childhood Care and Education (ECCE) Basics TCC that has only three Early Childhood Care and Education courses needed for immediate entry into the workforce. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start programs, and Georgia Pre-K programs. This program can be completed in as little as seven weeks with our new Success Terms starting August 2019.

Click here to download the Early Childhood Care and Education Basics Student Track for success. [76]

Program Purpose: The purpose of the Early Childhood Care and Education Basics Technical Certificate of Credit is to provide the basic knowledge for individuals entering the child care field with knowledge of providing a safe and healthy environment, detecting and reporting child abuse, disease control measures, basic human growth and development, developmentally appropriate practices, and balancing the daily schedule.

Entrance date:B Term (& Weeks)

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation:9

Courses 9 credits		
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 CARE AND EDUCATION DEGREE

Degree

Program Description:

The Early Childhood Care and Education associate of applied science 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 have qualifications to be employed in early care and education settings including child care centers, Head Start, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will receive one of five areas of specialization: exceptionalities, infant/toddler, program administration, paraprofessional or family child care).

Click here to download the Early Childhood Care and Education Degree Student Track for success. [77]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	236	ACCUPLACER-	Sentence Skills	70
	Writing	249		Reading Comprehension	64
	Quantitative Reasoning	245		Algebra	57

High School diploma or equivalent required for admission.

Applicant must provide documentation of a satisfactory fingerprint check and liability insurance prior to Practicum and Internship..

Credits required for graduation: 72

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

General Education Core Courses 18 credits	
Area I - Language Arts/Communications (6)	**6**
ENGL 1101 Composition and Rhetoric	3
SPCH 1101 Public Speaking	3
ENGL 1102 Literature and Composition	3
ENGL 1105 Technical Communications	3
Area II - Social/Behavioral Sciences	
PSYC 1101 Introductory Psychology	3
Area III - Natural Sciences/Mathematics	
MATH 1111 College Algebra	3
MATH 1101 Mathematical Modeling	3
Area IV - Humanities/Fine Arts	
HUMN 1101 Introduction to Humanities	3
Program-Specific Gen. Ed. Course Requirements (3)	
SOCI 1101 Introduction to Sociology	3

Occupational Courses 48 credits	
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 2115 Language and Literacy	3
ECCE 1112 Curriculum and Assessment	3
ECCE 1113 Creative Activities for Children	3
COMP 1000 Introduction to Computer Literacy	3
ECCE 2201 Exceptionalities	3
ECCE 2202 Social Issues and Family Involvement	3
ECCE 2203 Guidance and Classroom Management	3
ECCE 1121 Early Childhood Care and Education Practicum	3
ECCE 2116 Math and Science	3
ECCE 2245 Early Childhood Care and Education Internship I	6
ECCE 2246 Early Childhood Care and Education Internship II	6

Completion of one of five Specializations:	
Paraprofessional Specialization-8PS3 6 credits	
ECCE 2310 Paraprofessional Methods and Materials	3
ECCE 2312 Paraprofessional Roles and Practices	3
Program Administration Specialization-8P13 6 credits	
ECCE 2320 Program Administration and Facility Management	3
ECCE 2322 Personnel Management	3
Infant/Toddler Development Specialization-8ID3 6 credits	
ECCE 2330 Infant/Toddler Development	3
ECCE 2332 Infant/Toddler Group Care and Curriculum	3
Family Child Care-8FC3 6 credits	
ECCE 2340 Family Child Care Program Management	3
ECCE 2342 Family Child Care Business Management	3
Exceptionalities-8EX3 6 credits	
ECCE 2360 Classroom Strategies for Exceptional Children	3
ECCE 2362 Exploring Your Role in the Exceptional Environment	3

EARLY CHILDHOOD CARE AND EDUCATION DIPLOMA

Diploma

Program Description:

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 general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including child care centers and Head Start.

Click here to download the Early Childhood Care and Education Diploma Student Track for success. [78]

Entrance date:

Core courses: Each semester

Occupationally specific courses: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High school diploma or equivalent required for graduation.

Applicant must provide documentation of a satisfactory fingerprint check and liability insurance prior to Practicum and Internship.

Credits required for graduation: 53

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits	
MATH 1012 Foundations of Mathematics	3
ENGL 1010 Fundamentals of English I	3
Select one of Social/Behav. Sci. courses for a min. of 2 cr.:	
EMPL 1000 Interpersonal Relations and Professional Development	2
PSYC 1010 Basic Psychology	3

Occupational Courses 37 credits	
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
COMP 1000 Introduction to Computer Literacy	3
ECCE 2245 Early Childhood Care and Education Internship I	6
ECCE 2246 Early Childhood Care and Education Internship II	6

INFANT/TODDLER CHILD CARE SPECIALIST CERTIFICATE

Technical Certificate Of Credit

(Stand-alone)

Program Description:

The Early Childhood Care and Education Infant/Toddler Child Care Specialist TCC program is a sequence of five courses designed to prepare students with the basics needed for working with infants and toddlers. The program provides an intense look at understanding and learning activities and proper care needed for infants and toddlers. Graduates have qualifications to be employed in early care and education settings including child care centers, and Head Start and Georgia Pre K programs.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Must be 18 years of age or older.

Credits required for graduation: 15

Courses 15 credits		
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

FLORAL ASSISTANT

Technical Certificate Of Credit

(Standalone & Embedded in Horticulture Diploma & Degree)

Program Description: The Floral Assistant technical certificate of credit is designed to provide basic entry-level skills to individuals entering the floral work environment. Topics include: plant identification, greenhouse operations, and basic floral design.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 12

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 15 credits	
HORT 1020 Herbaceous Plant Identification	3
HORT 1030 Greenhouse Management	4
HORT 1720 Introductory Floral Design	4
HORT 1730 Advanced Floral Design	4

GARDEN CENTER TECHNICIAN

Technical Certificate Of Credit

(Embedded in Technical Studies Degree program)

Program Description:

Prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 12

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 12 credits		
HORT 1010	Woody Ornamental Plant Identification	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1140	Horticulture Business Management	3
HORT 1080	Pest Management	3

HORTICULTURE DIPLOMA

Diploma

Program Description:

The Horticulture diploma program is a sequence of courses that prepares students for careers in environmental horticulture. The program provides learning opportunities which introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills.

Click here to download the Environmental Horticulture Student Track for success. [79]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	237		Arithmetic	34

Credits required for graduation: 44

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits	
ENGL 1010 Fundamentals of English I	3
MATH 1012 Foundations of Mathematics	3
EMPL 1000 Interpersonal Relations and Professional Development	2

Occupational Courses 21 credits	
COMP 1000 Introduction to Computer Literacy	3
HORT 1000 Horticulture Science	3
HORT 1010 Woody Ornamental Plant Identification	3
HORT 1020 Herbaceous Plant Identification	3
HORT 1080 Pest Management	3
HORT 1150 Environmental Horticulture Internship	3
XXXX xxxx Occupational Elective	**3**

Completion of one of two specializations:	
General Horticulture Specialization-8GH2 15 credits	**15**
HORT 1030 Greenhouse Management	4
HORT 1040 Landscape Installation	3
HORT 1041 Landscape Construction	4
HORT 1050 Nursery Production and Management	4
HORT 1060 Landscape Design	4
HORT 1070 Landscape Installation	4
HORT 1100 Introduction to Sustainable Agriculture	3
HORT 1110 Small Scale Food Production	4
HORT 1120 Landscape Management	4
HORT 1140 Horticulture Business Management	3
HORT 1310 Irrigation and Water Management	4
HORT 1330 Turfgrass Management	4
HORT 1410 Soils	3
HORT 1560 Computer-Aided Landscape Design	4
HORT 1720 Introductory Floral Design	4
HORT 1730 Advanced Floral Design	4
Landscape Management Specialization-8LM2 15 credits	**15**
HORT 1120 Landscape Management	4
HORT 1310 Irrigation and Water Management	4
HORT 1330 Turfgrass Management	4
XXXX xxxx Occupational Elective	**3**

HORTICULTURE PESTICIDE APPLICATOR

Technical Certificate Of Credit

(Stand-Alone or Embedded in Technical Studies Degree program)

Program Description:

The Horticulture Pesticide Applicator technical certificate of credit provides skills necessary for entry-level employment as a horticulture pesticide applicator. Topics include: Horticulture sciences, plant identification, pest management and turfgrass management.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High school diploma or equivalent required for admission.

Credits required for graduation: 13

Curriculum Outline (13 hours)

Courses 13 credits		**13**
HORT 1000	Horticulture Science	3
HORT 1010	Woody Ornamental Plant Identification	3
HORT 1080	Pest Management	3
HORT 1330	Turfgrass Management	4

LANDSCAPE SPECIALIST CERTIFICATE

Technical Certificate Of Credit

(Standalone & Embedded in Horticulture Diploma & Degree)

Program Description:

Prepare graduates for challenging careers in the expanding field of Landscaping. Students will also develop contemporary business concepts as they apply to landscape and garden centers.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 17

Courses 17 credits	
HORT 1000 Horticulture Science	3
HORT 1010 Woody Ornamental Plant Identification	3
HORT 1070 Landscape Installation	4
HORT 1080 Pest Management	3
HORT 1120 Landscape Management	4

NURSERY/GREENHOUSE TECHNICIAN

Technical Certificate Of Credit

(Standalone & Embedded in Horticulture Diploma & Degree)

Program Description:

Prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 17

Courses 17 credits		
HORT 1000	Horticulture Science	3
HORT 1010	Woody Ornamental Plant Identification	3
HORT 1020	Herbaceous Plant Identification	3
HORT 1030	Greenhouse Management	4
HORT 1050	Nursery Production and Management	4

SUSTAINABLE URBAN AGRICULTURE TECHNICIAN

Technical Certificate Of Credit

(Stand Alone and Embedded in Technical Studies Degree program)

Program Description:

This program prepares the student for a career in sustainable, small scale food production that integrates economic profitability and environmental stewardship. Courses provide hands-on experience in the fundamentals of plant production and marketing, giving the student a complete knowledge of the sustainable farmer's market system.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

Credits required for graduation: 19

Courses 19 credits	
HORT 1080 Pest Management	3
HORT 1110 Small Scale Food Production	4
HORT 1140 Horticulture Business Management	3
HORT 1410 Soils	3
HORT 1100 Introduction to Sustainable Agriculture	3
XXXX xxxx HORT Occupational Elective-3 cr. hrs	**3**

PROGRAMS IN TRANSPORTATION

Automotive

Auto Electrical/Electronic Systems Technician
Automotive Chassis Technician Specialist
Automotive Climate Control Technician
Automotive Engine Performance Technician
Automotive Engine Repair Technician
Automotive Light Duty Diesel Engine Tech
Automotive Technology Diploma
Automotive Transmission/Transaxle Tech Specialist
Electric Vehicle Professional
Hybrid/Electric Vehicle Repair

Automotive Collision

Automotive Collision Repair Assistant I
Automotive Collision Repair Assistant II
Automotive Collision Repair Diploma
Automotive Refinishing Assistant I
Automotive Refinishing Assistant II

Commercial Truck Driving

Commercial Truck Driving
Commercial Truck Driving and Owner Operator

Diesel Equipment

Diesel Electrical/Electronic Systems Technician
Diesel Engine Service Technician
Diesel Equipment Technology Diploma
Diesel Truck Maintenance Technician
Heavy Diesel Service Technician

Heavy Equipment Operations

Basic Heavy Equipment Operator

AUTO ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN

Technical Certificate Of Credit

(Stant-Alone & Embedded in Automotive Technology Diploma)

Program Description:

This Auto 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.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 9

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (9 hours)

Courses 9 credits	9
AUTT 1010 Automotive Technology Introduction	2
AUTT 1020 Automotive Electrical Systems	7

AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST

Technical Certificate Of Credit

(Embedded in Automotive Technology Diploma)

Program Description:

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.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 17

Courses 17 credits		
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

Technical Certificate Of Credit

(Embedded in Automotive Technology Diploma and Technical Studies Degree programs)

Program Description:

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.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 14

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 14 credits		
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1060	Automotive Climate Control Systems	5

AUTOMOTIVE ENGINE PERFORMANCE TECHNICIAN

Technical Certificate Of Credit

(Embedded in Automotive Technology Diploma and Technical Studies Degree programs)

Program Description:

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.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 16

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Courses 16 credits	
AUTT 1010 Automotive Technology Introduction	2
AUTT 1020 Automotive Electrical Systems	7
AUTT 1040 Automotive Engine Performance	7

AUTOMOTIVE ENGINE REPAIR TECHNICIAN

Technical Certificate Of Credit

(Embedded in Automotive Technology Diploma and Technical Studies Degree programs)

Program Description:

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.

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 15

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 15 credits	
AUTT 1010 Automotive Technology Introduction	2
Auto Electrical Course Options: 7 credits	**7**
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3
Auto Engine Repair Course Options: 6 credits	**6**
AUTT 2010 Automotive Engine Repair	6
AUTT 2011 Automotive Engine Repair I	3
AUTT 2012 Automotive Engine Repair II	3

AUTOMOTIVE LIGHT DUTY DIESEL ENGINE TECH

Technical Certificate Of Credit

(Standalone)

Program Description:

The light duty diesel engine tech TCC program allows auto service students to pursue a short term training program to learn the basics of maintaining and servicing light duty diesel vehicles and trucks. There will also be an emphasis on electrical/electronic systems diagnosis as well as engine performance and emissions systems.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 28

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 28 credits		
AUTT 1010	Automotive Technology Introduction	2
AUTT 1020	Automotive Electrical Systems	7
AUTT 1040	Automotive Engine Performance	7
AUTT 2010	Automotive Engine Repair	6
AUTT 2110	Automotive Light Duty Diesel Engines	6

AUTOMOTIVE TECHNOLOGY DIPLOMA

Diploma

Program Description:

The Automotive Technology 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. Program graduates will receive an Auto Technology diploma that qualifies them as well rounded entry-level technicians.

Click here to download the Automotive Technology Student Track for success. [80]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 55

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Basic Skills Courses 8 credits		
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 47 credits	
COMP 1000 Introduction to Computer Literacy	3
AUTT 1010 Automotive Technology Introduction	2
AUTT 1030 Automotive Brake Systems	4
AUTT 1050 Automotive Suspension and Steering Systems	4
AUTT 1060 Automotive Climate Control Systems	5
AUTT 2020 Automotive Manual Drive Train and Axles	4
AUTT 2030 Automotive Automatic Transmissions and Transaxles	5
Auto Electrical Course Options: 7 credits	**7**
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3
Auto Engine Performance Course Options: 7 credits	**7**
AUTT 1040 Automotive Engine Performance	7
AUTT 1041 Automotive Engine Performance I	3
AUTT 1042 Automotive Engine Performance II	4
Auto Engine Repair Course Options: 6 credits	**6**
AUTT 2010 Automotive Engine Repair	6
AUTT 2011 Automotive Engine Repair I	3
AUTT 2012 Automotive Engine Repair II	3

AUTOMOTIVE TRANSMISSION/TRANSAXLE TECH SPECIALIST

Technical Certificate Of Credit

(Embedded in Automotive Technology Diploma)

Program Description:

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.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 18

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 18 credits	
AUTT 1010 Automotive Technology Introduction	2
AUTT 2020 Automotive Manual Drive Train and Axles	4
AUTT 2030 Automotive Automatic Transmissions and Transaxles	5
Auto Electrical Course Options: 7 credits	**7**
AUTT 1020 Automotive Electrical Systems	7
AUTT 1021 Automotive Electrical Systems I	4
AUTT 1022 Automotive Electrical Systems II	3

ELECTRIC VEHICLE PROFESSIONAL

Technical Certificate Of Credit

(Stant-Alone Certificate)

Program Description:

The Electric Vehicle Professional Technical Certificate of Credit was designed in conjunction with Hyundai subject matter experts to provide students with the knowledge and skill to prepare them for entry level employment in the electrical vehicle production industry. Emphasis is placed on safe and effective automotive shop operations, automotive electrical principles, and operation and service procedures for EV and Hybrid vehicles. This certificate prepares the student to enter into the electrical vehicle production industry with basic knowledge.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 8

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (8 hours)

Courses 8 credits	8
AUTT 1010 Automotive Technology Introduction	2
AUTT 1015 Automotive Electrical Principles	3
AUTT 2105 Introduction to EV/Hybrid Vehicles & Safety Protocols	3

HYBRID/ELECTRIC VEHICLE REPAIR

Technical Certificate Of Credit

(Stant-Alone Certificate)

Program Description:

The Hybrid/Electric Vehicle Repair Technician TCC is designed to prepare experienced automotive technicians to service, diagnose, and repair hybrid or fully electric vehicles in a general repair shop. The program emphasizes hybrid/electrical vehicle operation and systems diagnosis and repairs. Emphasis on personal and overall shop safety with high voltage batteries will be addressed. Graduates will be able to obtain industry certification in the Hybrid/Electric Vehicle area.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 19

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (19 hours)

Courses 19 credits		19
AUTT 1040	Automotive Engine Performance	7
AUTT 2200	EV/Hybrid Vehicles Introduction & Safety Protocols	3
AUTT 2205	EV/Hybrid Batteries & Powertrains	3
AUTT 2210	EV/Hybrid Battery & Powertrain Service	3
AUTT 2215	EV/ Hybrid Vehicle Body, Chassis, HVAC & Support Systems	3

AUTOMOTIVE COLLISION REPAIR ASSISTANT I

Technical Certificate Of Credit

(Embedded in Automotive Collision Repair Diploma and Technical Studies Degree programs)

Program Description:

The Automotive Collision Repair Assistant I certificate program prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component replacement, automotive welding techniques, and mechanical and electrical systems.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	218	ACCUPLACER-	Reading Comprehension	36
	Writing	222		Sentence Skills	30
	Arithmetic	223		Arithmetic	23

High School diploma or equivalent required for admission.

Credits required for graduation: 12

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 21 credits	
ACRP 1000 Introduction to Auto Collision Repair	4
ACRP 1005 Automobile Component Repair and Replacement	4
ACRP 1015 Fundamentals of Automotive Welding	4

AUTOMOTIVE COLLISION REPAIR ASSISTANT II

Technical Certificate Of Credit

(Embedded in Automotive Collision Repair Diploma and Technical Studies Degree programs)

Program Description:

The Automotive Collision Repair Assistant II certificate program is an advanced certificate option a student can complete after finishing the Automotive Collision Repair Assistant I program. Topics covered include collision repair tools and equipment, hydraulic systems, damage analysis and estimations, frame straightening, and conventional/unibody structural panel repairs and replacement.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 15

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (15 hours)

Courses 10 credits		**15**
ACRP 1010	Foundations of Collision Repair	5
ACRP 2010	Major Collision Repair	5
ACRP 2015	Major Collision Replacements	5

AUTOMOTIVE COLLISION REPAIR DIPLOMA

Diploma

Program Description:

The Automotive Collision Repair Program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes either major automotive collision repair or automotive painting and refinishing depending on the specialization area a student chooses to complete. Program graduates receive an Automotive Collision Repair diploma which qualifies them as major collision repair technicians or painting and refinishing technicians.

Click here to download the Automotive Collision Repair Student Track for success. [81]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 37

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (12 hours)

Basic Skills Courses 8 credits		
MATH 1012	Foundations of Mathematics	3
EMPL 1000	Interpersonal Relations and Professional Development	2
ENGL 1010	Fundamentals of English I	3

Occupational Courses 20 credits	
ACRP 1000 Introduction to Auto Collision Repair	4
ACRP 1005 Automobile Component Repair and Replacement	4
ACRP 1010 Foundations of Collision Repair	5
ACRP 1015 Fundamentals of Automotive Welding	4
COMP 1000 Introduction to Computer Literacy	3
Completion of one of two specializations:	**12**
Refinishing Specialization-8RS2 12 credits	
ACRP 2001 Introduction to Auto Painting and Refinishing	5
ACRP 2002 Painting and Refinishing Techniques	5
ACRP 2009 Refinishing Internship	2
Major Collision Repair Specialization-8MC2 12 credits	
ACRP 2010 Major Collision Repair	5
ACRP 2015 Major Collision Replacements	5
ACRP 2019 Major Collision Repair Internship	2

AUTOMOTIVE REFINISHING ASSISTANT I

Technical Certificate Of Credit

(Embedded in Automotive Collision Repair Diploma and Technical Studies Degree programs)

Program Description:

The Automotive Refinishing Assistant I certificate program prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component repair and replacement, and trim accessories and glass replacements.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	218	ACCUPLACER-	Reading Comprehension	36
	Writing	222		Sentence Skills	30
	Arithmetic	223		Arithmetic	23

High School diploma or equivalent required for admission.

Credits required for graduation: 13

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 13 credits	
ACRP 1000 Introduction to Auto Collision Repair	4
ACRP 1005 Automobile Component Repair and Replacement	4
ACRP 1010 Foundations of Collision Repair	5

AUTOMOTIVE REFINISHING ASSISTANT II

Technical Certificate Of Credit

(Embedded in Automotive Collision Repair Diploma and Technical Studies Degree programs)

Program Description:

The Refinishing Assistant II program is an advanced certificate option for students who complete the Automotive Refinishing Assistant I program. This program is designed to produce graduates who are entry level paint and refinishing specialists. Topics will include surface preparation, paint identification, spray gun equipment, spray gun techniques, blending, and tinting and matching of colors.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 10

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 10 credits	
ACRP 2001 Introduction to Auto Painting and Refinishing	5
ACRP 2002 Painting and Refinishing Techniques	5

COMMERCIAL TRUCK DRIVING

Technical Certificate Of Credit

(Stand Alone & Embedded in Commercial Truck Driving & Owner Operator TCC)

Program Description:

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

Click here to download the Commercial Truck Driving Student Track for success. [82]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	218	ACCUPLACER-	Reading Comprehension	36
	Writing	222		Sentence Skills	30
	Arithmetic	223		Arithmetic	23

Credits required for graduation: 9

Admission Requirements For Commercial Truck Driving (CDL)

To enroll in the COMMERCIAL TRUCK DRIVING (CTD) PROGRAM, prospective students must meet the following requirements:

- Complete the application for admission and pay the $25.00 application fee.
- Meet required test scores or provide official college transcripts, if applicable. **(Testing is currently waived, subject to change without notice)**
- Provide official High School/GED transcript if earned **(high school diploma or GED is NOT required for admissions into the Commercial Truck Driving Program)**.
- Be 18 years of age or older.
- Have a Valid Georgia Driver's License.

Acceptance and registration of classes will not take place until you submit the following required documents

- AP Permit: $45 **(Download CDL Prep app from Google Play or Apple Store on your Smartphone) (Must have AP permit to obtain DOT physical and drug test). Permit is obtained from Department of Driving Services.**
- A Motor Vehicle Driving Report (MVR) that includes the past **seven (7) years** .The report cannot have more than 8 points, 4 moving violations within a year and NO DUIs in the past 3 years. Approximately **(MVR must be obtained no more than 30 days prior to the start of class) MVR is obtained from Yolanda Bell in Carlton Construction Academy, Office 103, Telephone: 229-430-1941 at Albany Technical College.**
- A Department of Transportation (DOT) physical $55 and drug test $45 **(Drug test must be obtained no more than 30 days prior to the start of class).** Must obtain from Phoebe Corporate Health, 2410 Sylvester Road Albany, GA 31705, 229-312-9220 **(will need authorization form from Yolanda Bell**

in Carlton Construction Academy, Office 103, Telephone: 229-430-1941 at Albany Technical College)

- Fuel Charge: **$185; non-refundable fee**

IF YOU HAVE ANY CTD PROGRAM QUESTIONS, PLEASE CONTACT Dennis Oliver (229) 430-1732. Registration is on a first-come basis. *Maximum number of students for day or evening classes is 18.*

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 9 credits		
CTDL 1010	Fundamentals of Commercial Driving	3
CTDL 1021	Combination Vehicle Basic Operation and Range Work	3
CTDL 1031	Combination Vehicle Advanced Operations	3

COMMERCIAL TRUCK DRIVING AND OWNER OPERATOR

Technical Certificate Of Credit

(Stand-alone only)

Program Description:

The Commercial Truck Driving and Owner Operator certificate program provides basic training in the principles and skills of commercial truck operations and requirements to be an owner/operator. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions of all types of roads. The program prepares students for the Georgia CDL Skills Exam.

Click here to download the Commercial Truck Driving and Owner Operator Student Track for success. [83]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Reading Comprehension	36
	Writing	236		Sentence Skills	30
	Arithmetic	229		Arithmetic	23

No High School diploma or equivalent required for admission.

Credits required for graduation: 16

Admission Requirements For Commercial Truck Driving (CDL)

To enroll in the COMMERCIAL TRUCK DRIVING (CTD) PROGRAM, prospective students must meet the following requirements:

- Complete the application for admission and pay the $25.00 application fee.
- Meet required test scores or provide official college transcripts, if applicable. **(Testing is currently waived, subject to change without notice)**
- Provide official High School/GED transcript if earned **(high school diploma or GED is NOT required for admissions into the Commercial Truck Driving Program)**.
- Be 18 years of age or older.
- Have a Valid Georgia Driver's License.

Acceptance and registration of classes will not take place until you submit the following required documents

- A Motor Vehicle Driving Report (MVR) that includes the past seven **(7) years**. The report cannot have more than 8 points, 4 moving violations within a year and NO DUI's in the past 3 years. Approximately $12 **(MVR must be obtained no more than 30 days prior to the start of class) MVR is obtain from Department of Driving Services.**
- AP Permit: $45 **(Download CDL Prep app from Google Play)**
  (Must have AP permit to obtain DOT physical and drug test)
  Permit is obtain from Department of Driving Services.
- A Department of Transportation (DOT) physical $55 and drug test $45
  (Drug test must be obtained no more than 30 days prior to the start of class)

Must obtain from Phoebe Corporate Health, 2410 Sylvester Road Albany, GA 31705 229-312-9220 **(will need authorization form from Yolanda Bell 229-430-1941 at Albany Technical College)**
- Fuel Charge: **$185; non-refundable fee**

IF YOU HAVE ANY CTD PROGRAM QUESTIONS, PLEASE CONTACT Dennis Oliver (229) 430-1732. Registration is on a first-come basis. *Maximum number of students for day or evening classes is 18.*

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 16 credits	
CTDL 1010 Fundamentals of Commercial Driving	3
CTDL 1021 Combination Vehicle Basic Operation and Range Work	3
CTDL 1031 Combination Vehicle Advanced Operations	3
EMPL 1000 Interpersonal Relations and Professional Development	2
MGMT 2150 Small Business Management	3
CTDL 1071 Commercial Truck Owner/Operator Permitting and Endorsements	2

DIESEL ELECTRICAL/ELECTRONIC SYSTEMS TECHNICIAN

Technical Certificate Of Credit

(Embedded in Diesel Equipment Technology Diploma)

Program Description:

The Diesel Electrical and Electronic Systems Technician certificate program provides the student with training for becoming an entry level diesel electrical/electronics systems technician. 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.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 10

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 10 credits		
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7

DIESEL ENGINE SERVICE TECHNICIAN

Technical Certificate Of Credit

(Embedded in Diesel Equipment Technology Diploma)

Program Description:

The Diesel Engine Service Technician certificate program provides the student with training to become an entry level diesel engine service technician. The topics covered include diesel shop safety, tools and equipment, diesel electrical/electronic systems, and diesel engines and support systems.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION –	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 16

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 17 credits	
DIET 1000 Introduction to Diesel Technology, Tools, and Safety	3
Electrical Course Optiuons - 7 Credits Required	**7**
DIET 1010 Diesel Electrical and Electronic Systems	7
DIET 1011 Diesel Electrical and Electronic Systems I	4
DIET 1012 Diesel Electrical and Electronic Systems II	3
Engines Course Options - 6 Credits Required	**6**
DIET 1030 Diesel Engines	6
DIET 1031 Diesel Engine Repair	3
DIET 1032 Diesel Engine Support Systems	3

DIESEL EQUIPMENT TECHNOLOGY DIPLOMA

Diploma

Program Description:

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. Program graduates receive a Diesel Equipment Technology diploma that qualifies them as entry-level Diesel Equipment technicians.

Click here to download the Diesel Equipment Technology Student Track for success. [84]

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 47

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Curriculum Outline (47 hours)

Basic Skills Courses 8 credits		**8**
MATH 1012	Foundations of Mathematics	3
ENGL 1010	Fundamentals of English I	3
EMPL 1000	Interpersonal Relations and Professional Development	2

Occupational Courses 39 credits	**27**
COMP 1000 Introduction to Computer Literacy	3
DIET 1000 Introduction to Diesel Technology, Tools, and Safety	3
DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems	3
DIET 1020 Preventive Maintenance	5
Electrical Course Options - 7 Credits Required	**7**
DIET 1010 Diesel Electrical and Electronic Systems	7
DIET 1011 Diesel Electrical and Electronic Systems I	4
DIET 1012 Diesel Electrical and Electronic Systems II	3
Engines Course Options - 6 Credits Required	**6**
DIET 1030 Diesel Engines	6
DIET 1031 Diesel Engine Repair	3
DIET 1032 Diesel Engine Support Systems	3
Completion of one of two specializations:	**12**
Medium/Heavy Truck Specialization-8MT2 12 credits	
DIET 2000 Truck Steering and Suspension Systems	4
DIET 2010 Truck Brake Systems	4
DIET 2020 Truck Drivetrains	4
Heavy Equipment Specialization-8HE2 12 credits	
DIET 2001 Heavy Equipment Hydraulics	6
DIET 2011 Off Road Drivelines	6

DIESEL TRUCK MAINTENANCE TECHNICIAN

Technical Certificate Of Credit

(Embedded in Diesel Equipment Technology Diploma)

Program Description:

The Diesel Truck Maintenance Technician certificate program provides training in the essential knowledge, skills, and attitudes necessary for employment as a maintenance technical on semi-trucks, trailer or other diesel equipment. The topics covered include diesel shop safety, tools, and equipment, preventive maintenance procedures, truck brake systems, and truck drive trains.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	218	ACCUPLACER-	Reading Comprehension	36
	Writing	222		Sentence Skills	30
	Arithmetic	223		Arithmetic	23

High School diploma or equivalent required for admission.

Credits required for graduation: 23

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 23 credits		
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1020	Preventive Maintenance	5
DIET 2010	Truck Brake Systems	4
DIET 2020	Truck Drivetrains	4

HEAVY DIESEL SERVICE TECHNICIAN

Technical Certificate Of Credit

(Embedded in Diesel Equipment Technology Diploma)

Program Description:

The Heavy Diesel Service Technician certificate program provides training in both 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. Successful completion of this program will prepare the student for entering industry as an entry level diesel service technician.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

ACCUPLACER NEXT GENERATION–	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 31

Beginning Spring 2022 (January 2022), ALL FIRST TIME college students will be required to take the College Success (COLL 1020) course.

Courses 31 credits		
DIET 1000	Introduction to Diesel Technology, Tools, and Safety	3
DIET 1010	Diesel Electrical and Electronic Systems	7
DIET 1030	Diesel Engines	6
DIET 2001	Heavy Equipment Hydraulics	6
DIET 2011	Off Road Drivelines	6
Choose one of the following courses		
DIET 1040	Diesel Truck and Heavy Equipment HVAC Systems	3
DIET 1050	Diesel Equipment Technology Internship	4

BASIC HEAVY EQUIPMENT OPERATOR

Technical Certificate Of Credit

(Stant-Alone Certificate)

Program Description:

The Basic Heavy Equipment Operator technical certificate of credit program provides the skills necessary for program completers to obtain entry-level employment in the area of equipment operations. Topics include: safety, equipment care and maintenance, heavy equipment use in construction and infrastructure, basic earth moving, and grading.

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores:

ACCUPLACER NEXT GENERATION-	Reading	224	ACCUPLACER-	Sentence Skills	60
	Writing	236		Reading Comprehension	55
	Arithmetic	229		Arithmetic	34

High School diploma or equivalent required for admission.

Credits required for graduation: 9

Albany Technical College is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science Degrees, Associate of Science in Nursing Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Curriculum Outline (9 hours)

Courses 9 credits		9
EQOP 1000	Introduction to Heavy Equipment Safety	3
EQOP 1001	Introduction to Heavy Equipment	3
EQOP 1002	Heavy Equipment Operation Basics	3

FACULTY & STAFF DIRECTORY

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Teresa McDonald	Administrative Support Specialist
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Phillip Monfort	Bookstore Coordinator
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Amy Lovelace	Accounts Receivable Technician
Jill Moore	Accounting Manager, Property
Venesia McCoy	Payroll Specialist
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Lataria Candidate	Budget Analyst Director of Compliance Reporting & Financial Analysis
Marchelle Bentley	Purchasing Manager

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Tonya Logue	Custodian
Solomon Griffin	Custodian
Renee Terrell	Lead Custodian
Lisa Thomas	Custodian
Clyde Monds	Custodian
Tim Morrison	Maintenance Supervisor
Richard Shuemake	Maintenance Technician
Anthony Williams	Maintenance Technician
VACANT	Night Floor Technician
Walter Watts	Floor Technician
INFORMATION TECHNOLOGY	
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Tommy Boys	Information Systems Administrator
Vincent Hollis	Technical Support Specialist
CAMPUS POLICE	
LaShawnda Ethridge	Chief of Police
Santos Ruiz Gonzalez	Campus Police Sergeant
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Gary Fragé, Ph.D., CEDT	Academic Dean of Center for Business Solutions/Chair/Instructor, Business Logistics Management

Cindy Hughes	Director, Continuing Education
VACANT	Administrative Assistant
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Kenneth Singleton	Associate Vice President for Academic Affairs
Yolanda Bell	Administrative Assistant/Dean of Academic Affairs
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Stephanie Marcus	Administrative Assistant/Dean of Academic Affairs
Tomekia Cooper	Dean of Academic Affairs
Shawn Smith	Administrative Assistant/Dean of Academic Affairs
Angela Robinson	Dean of Academic Affairs
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Jad Dawkins	A/V Event Technical Specialist
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Bummi Anderson	Instructor/English
Marla Fowler, Ph.D.	Instructor/English
Thomas Clancy	Instructor/English
Willa Menefee	Instructor/English
Daphnie Miller	Instructor/English

Rose Leggett	Instructor/Mathematics
Yolanda Roddy	Instructor/Mathematics
Noreen McGee	Instructor/Mathematics
VACANT	Instructor/Psychology
Theodosia Lovett, Ed.D.	Instructor/Psychology
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James Miller	Chair/Instructor/Automotive Technology
Sterling Burke	Instructor/Automotive Technology
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Frank Daniel	Instructor/Commercial Truck Driving
Willie Walker	Chair/Instructor/Diesel Equipment Technology
Mark Benton	Chair/Instructor/Welding & Joining Technology
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Corene Westbrook-Milledge	Instructor/Adult Education
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Betty Thornton	Instructor/Adult Education
Qadriyyah Qawiy	Instructor/Adult Education
Cheryl Foster	Instructor/Adult Education (Baker County)
Shawanda Cannon	Instructor/Adult Education (Calhoun County)
Daisy Jackson	Instructor/Adult Education (Clay County)
Kenneth Hubbard	Instructor/Adult Education (Lee County)
Wesley Williams	Instructor/Adult Education (Randolph County)
James Parker	Instructor/Adult Education (Terrell County)
Dianne Wimes	Instructor/Adult Education (Terrell County)

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84 http://www.albanytech.edu/uploads/files/85/c4/85c4ace820ff79edee2ccb8627c9f28b.pdf

ACCT 1100 - Financial Accounting I
4 Credits

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

ACCT 1105 - Financial Accounting II
Prerequisite: ACCT 1100

4 Credits

Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class.

ACCT 1115 - Computerized Accounting
Prerequisites: ACCT 1100, COMP 1000

3 Credits

Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

ACCT 1120 - Spreadsheet Applications
Prerequisite: COMP 1000

4 Credits

This course covers the knowledge and skills 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.

ACCT 1125 - Individual Tax Accounting
3 Credits

Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACCT 1130 - Payroll Accounting
Prerequisite: ACCT 1100

3 Credits

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACCT 2000 - Managerial Accounting
Prerequisite: ACCT 1105

3 Credits

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

ACCT 2120 - Business Tax Accounting
3 Credits

Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2140 - Legal Environment of Business
3 Credits

Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes,real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

ACCT 2145 - Personal Finance
3 Credits

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.

ACRP 1000 - Introduction to Auto Collision Repair
4 Credits

This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

ACRP 1005 - Automobile Component Repair and Replacement
Corequisite: ACRP 1000

4 Credits

This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

ACRP 1010 - Foundations of Collision Repair
Corequisites: ACRP 1000, ACRP 1005

5 Credits

This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

ACRP 1015 - Fundamentals of Automotive Welding
Corequisite: ACRP 1000

4 Credits

This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

ACRP 2001 - Introduction to Auto Painting and Refinishing
Corequisites: ACRP 1000, ACRP 1010

5 Credits

This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparation will be discussed and practiced. Spray gun types and basic operations will be introduced.

ACRP 2002 - Painting and Refinishing Techniques
Corequisites: ACRP 1000, ACRP 2001

5 Credits

This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

ACRP 2009 - Refinishing Internship
Corequisite: ACRP 1000

2 Credits

Provides occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; and detailing.

ACRP 2010 - Major Collision Repair
Corequisites: ACRP 1000, ACRP 1005

5 Credits

This course introduces procedures and resources used in the identification and assessment of automotive collision damages. This course provides instruction on the hydraulic systems and for the diagnosis, straightening, measuring and alignment of automobile frames and bodies.

ACRP 2015 - Major Collision Replacements
Corequisites: ACRP 1000, ACRP 2010

5 Credits

This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.

ACRP 2019 - Major Collision Repair Internship
Corequisites: ACRP 1000, ACRP 2010, ACRP 2015

2 Credits

Provides occupation-based learning opportunities for students pursuing the Major Collision Repair specialization. Qualified professional technicians will mentor students as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: conventional frame repair, unibody damage identification and analysis, unibody measuring and fixturing systems, unibody straightening systems and techniques, unibody welding techniques, unibody structural panel repair and replacement, conventional body structural panel repair, unibody suspension and steering systems, and bolt-on body panel removal and replacement.

AIRC 1005 - Refrigeration Fundamentals
4 Credits

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

AIRC 1010 - Refrigeration Principles and Practices
Corequisite: AIRC 1005

4 Credits

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

AIRC 1020 - Refrigeration Systems Components
Prerequisite: AIRC 1005

4 Credits

This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

AIRC 1030 - HVACR Electrical Fundamentals
4 Credits

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

AIRC 1040 - HVACR Electrical Motors
Prerequisite: AIRC 1030

4 Credits

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

AIRC 1050 - HVACR Electrical Components and Controls
4 Credits

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

AIRC 1060 - Air Conditioning Systems Application and Installation
Corequisites: AIRC 1010, AIRC 1030

4 Credits

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070 - Gas Heat
Prerequisite: AIRC 1030

4 Credits

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

AIRC 1080 - Heat Pumps and Related Systems
Prerequisites: AIRC 1010, AIRC 1030

4 Credits

This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

AIRC 1090 - Troubleshooting Air Conditioning Systems
Prerequisites: AIRC 1010, AIRC 1030

4 Credits

This course 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.

AIRC 2070 - Commercial Refrigeration Design
Pre/Corequisite: AIRC 1090

3 Credits

Provides an increased level of concepts and theory beyond AIRC 1020. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

AIRC 2091 - Industrial Refrigeration Level I
Prerequisites: AIRC 1005, AIRC 1030, AIRC 2070

4 Credits

This course is designed to provide the Industrial Refrigeration Operator with a more in-depth understanding of the theory and practical knowledge required to success fully operate today's more sophisticated and demanding systems. The course consists of two parts. Participants will spend approximately equal time in the classroom and in the hands-on lab.

AIRC 2101 - Industrial Refrigeration Level II
Prerequisite: AIRC 2091

2 Credits

This advanced course is designed to provide students with sufficient knowledge and practical skill in all areas of industrial refrigeration operation. Topics include blueprint and diagram reading and interpretation, design codes and standards, piping, load calculations, freezer design and operation, compressor operations, and advanced evaporator and condenser topics.

ALET 1010 - Photovoltaic Systems & Installation
5 Credits

This course introduces students to solar technologies and the fundamentals of solar generator electricity, photovoltaics. Through classroom and lab activities, this course provides entry level foundations towards PV Technician certification.

ALET 1100 - Foundations of Energy Technologies
3 Credits

This introductory course is designed to allow 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. Students will develop, through research, an alternative energy system that will demonstrate their understanding of a unique, as we as appropriate, approach to energy and power generation.

ALET 1110 - Small Wind Systems Fundamentals
5 Credits

Course introduces wind energy fundamentals, system components, and installation procedures required to install small wind power generators up to 100Kw. Classroom and Lab subjects provide core foundation principles toward NABCEP certification as small wind system installer.

ALET 1120 - Energy and Power Generation, Transmission & Distribution
3 Credits

In this course, students will continue to learn about energy and power industry fundamentals by furthering their knowledge about electric power generation, transmission and distribution. The student will gain knowledge about business models, regulations, and safety within the energy industry.

ALET 1130 - Energy Systems Applications
4 Credits

This course explores the relationship between force, work, energy, and power. Students study the characteristics, availability, conversion, control, transmission, and storage of energy and power. Students will explore and apply the principles of electrical, fluid, and mechanical power. Students will research renewable, non-renewable, and inexhaustible resources and conservation efforts. Students will develop an awareness of the many careers that exist in energy and related technologies.

ALHS 1011 - Structure and Function of the Human Body
5 Credits

Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

ALHS 1040 - Introduction to Health Care
3 Credits

Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

ALHS 1060 - Diet and Nutrition for Allied Health Sciences
Corequisite: ALHS 1011

2 Credits

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

ALHS 1090 - Medical Terminology for Allied Health Sciences
2 Credits

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

AMCA 2110 - CNC Fundamentals
4 Credits

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.

ARTS 1101 - Art Appreciation
Prerequisite: ENGL 1101

3 Credits

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.

ASAC 1000 - Addictions, Theories and Treatments
3 Credits

This course looks at the social, political, physiological and behavioral implications of alcohol/drug abuse. The course focuses on theories of drug and alcohol addiction stages, the dynamics and nature of psychoactive substances, theories/methods of substance abuse prevention, family dynamic models, co-dependency and disease concepts.

ASAC 1001 - Group Theory Counseling
3 Credits

This course will provide students with a foundational understanding of the knowledge and skills required to participate in and lead small groups in a variety of settings. The course emphasizes a experiential approach which will provide students with the opportunity to develop skills in planning, facilitating, organizing, and evaluating the success of groups. Emphasis will be placed on exploration and application of group work theory principles and practices of group counseling, stages of group development, group dynamics, and group leadership.

ASAC 1002 - Substance Abuse Addiction Overview
3 Credits

This course includes substance abuse, substance dependence, codependency, co-occurring disorders, alcoholism, drug use, misuse, abuse, heroin withdrawal, commonly abused drugs, physiological effect of drug dependency and alcoholism, treatment for drug dependence and alcoholism, rehabilitation for drug dependency and alcoholism. It focuses on management, maintenance and the prevention of substance abuse and alcoholism.

ASAC 1003 - Multicultural Issues
3 Credits

This course provides students with knowledge and skills to work with physically, socio-economically, mentally, psychologically, and economically disadvantaged and oppressed people. Attention is given to ethnic minorities of color, women, people with disabilities, gay and lesbian people, the poor and the oppressed. A multi-dimensional, cross-cultural framework is introduced for assessments and interventions with consumers form diverse groups. Students learn to identify and emphasize the adaptive capabilities and strengths of disadvantaged and oppressed people.

ASAC 1004 - Biopsychosocial/ Case Management with Families
3 Credits

This course focuses on initial introduction to the concept of families throughout the family life cycle. Using a biopsychosocial approach, the course explores the family structure (traditional, single parent, gay/lesbian, divorce); and social and environmental stressors that impact the family. Students will learn the step-by-step process of case management for the family unit from the initial referral for services, determination of eligibility for services, writing a formal plan for services, case documentation techniques and techniques for monitoring progress for each individual family member through the service delivery system, to case closure/follow-up activities.

ASAC 1005 - Current Trends in Addiction and Mental Health Substance Abuse Case Management
3 Credits

This course addresses contemporary issues in addictions and mental health. Emphasis is in four major areas: ethnic and cultural issues that influence diagnosis, treatment and utilization of services, special populations such as consumers/clients with HIV/AIDS; co-occurring disorders; and matching treatment services to individual client needs. In addition, attention will be given to the following current issues in the fields: treatment issues for adolescent and geriatric consumers/clients; spiritual concerns and disciplines; gay/lesbian issues; psychopharmacology; relapse dynamics and prevention and managed care and treatment costs.

ASAC 1006 - Theories of Counseling
3 Credits

This course will introduce the major counseling theories and techniques focusing on individual counseling within a Human Services framework. Students are encouraged to develop a counseling orientation based on these theories which include their own personal and professional ethical orientation.

ASAC 1007 - Prevention and Educating the Family & Community
3 Credits

This course uses various approaches to designing and implementing education programs concerning substance abuse, intervention, recovery and relapse prevention for adolescents and adults. Emphasis is placed on the education of individuals and substance abusers/users and their families. Knowledge of diverse community resources in developing community education and prevention programs. Upon completion, students should be able to present a wide variety of education programs for individuals and substance abusers/users and their families.

ASAC 1008 - Professional Counseling, Identity and Ethics
3 Credits

This course examines each of the following: (1) the purpose of counseling, (2) the historical context for counseling, (3) the basic principles of major counseling theories, and (4) the practice of counseling in various professional settings. The course will be offered in a fully online format compatible with distance education.

ASAC 1009 - Practicum
5 Credits

This course will provide students with an opportunity for integration of knowledge and skills in a clinical work setting. Apply theory and counseling skills under competent supervision enables student to make the necessary transition from program to the actual world of work. When the transition is made with adequate supervision, students gain competence ad confidence in the delivery of counseling services. The reality of the practicum setting provides the necessary bridge between training and professional competence.

ASAC 1010 - Substance Abuse Counseling
3 Credits

This course explores counseling as it relates to working with clients with substance abuse disorders. Ethical and legal issues, theoretical models, assessment and diagnosis, treatment planning, techniques and individual/family/group interventions with diverse populations will be discussed throughout class sessions. This course is distinctively geared towards students who are training to be counselors. Substance abuse issues that clients might present within counseling are addressed by way of assigned readings, class discussions, video segments, case studies, internet resources and assignments. Goals are to focus on enforcing knowledge of substance abuse counseling theories and techniques, understanding assessment in individual and group sessions, learning how to apply theory to practice, and gaining competence with serving clients with substance abuse addictions in a therapeutic capacity.

ASAC 1011 - Crisis Intervention
3 Credits

This course examines different crisis situations both short-term and overwhelming. It will offer assessments and treatment methods that differ in a number of ways from methods used in non-crisis situations.

AUMF 1110 - Flexible Manufacturing Systems I
Prerequisite: IDSY 1101

5 Credits

This course provides instruction in manufacturing control process and work cell interfacing. Emphasis is placed on open and closed loop systems. Instruction is also given in the area of linear integrated circuits. Topics include process control, sensor and cell level interfacing, fluid level, pressure, and flow measurement, pneumatic controls, and human factors and safety.

AUMF 1120 - Programmable Controllers
5 Credits

This course studies basic programmable controller application skills and techniques, and programmable controllers in typical environments as an element of a complex manufacturing cell. Topics also discussed will include the hands-on development of the programming, operation, and maintenance of industrial PLC systems.

AUMF 1130 - Applied Hydraulics, Pneumatics, and Mechanics
2 Credits

Emphasizes mechanical techniques for maintaining, troubleshooting, installing, and repairing drives, conveyor systems, and valves. Topics include: gas laws; pressure and force calculations; hydraulic systems vs pneumatic systems; cylinders, pressure controls, and system controls; hydraulic and pneumatic symbology; hydraulic and pneumatic system layout; interfacing hydraulic or pneumatic systems with other systems; applied mechanisms; belt, chain, and gear drives; drive train components; valves; and conveyor systems.

AUMF 1150 - Introduction to Robotics
Prerequisite: IDSY 1120

3 Credits

Explores basic robotic concepts. Studies robots in typical application environments. Topics include: robot history and fundamentals, robot classification, power sources, robot applications in the workplace, robot control techniques, path control, end of arm tooling, robot operation and robot controllers, controller architecture in a system, robotic language programming, and human interface issues.

AUMF 1210 - Flexible Manufacturing Systems II
5 Credits

This course reviews flexible manufacturing system electrical, electronic and mechanical principles by providing opportunities to plan and prepare for constructing and operating an actual flexible automated system. Emphasis is also placed on work cell design by allowing students to work in instructor-supervised teams assembling and operating automated production system cells. Topics include flexible system planning and preparation, work cell design, prototype or demonstration work cell operation, and work cell debugging and troubleshooting.

AUMF 1520 - Manufacturing Organizational Principles
1 Credits

This course provides learners with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing processes, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

AUMF 1540 - Manufacturing Workforce Skills
2 Credits

This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, problem solving, managing change, and creating a positive image.

AUMF 1560 - Manufacturing Production Requirements
1 Credits

This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing, statistical process control, and problem solving.

AUMF 1580 - Automated Manufacturing Skills
3 Credits

This course 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.

AUMF 1660 - Representative Manufacturing Skills
4 Credits

This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

AUTT 1010 - Automotive Technology Introduction
2 Credits

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

AUTT 1015 - Automotive Electrical Principles
Prerequisite: AUTT 1010

3 Credits

This course introduces automotive electrical principles emphasizing basic electrical circuit laws and diagnosis and service/repair of 12V batteries.

AUTT 1020 - Automotive Electrical Systems
Corequisite: AUTT 1010

7 Credits

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

AUTT 1021 - Automotive Electrical Systems I
Corequisite: AUTT 1010

4 Credits

This course introduces automotive electrical systems emphasizing the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, and basic lighting systems.

AUTT 1022 - Automotive Electrical Systems II
Corequisite: AUTT 1021

3 Credits

This course emphasizes the basic principles, diagnosis, and service/repair of charging systems, advanced lighting systems, instrument cluster and driver information systems, and body electrical systems.

AUTT 1030 - Automotive Brake Systems
Corequisite: AUTT 1010

4 Credits

Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

AUTT 1040 - Automotive Engine Performance
Corequisite: AUTT 1020

7 Credits

Introduces basic engine performance systems which 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, and other related engine service.

AUTT 1040 - Automotive Engine Performance
Prerequisite: AUTT 1020

7 Credits

This course introduces basic engine performance systems which 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, and emission control systems diagnosis and repair.

AUTT 1041 - Automotive Engine Performance I
Prerequisites: AUTT 1020, AUTT 1021, AUTT 1022

3 Credits

This course introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, fuel and air induction, exhaust systems, PCV control system diagnosis and repair, and other related engine service.

AUTT 1042 - Automotive Engine Performance II
Prerequisites: AUTT 1020, AUTT 1022

4 Credits

This course continues basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: computerized engine controls and diagnosis, ignition system diagnosis and repair, and advanced emission control systems diagnosis and repair.

AUTT 1050 - Automotive Suspension and Steering Systems
Corequisite: AUTT 1010

4 Credits

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, wheel and tire diagnosis and repair.

AUTT 1060 - Automotive Climate Control Systems
Prerequisite: AUTT 1020

5 Credits

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

AUTT 2010 - Automotive Engine Repair
6 Credits

This course 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; lubrication and cooling systems diagnosis and repair.

AUTT 2011 - Automotive Engine Repair I
Corequisite: AUTT 1010

3 Credits

This course 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; basic cylinder heads and valve trains diagnosis and repair; and lubrication and cooling systems diagnosis and repair.

AUTT 2012 - Automotive Engine Repair II
Corequisite: AUTT 2011

3 Credits

This course continues 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 advanced cylinder heads and valve trains diagnosis and repair; and engine blocks assembly, diagnosis and repair.

AUTT 2020 - Automotive Manual Drive Train and Axles
Corequisite: AUTT 1010

4 Credits

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service is included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

AUTT 2030 - Automotive Automatic Transmissions and Transaxles
Prerequisite: AUTT 1020

5 Credits

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.

AUTT 2105 - Introduction to EV/Hybrid Vehicles & Safety Protocols
Prerequisite: AUTT 1010

3 Credits

This course introduces entry level automotive technicians to the differences in operation and service procedures for EV and Hybrid vehicles. The fundamental safety protocols that must be observed when performing service procedures on these types of vehicles are also addressed in detail. Topics include review of electrical/electronic system principles, types of EV/Hybrid vehicles in the market, safety equipment, PPE and special tooling, and standard EV/Hybrid shop safety protocols.

AUTT 2110 - Automotive Light Duty Diesel Engines
Prerequisite: AUTT 2010

6 Credits

This course allows students in the auto service tech programs to learn about the basic systems and service procedures on modern light duty diesel vehicles. Topics covered include diesel engine operating principles and diagnostics; diesel fuel induction systems; diesel air induction systems; diesel exhaust and emissions systems; and basic preventive maintenance procedures followed for these types of vehicles in most service shops.

AUTT 2200 - EV/Hybrid Vehicles Introduction & Safety Protocols
Prerequisite: AUTT 1040

3 Credits

This course introduces experienced automotive technicians to the differences in operation and service procedures for EV and Hybrid vehicles. The fundamental safety protocols that must be observed when performing service procedures on these types of vehicles are also addressed in detail. Topics include review of electrical/electronic system principles, types of EV/Hybrid vehicles in the market, safety equipment, PPE and special tooling, and standard EV/Hybrid shop safety protocols.

AUTT 2205 - EV/Hybrid Batteries & Powertrains
Prerequisite: AUTT 1040

3 Credits

This course covers general aspects and designs of batteries used in industry and automotive applications as well as battery support systems used in Hybrid/EV vehicles. General powertrain designs for auto applications are also discussed. Topics include battery design types, battery interlocks and sensing/management systems, 3-phase motors and other unique Hybrid/EV components.

AUTT 2210 - EV/Hybrid Battery & Powertrain Service
Prerequisite: AUTT 1040

3 Credits

This course covers general service procedures that can be performed on EV and Hybrid vehicles in the aftermarket service shops. Topics include HV disconnect procedures and timeouts, selection and use of proper PPE and HV test equipment, HV battery pack removal and module servicing, AC drive motor removal and examination, transmission removal and examination, and battery cooling systems inspection and service procedures

AUTT 2215 - EV/ Hybrid Vehicle Body, Chassis, HVAC & Support Systems
Prerequisite: AUTT 1040

3 Credits

This course covers the unique aspects of EV and Hybrid vehicle air conditioning and heating systems as well chassis and battery support systems. Topics covered include EV and hybrid cabin cooling and heating systems, HV battery support systems, and EV chassis systems.

BARB 1000 - Introduction to Barber/Styling Implements
3 Credits

Introduction to Barber/Styling Implements is designed to give an overview of the barbering profession. Students are also taught the fundamentals of each barber/styling implement. Emphasis will be placed on the maintenance and care of each implement. Topics include: Barbering history, personality development, professional barbering ethics, and professional barbering image, safety, and reception and telephone techniques, nomenclature, types and sizes, proper use and care, and maintenance.

BARB 1010 - Science: Sterilization, Sanitation and Bacteriology
3 Credits

Introduces fundamental theories and practices of bacteriology, sterilization, sanitation, safety, and the welfare of the barber/stylist and patron. Topics include: sterilization, sanitation, safety, bacteriology, and Hazardous Duty Standards Act compliance.

BARB 1022 - Haircutting and Shampooing I
3 Credits

This course introduces the theory and skills necessary to apply basic haircutting techniques. safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

BARB 1024 - Haircutting and Shampooing II
3 Credits

This course introduces the theory and skills necessary to apply basic haircutting techniques. Safe use of haircutting implements are stressed. The course also introduces the fundamental theory and skills required to shampoo hair. Laboratory training includes shampooing a live model. Topics include patron preparation, haircutting terminology, safety and sanitation, implements, basic haircutting techniques, shampoo chemistry, and shampoo procedures.

BARB 1030 - Haircutting/Basic Styling
3 Credits

Continues the theory and application of haircutting techniques and introduces hairstyling. Topics include: introduction to styling, client consultation, head and hair analysis, style cutting techniques, and implements for style cutting and tapering techniques.

BARB 1040 - Shaving
3 Credits

Introduces the theory and skills necessary to prepare and shave a patron. Simulated shaving procedures will precede practice on live models. Topics include: patron preparation, beard preparation, shaving techniques, once-over shave techniques, and safety precautions.

BARB 1050 - Science: Anatomy and Physiology
3 Credits

Develops knowledge of the function and care of the scalp, skin, and hair. Emphasis is placed on the function, health, and growth of these areas. Topics include: cells, skeletal system, muscular system, nervous system, circulatory system, and related systems.

BARB 1060 - Introduction to Color Theory/Color Application
3 Credits

Introduces the fundamental theory of color, predispositions tests, color selection, and color application. Presents the application of temporary, semi-permanent, and permanent hair coloring products. Topics include: basic color concepts, skin reactions, the color wheel, color selection and application, mustache and beards, coloring products, safety precautions and tests, mixing procedures, color selection and application.

BARB 1072 - Introduction to Chemical Restructuring of Hair
3 Credits

This course introduces the chemistry and chemical reactions of permanent wave solutions and relaxers. It provides instruction in the application of permanent waves and hair relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, and permanent wave and chemical relaxer, application procedures on manikins, timed permanent wave, time relaxer applications, safety precautions, and Hazardous Duty Standard Act.

BARB 1074 - Advanced Chemical Restructuring of Hair
3 Credits

This course builds on the Introduction to Chemical Restructuring of Hair course to address advanced theory and practice relating to the chemistry and chemical reactions of permanent waves and hair relaxers. It provides continuing instruction in the precautions and special problems involved in the application of permanent waves and relaxers. application of perms and relaxers on live models is included. Topics include permanent wave techniques, safety procedures, chemical relaxer techniques, application procedures on manikins, timed permanent wave, timed relaxer applications, and Hazardous Duty Standard Act.

BARB 1082 - Advanced Haircutting and Styling I
4 Credits

This course continues instruction in the theory and application of haircutting and styling techniques. Topics include: elevation and design cutting, introduction to hairpieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling; shaving techniques and beard trimming.

BARB 1084 - Advanced Haircutting and Styling II
4 Credits

This course continues instruction in the theory and application of haircutting and styling techniques. topics include: elevation and design cutting, introduction of hair pieces, blow-dry styling, thermal waving and curling, advanced haircutting and styling; use of clippers, shears, and razor; permanent waving and styling, shaving techniques and beard trimming.

BARB 1090 - Structures of Skin, Scalp, Hair and Facial Treatments
4 Credits

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Provides instruction on the theory and application of techniques in the treatment of the skin, scalp and hair; and introduces the theory and skills required in massaging the face, preparing the patron for facial treatment, and giving facial treatments for various skin conditions. Benefits of facial treatments and massage will be emphasized. Emphasis will be placed on work with live models. Topics include: treatment theory, basic corrective hair and scalp treatments, plain facial, products and supplies, disease and disorders, implements, products and supplies diseases and disorders, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, theory of massage, preparation of patron for massage, massage procedures, facial treatment, types of facials, and facial treatment benefits.

BARB 1100 - Barber/Styling Practicum and Internship
4 Credits

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting or in a combination of laboratory setting and an approved internship facility. Topics include: haircutting/styling, hairstyling texturizing, shaving, beard trimming, thermal waving, hairpiece fitting and styling, safety precautions, and licensure preparation.

BARB 1110 - Shop Management/Ownership
4 Credits

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon or barber/styling shop. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, client retention, and entrepreneurship.

BARB 2010 - Introduction & Application to Barber Instruction
4 Credits

Introduces the fundamental theory and practices and basic record keeping concepts of the barbering instructor profession. Emphasis will be placed on fostering and providing educational training in the field of Barbering. Topics include: state and local laws, rules and regulations, professional image, effective communication, theory of instruction, Hazardous Duty Standards Act Compliance, various career opportunities, attendance, grades, student service and theory hours, basic record keeping and effective use of advisory committee.

BARB 2020 - Program Development
5 Credits

Emphasizes the steps involved in the development of a great lesson plan and measuring the knowledge of learners. Topics include: development of curriculum, instructional outcomes, components of a lesson plan, using printed materials and visual aids in a lesson plan, purpose of testing, academic policy, developing rubics, multiple-category grading system and special learner needs.

BARB 2030 - Classroom/Lab Management
5 Credits

Emphasizes the steps involved in the operation of a barbering program, teaching skills, classroom management and dynamic clinic teaching. Topics include: identify entry-level practitioners in hair, skin and nails, teaching effective communication skills, inventory, networking, portfolio design, managing learner behavior, managing difficult learners, classroom arrangements, role of the clinic environment and basic principles of academic advising and counseling.

BARB 2040 - Teaching Skills & Techniques
5 Credits

Provides knowledge and application on the principles of teaching and identifies the characteristics of the different learner types and teaching methods. Topics include: educator to learner relationships, effective and reflective listening skills, emotional influences and needs of todays learner, destructive verses constructive tactics, learner motivation, cultivating positive relationships, challenges for all learner styles, timed lecturing, and preparing for a lecture method of teaching.

BARB 2050 - Barbering Practicum I
Pre/Corequisites: BARB 2010, BARB 2020, BARB 2030, BARB 2040

3 Credits

Provides a experience necessary for professional development and completion of requirements for Instructor training state licensure requirements. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a laboratory setting. Topics include monitoring and evaluating in the following areas: 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.

BARB 2060 - Barbering Practicum II
Pre/Corequisite: BARB 2050

3 Credits

Provides experience necessary for professional development and completion of requirements for Instructor training state licensure requirements. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a laboratory setting. Topics include monitoring and evaluating in the following areas: 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.

BFMT 1030 - Fundamentals of Structural Maintenance
4 Credits

Provides introductory skills in basic building repair and maintenance. Topics include: carpentry and cabinet repairs, tile and floor repairs, paints and finishes, lab and shop safety, building codes, handicap accessibility, conduit installation, and waterproofing.

BFMT 1040 - Building Climate Controls
3 Credits

Provides instruction in heating and cooling control systems used in modern residential and commercial structures. Topics include: thermostats, valves and dampers, pneumatic controls, and refrigeration system schematics and symbols.

BFMT 1050 - Fundamentals of Plumbing
2 Credits

Provides introductory skills in basic plumbing. Topics include: basic pipe sizing, fitting identification and terminology, pipe joining, valve identification, plumbing repairs, and lab and shop safety.

BFMT 1050 - Fundamentals of Plumbing
2 Credits

Provides introductory skills in basic plumbing. Topics include: basic pipe sizing, fitting identification and terminology, pipe joining, valve identification, plumbing repairs, and lab and shop safety.

BIOL 1111 - Biology I
Corequisite: BIOL 1111L

3 Credits

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.

BIOL 1111L - Biology Lab I
Corequisite: BIOL 1111

1 Credits

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, biotechnology, and evolution.

BIOL 1112 - Biology II
Prerequisites: BIOL 1111, BIOL 1111L
Corequisite: BIOL 1112L

3 Credits

Provides an introduction to basic 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 classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

BIOL 1112L - Biology Lab II
Prerequisites: BIOL 1111, BIOL 1111L
Corequisite: BIOL 1112

1 Credits

Selected laboratory exercises paralleling the topics in BIOL 1112. The laboratory exercises for this course include classification and characterizations of organisms, plant structure and function, animal structure and function, principles of ecology, and biosphere.

BIOL 2113 - Anatomy and Physiology I
Corequisite: BIOL 2113L

3 Credits

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems.

BIOL 2113L - Anatomy and Physiology Lab I
Corequisite: BIOL 2113

1 Credits

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 system, skeletal system, muscular system, and nervous sensory systems.

Please Note: Transferability of online lab courses to your prospective institution may vary. We recommend verifying with your institution's admissions or academic department whether they accept online lab courses for credit

BIOL 2114 - Anatomy and Physiology II
Prerequisites: BIOL 2113, BIOL 2113L

3 Credits

Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system,and reproductive system.

BIOL 2114L - Anatomy and Physiology Lab II
Prerequisites: BIOL 2113, BIOL 2113L

1 Credits

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.

Please Note: Transferability of online lab courses to your prospective institution may vary. We recommend verifying with your institution's admissions or academic department whether they accept online lab courses for credit

BIOL 2117 - Introductory Microbiology
Corequisite: BIOL 2117L

3 Credits

Provides students with a foundation in basic microbiology with emphasis on infectious diseases. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

BIOL 2117L - Introductory Microbiology Lab
Corequisite: BIOL 2117

1 Credits

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, microorganisms and human disease.

Please Note: Transferability of online lab courses to your prospective institution may vary. We recommend verifying with your institution's admissions or academic department whether they accept online lab courses for credit

BMET 1231 - Medical Equipment Function and Operation I
4 Credits

This course introduces the study of electromechanical systems currently in use throughout the health care field with an emphasis on typical biomedical instrumentation. Topics include monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

BMET 2242 - Medical Equipment Function and Operation II
Prerequisite: BMET 1231

4 Credits

Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BMET 2343 - Internship Medical Systems
Prerequisite: BMET 1231

3 Credits

Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

BUSN 1015 - Introduction to Healthcare Reimbursement
Prerequisite: ALHS 1090

3 Credits

This course is 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 HIPPA and other compliance regulations.

BUSN 1100 - Introduction to Keyboarding
3 Credits

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUSN 1190 - Digital Technologies in Business
Prerequisite: COMP 1000

2 Credits

Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

BUSN 1240 - Office Procedures
Prerequisite: COMP 1000

3 Credits

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

BUSN 1300 - Introduction to Business
3 Credits

Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.

BUSN 1320 - Business Interaction Skills
3 Credits

This course 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 consist of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.

BUSN 1330 - Personal Effectiveness
3 Credits

This course focuses on the skills needed to be effective in the corporate environment. The participants learn the importance of effectively managing time, stress and change as they relate to work behavior and quality of work. Topics include: time management, stress management, interview skills/job development, resume writing, and managing change.

BUSN 1400 - Word Processing Applications
Prerequisite: COMP 1000

4 Credits

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

BUSN 1410 - Spreadsheet Concepts and Applications
Prerequisite: COMP 1000

4 Credits

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.

BUSN 1420 - Database Applications
Prerequisite: COMP 1000

4 Credits

This course covers the knowledge and skills to required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

BUSN 1430 - Desktop Publishing and Presentation Applications
Prerequisite: COMP 1000

4 Credits

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

BUSN 1440 - Document Production
Prerequisite: COMP 1000

4 Credits

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.The ability to key 25 gross words a minute on 3-minute timings with no more than 3 errors as a pre-requisite.

BUSN 2160 - Electronic Mail Applications
Prerequisite: COMP 1000

2 Credits

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: Internal and External Communication, Message Management, Calendar Management, Navigation, Contact and Task Management, and Security and Privacy.

BUSN 2190 - Business Document Proofreading and Editing
Prerequisites: ENGL 1010, ENGL 1101
Corequisite: BUSN 1440

3 Credits

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUSN 2210 - Applied Office Procedures
Prerequisites: BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440
Corequisites: ACCT 1100, BUSN 2190

3 Credits

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

BUSN 2240 - Business Administrative Assistant Internship I
4 Credits

Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2250 - Business Administrative Assistant Internship II
6 Credits

Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2340 - Healthcare Administrative Procedures
Prerequisites: ALHS 1090, ALHS 1011, COMP 1000

4 Credits

Emphasizes essential skills required for the business healthcare office. Introduces the knowledge, skills, and procedures needed to understand billing purposes. Introduces the basic concept of business healthcare administrative assisting and its relationship to the other health fields. Emphasizes healthcare regulations and ethics; and, the healthcare administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to business healthcare procedures, healthcare regulations ethics, healthcare records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment..

BUSN 2350 - Electronic Health Records
Prerequisites: ALHS 1011, ALHS 1090, COMP 1000

3 Credits

This course 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.

BUSN 2370 - Healthcare Coding
Prerequisites: ALHS 1090, ALHS 1011, COMP 1000

3 Credits

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.

BUSN 2375 - Healthcare Coding
Prerequisites: ALHS 1011, ALHS 1090

3 Credits

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.

BUSN 2380 - Medical Administrative Assistant Internship I
4 Credits

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

**Must be taken during the last semester of the program. With advisor approval, course maybe taken concurrently within last semester of courses.*

BUSN 2390 - Medical Administrative Assistant Internship II
6 Credits

Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements

BUSN 2440 - Healthcare Leadership and Professional Effectiveness
Corequisite: BUSN 2340

3 Credits

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.

BUSN 2800 - Practice Management Fundamentals
Prerequisite: BUSN 2340

3 Credits

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.

BUSN 2810 - Healthcare Compliance
Prerequisites: ALHS 1090, ENGL 1010, ENGL 1101

3 Credits

This course 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 included 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).

BUSN 2820 - Healthcare Practice Law and Ethics
Prerequisites: ALHS 1090, ALHS 1011, MAST 1120, ENGL 1010, ENGL 1101, COMP 1000

3 Credits

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.

BUSN 2830 - Healthcare Delivery Systems
Prerequisites: ALHS 1090, ALHS 1011, COMP 1000

3 Credits

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.

CABT 1080 - Cabinet Design & Layout
3 Credits

Provides instruction in the planning, design, and layout of cabinet units. Emphasis will be placed on adherence to blueprint specifications. Topics include: parts identification, cabinet styles and floor plan arrangements, estimation procedures, layout to specifications, shop working sketches, shop management and CAD.

CABT 1110 - Wood Joints & Fastening Methods
5 Credits

Introduces the fundamentals of wood joint identification, layout, cutting, and assembly, and the variety of fastening methods used in cabinetmaking. Emphasis will be placed on the safe construction of wood joints used.

CABT 1114 - Cabinet Components
Corequisite: CABT 1110

3 Credits

Instruction provides application of tool and equipment use techniques to the task of cutting out cabinet components. Topics include: equipment safety, frame member, cutting, shelving cutting, drawer component and door cutting, and material optimizing.

CABT 1116 - Cabinet Assembly I
5 Credits

Provides instruction in the fundamental procedures used for assembly of cabinet bases, wall units, and face frames.

CABT 1118 - Door, Drawer, & Hardware Installation
2 Credits

Introduces procedures for the installation of assembled drawers, doors, and related hardware. Emphasis will be placed on the safe use of hand and power tools. Topics include: tool safety, hardware identification and installation, door installation, and drawer installation.

CABT 1120 - Laminates & Veneers
2 Credits

Introduces procedures for the application of plastic laminates and wood veneers. Topics include: laminate, veneer, and glue identification; cutting and fitting procedures; gluing procedures; trimming and edge banding; special tool use; safety precautions; and counter top cutting.

CABT 1122 - Cabinet Finishing & Installation
3 Credits

Provides instruction in surface preparation, wood finishing procedures, and transporting and installation of cabinets. Finishing procedures will emphasize the use of spray equipment. Topics include: fire prevention, air pollutant, reduction, abrasives identification, finishing materials identification, surface preparation, surface treatment application, repair and touch up procedures, hazardous material disposal, safe use of ladders and scaffolds, cabinet transporting and installation, cabinet trim procedures, and finishing techniques.

CARP 1000 - Fundamental Carpentry Skills
3 Credits

Introduces the fundamental Carpentry Skills provides the basic carpentry instruction all other carpentry skills build upon. Topics include orientation to the trade, materials and fasteners, hand and power tools, drawings and specifications, building layout, and building foundations.

CARP 1015 - Structural Framing I
3 Credits

Introduces the the layout and construction procedures for floor, wall, and stair systems, including how to read and interpret construction drawings and specifications, and how to identify different types of framing systems, components, and system materials. It also covers how to estimate the amount of materials needed for an assembly and on some common alternative framing systems.

CARP 1020 - Structural Framing II
3 Credits

Structural Framing II completes the "rough-in" phase of building a structure. This course includes ceiling and roof framing as well as building envelope systems.

CARP 1025 - Intermediate Carpentry Techniques
5 Credits

Intermediate Carpentry Techniques completes the "rough-in" phase of building a structure. This course includes building envelope systems, stair framing, roof coverings, thermal and moisture protection, exterior finishes, and reading commercial drawings.

CARP 1035 - Advanced Carpentry I
5 Credits

Advanced Carpentry I continues the progression of carpentry skills to include specialty skills including drywall installation and finishing, suspended ceilings, door and drawer hardware, interior finish trim procedures, and cabinet installation.

CARP 1055 - Advanced Carpentry II
4 Credits

Advanced Carpentry II contains the culmination of skills needed to be a journeyman carpenter. Topics in this course include advanced roof and wall systems, advanced stair systems, and crew leader skills.

CARP 1056 - Advanced Commercial Carpentry
4 Credits

Advanced Commercial Carpentry contains the culmination of skills needed to be a journeyman commercial carpenter. Topics in this course include rigging equipment and practices, advanced roof systems, introduction to welding, commercial finish work, and crew leader skills.

CARP 1070 - Site Layout, Footings and Foundations
Corequisites: COFC 1020, COFC 1050

3 Credits

Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for on-site laboratory practice. Topics include: zoning restrictions and codes, batter board installation, builder's level, squaring methods, footings, plot plan interpretation, materials estimation, foundation types, foundation forms, edge forms, waterproofing, soil testing and excavation.

CARP 1105 - Floor and Wall Framing
Corequisites: COFC 1020, COFC 1050

4 Credits

This course provides instruction in floor and wall materials and materials estimation, framing production of walls and partitions, and framing production of flooring. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, and layout and installation procedures.

CARP 1110 - Ceiling and Roof Framing Covering
Corequisites: COFC 1020, COFC 1050

4 Credits

This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framings and coverings. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

CARP 1112 - Exterior Finishes and Trim
Corequisites: COFC 1020, COFC 1050

4 Credits

Introduces materials identification, estimation, and installation procedures for exterior finish and trim materials to include window and door units. Emphasis will be placed on competency development through laboratory practice. Topics include: doors and windows, siding types, materials identification, materials estimation, and installation procedures.

CARP 1114 - Interior Finishes I
Corequisites: COFC 1020, COFC 1050

4 Credits

This course introduces the procedures and methods for identifying materials, cost estimating, and installation of interior finishes and trim. Topics include materials identification, cost estimating, trim, insulation, doors, gypsum wallboard, and paneling used in finishing jobs.

CARP 1190 - Advanced Residential Finishes & Decks
Corequisites: COFC 1020, COFC 1050

3 Credits

Introduces finish floor coverings for residential construction projects. Emphasis will be placed on identification, estimation and installation of various types of hard and soft floor coverings. This course introduces design, construction and installation of fireplace trim. The course also introduces locating and installing cabinets and millwork. Topics include: identification of flooring materials, flooring estimation procedures, flooring installation procedures, fireplace trim, cabinets and millwork.

CARP 1260 - Stairs
Corequisites: COFC 1020, COFC 1050

4 Credits

Provides fundamental instruction in the layout, construction, and installation of various stair types. Topics include: identification of stair types, identification of stair components, riser and tread calculation, stringer layout, and fabrication and installation procedures.

CARP 1310 - Doors and Door Hardware
Corequisites: COFC 1020, COFC 1050

2 Credits

Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weatherstripping, and overhead doors.

CARP 1320 - Site Development, Concrete Forming, and Rigging and Reinforcing
Corequisites: COFC 1020, COFC 1050

4 Credits

This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.

CARP 1340 - Carpentry Internship - Practicum
3 Credits

The Carpentry Internship/Practicum course allows students the opportunity to complete an internship with a local business or industry, or to undertake a practical project in a lab setting if internship opportunities are not available.

CARP 1400 - Carpeting Installation
3 Credits

This course introduces students to the flooring installation industry and covers the skills needed to perform carpet installations. Topics covered include carpet installation tools, proper use of tools, installation of tack strips and cushions, measuring and estimating, identifying, cutting, and seaming of various types of carpet materials.

CARP 1405 - Resilient Flooring Installation
3 Credits

This course introduces students to the types of flooring and installation procedures used in the resilient flooring processes. Topics covered include resilient flooring types, moisture identification, cutting, adhesives and grout, dead zone and floating floors, and measuring and estimating. This course also teaches and allows for OSHA 10 certification of students.

CARP 1410 - Hardwood Flooring Installation
3 Credits

Provides instruction in the principles and practices of hardwood flooring installation. Emphasis is placed on the acquisition of knowledge and skills in the areas of nail, glue, and floating installation. A modeled real world lab environment is utilized to reinforce and apply learned skills and techniques.

CARP 1415 - Tile Flooring Installation
3 Credits

Provides instruction in the principles and practices of tile flooring installation. Emphasis is placed on the acquisition of knowledge and skills in the areas of safety, tools, substrate prep, layout, tile cutting, mortar and grout application. A modeled real world lab environment is utilized to reinforce and apply learned skills and techniques.

CETC 1111 - Fundamentals of Hydrology
Prerequisite: PHYS 1111

4 Credits

Introduces the fundamental principles and practices of hydrology and hydraulics in stormwater management and design. Topics include Fluid Mechanics, Open Channel Hydraulics, Storm Sewer and Stormwater Facilities design.

CETC 1112 - Fundamentals of Soil Mechanics
Prerequisite: MEGT 2080

3 Credits

Introduces the fundamentals of predicting and classify soil behavior. Topics to include soil origin and nature, soil density, gradation, compaction, soil water content and reaction to frost, stress distribution in soil, soil shear strength, and pile bearing strength. Lab instruction is based on ASTM and AASHTO specification as they are used to classify and predict soil behavior.

CETC 1113 - Engineering Economics
2 Credits

Introduces the applications of the mathematics of finance used in engineering decision making by utilizing criteria employed in selecting the best alternative, making short-term and long-term decisions, determining which engineering projects should have a higher priority, comparing different ways to finance purchases and project, quantitatively assessing the costs of completing capital projects.

CETC 1114 - Intermediate CAD
Prerequisite: DFTG 1101

4 Credits

Continues developing CAD utilization skills in discipline-specific applications. Introduces computer aided design with COGO applications.

CETC 1115 - Advanced CAD
Prerequisite: CETC 1114

4 Credits

Further development of CAD abilities in discipline-specific applications. Also continues to develop CAD with COGO applications.

CETC 1116 - Surveying II
Prerequisite: DRFT 2050

4 Credits

Continues developing surveying concepts and skills with emphasis on advanced surveying technology and techniques. Topics include: area calculation, boundary surveys, EDM equipment utilization, differential leveling, Photogrammetry, and topographical planning.

CETC 1117 - Fundamentals of Road Design
Prerequisite: CETC 1111

3 Credits

The course will provide an introduction to the planning, design, construction methods, and characteristics of highways and city streets including layout, traffic requirements, safety and control, drainage, sub-grade structure, base courses, and surface pavements. Topics include: geometric design, traffic volume, channelization, and hydrology.

CETC 1118 - Construction Materials
Prerequisite: MEGT 2080

3 Credits

Introduction of lab practices in measuring the properties of construction materials including: soil, concrete, steel, asphalt, wood. Tests will be based on ASTM standards.

CETC 1119 - Surveying with Global Positioning Systems
Prerequisite: CETC 1116

3 Credits

Provides an introduction to the theories, principles and practice of Global Positioning Systems as used surveying.

CETC 1120 - Evidence and Procedures for Boundary Locations
Prerequisite: CETC 1119

4 Credits

This course will teach the concepts for the legal and practical development of boundary land surveying.

CETC 1121 - Hydraulics and Fluid Mechanics
Prerequisite: PHYS 1111

3 Credits

Understand the fundamental principles and practices of hydraulics and fluid mechanics in water and wastewater systems.

CHEM 1151 - Survey of Inorganic Chemistry
Corequisite: CHEM 1151L

3 Credits

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

CHEM 1151L - Survey of Inorganic Chemistry Lab
Corequisite: CHEM 1151

1 Credits

Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

CHEM 1211 - Chemistry I
Prerequisite: MATH 1111
Corequisite: CHEM 1211L

3 Credits

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

CHEM 1211L - Chemistry I Lab
Prerequisite: MATH 1111
Corequisite: CHEM 1211

1 Credits

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

CHEM 1212 - Chemistry II
Prerequisites: CHEM 1211, CHEM 1211L
Corequisite: CHEM 1212L

3 Credits

Continues the exploration of basic chemical principles and concepts. Topics include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

CHEM 1212L - Chemistry Lab II
Prerequisites: CHEM 1211, CHEM 1211L
Corequisite: CHEM 1212

1 Credits

Selected laboratory exercises paralleling the topics in CHEM 1212. The laboratory exercises for this course include equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear chemistry.

CIST 1001 - Computer Concepts
4 Credits

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

CIST 1101 - Working with Microsoft Windows
3 Credits

Working with Microsoft Windows provides students with the interface concepts of Microsoft Windows software and the opportunity to develop basic computer skills. Topics include: getting started with Microsoft Windows, managing programs and files with Microsoft Windows, using Microsoft Windows applications, data transfer with Microsoft Windows, printing with Microsoft Windows, and Windows, and customizing with Microsoft Windows.

CIST 1102 - Keyboarding
3 Credits

CIST 1102 introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 20 GWAM (gross words a minute).

CIST 1121 - Microcomputer Troubleshooting
Prerequisite: CIST 1122

4 Credits

Emphasizes the use of system theory and diagnostic routines to isolate failures, replace the defective module or subsystem, and verify proper operations. Topics include: basic system theory, operating systems use, diagnostic programs, subsystem isolation, upgrading systems, preventive maintenance, and service reports preparation.

CIST 1122 - Hardware Installation and Maintenance
Prerequisite: CIST 1130

4 Credits

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

CIST 1130 - Operating Systems Concepts
Prerequisite: CIST 1001

3 Credits

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI) This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

CIST 1141 - Network+ Preparation
Prerequisite: CIST 1401

4 Credits

To fundamentally prepare the student for the CompTIA Network+ certification examination. Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining local and wide area networks. Topics include: an introduction to networking, networking standards and the OSI model, network protocols, transmission basics and networking media, physical and logical topologies, networking hardware, WANs and remote connectivity, network operating systems and Windows 2000 - based networking, NetWare - based networking, networking with UNIX, networking with TCP/IP and the Internet, troubleshooting network problems, maintaining and upgrading a network, ensuring integrity and availability, network security and managing network design and implementation.

CIST 1210 - Introduction to Oracle Databases
Prerequisites: CIST 1001, COMP 1000

4 Credits

This course provides an introduction to the Oracle database management system platform and to Structured Query Language (SQL). Topics include database vocabulary, normalization, Oracle DML and DDL statements, SQL Statements, views and constraints.

CIST 1220 - Structured Query Language (SQL)
Prerequisites: COMP 1000, CIST 1001, CIST 1305

4 Credits

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

CIST 1305 - Program Design and Development
3 Credits

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 four logic structures, file processing concepts, and arrays.

CIST 1401 - Computer Networking Fundamentals
Prerequisite: CIST 1001

4 Credits

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

CIST 1510 - Web Development I
3 Credits

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.

CIST 1520 - Scripting Technologies
3 Credits

Students learn how to use the features and structure of a client side scripting language, explore the features on server side scripting and develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

CIST 1530 - Web Graphics I
3 Credits

Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techiques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

CIST 1601 - Information Security Fundamentals
Prerequisites: CIST 1401, CIST 1130

3 Credits

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

CIST 1602 - Security Policies and Procedures
3 Credits

This course 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.

CIST 2114 - Fundamentals of Wireless LANs
Prerequisites: CIST 1401, CIST 2451

4 Credits

This introductory course to Wireless LANs focuses on the design, planning, implementation, operation and troubleshooting of Wireless LANs. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup and troubleshooting; 802.11a, 802.11b, 802.11g, and 802.11n technologies, products and solutions; Site Surveys; Resilient WLAN design, installation and configuration; WLAN Security - 802.1x, EAP, LEAP, WEP, SSID, WPA, WPA2; and Vendor interoperability strategies.

CIST 2120 - Supporting Application Software
Prerequisite: COMP 1000

4 Credits

This course provides students with knowledge in the following areas: word processing, spreadsheets and presentation software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data. Presentation topics include creating and formatting presentation masters and templates, creating and formatting slide content, working with dynamic visual content, and collaborating on and delivering presentations. This course is designed to help prepare students for the Microsoft Certification tests in Word, Excel and PowerPoint.

CIST 2122 - A+ Preparation
Prerequisite: CIST 1122

3 Credits

This course serves to prepare students to complete the CompTIA A+ certification examination. It will provide students with advanced knowledge of computer technology, networking, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing proper safety procedures and effective interaction skills with customers and peers.

CIST 2126 - Comprehensive Presentations and eMail Techniques
Prerequisite: COMP 1000

3 Credits

This course provides students with knowledge in PIM (Personal Information Management) and presentation software. 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. Personal information manager topics include e-mail, calendar, task manager, contact manager, note taking, a journal and web browsing.

CIST 2127 - Comprehensive Word Processing Techniques
Prerequisite: COMP 1000

3 Credits

This course provides students with knowledge in word processing software. Word processing topics include creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.

CIST 2128 - Comprehensive Spreadsheet Techniques
Prerequisite: COMP 1000

3 Credits

This course provides students with knowledge in spreadsheet software. Spreadsheet topics include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.

CIST 2129 - Comprehensive Database Techniques
Prerequisite: COMP 1000

4 Credits

This course provides a study of databases beginning with introductory topics and progressing through advanced development techniques. Topics include: advanced database concepts, advanced development techniques, data integration concepts, and troubleshooting and supporting databases.

CIST 2130 - Desktop Support Concepts
Prerequisite: CIST 2224

3 Credits

This course is designed to give an overview to Desktop Support Management.

CIST 2224 - Designing and Implementing Databases with Microsoft SQL Server
Prerequisite: CIST 1220

4 Credits

Shows how to design and implement a database solution using Microsoft SQL Server. Topics include: developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.

CIST 2311 - Visual Basic I
Prerequisite: CIST 1305

4 Credits

Visual Basic I introduces event-driven programming. common elements of Windows applications will be discussed created and manipulated using Microsoft's Visual studio development environment. Topics include: numeric data types and variables, decision making structures, arrays, validating input with strings and functions, repetition and multiple forms, test files, lists and common dialog controls.

CIST 2312 - Visual Basic II
Prerequisites: CIST 1305, CIST 2311

4 Credits

Visual Basic II teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases. Advanced features of Visual Basic are explored.

CIST 2313 - Visual Basic III
Prerequisites: CIST 2311, CIST 2312

4 Credits

This course provides a look at advanced Web Programming techniques using Microsoft Visual Basic. Topics include: class and object creation, advanced data access, communicating with server side programs, security, and advanced topics.

CIST 2341 - C# Programming I
Prerequisite: CIST 1305

4 Credits

This course is designed to teach the basic concepts and methods of objected-oriented design and C#.Net programming. Use practical problems to illustrate C#.Net application building techniques and concepts. Develop an understanding of C#.Net vocabulary. Create an understanding of where C#.Net fits in the application development landscape. Create an understanding of the C#.Net Development Environment, Visual Studio and how to develop, debug, and run C#.Net applications using the Visual Studio. Continue to develop student's programming logic skills. Topics include: C#.NET Language History, C#.NET Variable Definitions, C#.NET Control Structures, C#.NET Functions, C#.NET Classes, C#.NET Objects, and C#.NET Graphics.

CIST 2342 - C# Programming II
Prerequisite: CIST 2341

4 Credits

This course is an intermediate course in C#.NET Programming. It is assumed that the student knows the C#.NET syntax as well as basic object oriented concepts. Intermediate C#.NET teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational databases. Advanced features of C# windows programming are explored.

CIST 2343 - C# Programming III
Prerequisite: CIST 2342

4 Credits

This course is an advanced course in C#.NET programming. It is assumed that the student is fairly familiar with the C#.NET programming language. The goal of this course is to help students understand how to use C# to build industry level dynamic Web-based applications. The course covers in detail how to use C# to develop an Enterprise level Web Application. The students will learn how to use HTML to build the Client-Side, and how to use C# for the Server side processing of data and talking to databases.

CIST 2351 - PHP Programming I
Prerequisites: CIST 1510, CIST 1305

4 Credits

An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

CIST 2352 - PHP Programming II
Prerequisite: CIST 2351

4 Credits

Reinforces and extends the concepts learned in PHP Programming I. Topics include: Database retrieval and updating, multiple form handling, regular expressions, and advanced array processing.

CIST 2361 - C++ Programming I
Prerequisite: CIST 1305

4 Credits

Provides opportunity to gain a working knowledge of "C++" programming. Includes creating, editing, executing, and debugging "C++" programs of moderate difficulty. Topics include: basic "C++" concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.

CIST 2362 - C++ Programming II
Prerequisite: CIST 2361

4 Credits

Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include: objects, classes, inheritance, overloading, polymorphism, streams, containers, and expectations.

CIST 2371 - Java Programming I
Prerequisite: CIST 1305

4 Credits

This course is designed to teach the basic concepts and methods of objected-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIST 2372 - Java Programming II
Prerequisite: CIST 2371

4 Credits

This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic object oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

CIST 2373 - Java Programming III
Prerequisite: CIST 2372

4 Credits

This course is a course in building Web Applications using Java Enterprise Edition (JEE). It is assumed that the student knows Java Standard Edition as the concepts and techniques build on that foundation. The student will install Web, Application and Database servers. The student will learn to build Web Applications using JEE technologies, such as Servlets, Java Server Pages and Enterprise JavaBeans.

CIST 2381 - Mobile Application Development
4 Credits

This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

CIST 2382 - Mobile Application Development II
Prerequisites: CIST 2311, CIST 2341, CIST 2361, CIST 2371, CIST 2381

4 Credits

This course provides an opportunity to develop a working knowledge of mobile programming that Includes creating, editing, executing, and debugging mobile applications. Students learn how to use mobile development technologies and toolkits to develop mobile applications.

CIST 2383 - User Experience
Prerequisite: CIST 2386

4 Credits

This course introduces students to Human-Computer Interaction (HCI) concepts and best-practices used in mobile application development with purpose of improving user experiences. In this course students will utilize User Experience Design (UXD) for developing mobile applications in any mobile application platform. The UXD concepts explored in this course will include visual design, information architecture, interaction design, and usability.

CIST 2386 - iOS Mobile Programming
Prerequisites: CIST 2361, CIST 2381

4 Credits

This course provides an opportunity to develop a working knowledge of iOS programming that Includes creating, editing, executing, and debugging iOS applications. Students learn how to develop iOS mobile applications using Swift and/or Objective-C, UIKit, AV Foundation, Core Graphics, Core Data, and GameKit.

CIST 2411 - Microsoft Client
Prerequisite: CIST 1401

4 Credits

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412 - Microsoft Server Directory Services
Prerequisite: CIST 2413

4 Credits

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitor and maintain servers, application and data provisioning, and business continuity and high availability.

CIST 2413 - Microsoft Server Infrastructure
4 Credits

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

CIST 2414 - Microsoft Server Administrator
Prerequisite: CIST 1401

4 Credits

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

CIST 2420 - Microsoft Exchange Server
4 Credits

Provides students with the knowledge and skills necessary to install,configure, manage, support and administer Microsoft Exchange Server.

CIST 2431 - UNIX/Linux Introduction
4 Credits

This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CIST 2451 - Introduction to Networks
4 Credits

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basics network concepts, basic network device configuration, network protocols and models, network access, Ethernet and access control, end to end communications, IPv4 and IPv6 addressing and subnetting, fundamental application services, security, and network performance.

CIST 2452 - Cisco Switching, Routing & Wireless Essentials
Prerequisite: CIST 2451

4 Credits

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Topics include switched networks, routing concepts, routing in a switched network, static and dynamic routing, Single-Area OSPF, Access Control Lists, and IP Services (DHCP and NAT).

CIST 2453 - Enterprise Networking, Security, and Automation
Prerequisite: CIST 2452

4 Credits

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. Students will configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also learn how to implement a WLAN in a small-to-medium network.

CIST 2454 - Cisco Connecting Networks
Prerequisite: CIST 2453

4 Credits

This course discusses the WAN technologies and network services required by converged applications in a complex network. Topics include introduction to WANs, private WAN technologies and protocols, Network Address Translation (NAT), public WAN technologies and protocols, network monitoring, and network troubleshooting.

CIST 2455 - Cisco CCNA Security
4 Credits

Cisco Networking Academy CCNA Security course provides a next step to build upon the concepts and skills acquired in the four Cisco Networking Academy CCNA courses. It is for individuals who want to enhance their CCNA-level skill set and help meet the growing demand for network security professionals. It covers network security principles, tools,and configuration practices to enhance network security. Students will acquire the skills needed to design, implement, and support network security.

CIST 2510 - Web Technologies
3 Credits

In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

CIST 2531 - Web Graphics II
Prerequisite: CIST 1530

3 Credits

Students will further explore how to use and industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

CIST 2541 - Web Animation II
3 Credits

In this continuation of Web Animation I, students build on their basic scripting knowledge to incorporate advanced scripting techniques in an animated project. They will also explore how to create realistic graphics using inverse kinematics, how to create and edit advanced tweens and how to incorporate various media types into a Web based animation or movie. The course concludes with the completion of a Web animation project.

CIST 2550 - Web Development II
3 Credits

Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity (ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

CIST 2560 - Web Application Programming I
Prerequisite: CIST 1305

4 Credits

CIST 2560 explores W3C and Microsoft .NET programming standards in order to practice various web programming techniques for creating web forms, providing web navigation, and accessing data that produce dynamic interactive web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

CIST 2561 - Web Application Programming II
Prerequisite: CIST 2560

4 Credits

This course is a continuation of CIST 2560 Web Application Programming I. The student will explore advanced web programming concepts and technologies which include data binding, program security, program user validation, caching, widgets, AJAX, and social engineering. The student will follow W3C programming standards and .NET programming standards to produce dynamic interactive secure web applications. Students may use Microsoft Visual Basic .NET, Microsoft C# .NET, or another .NET language.

CIST 2580 - Interactive and Social Apps Integration
Prerequisite: CIST 1305

4 Credits

This course explores social and interactive web application technology and it's effect on the business model. Topics include interactive and social web business model, interactive and social business web requirements and successful interactive and social integration.

CIST 2601 - Implementing Operating Systems Security
Prerequisites: CIST 1401, CIST 2451, CIST 1601

4 Credits

This course will 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.

CIST 2602 - Network Security
Prerequisites: CIST 1401, CIST 2451, CIST 1601

4 Credits

This course 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.

CIST 2611 - Network Defense and Countermeasures
Prerequisites: CIST 1401, CIST 2451, CIST 1601

4 Credits

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.

CIST 2612 - Computer Forensics
Prerequisites: CIST 1122, CIST 1601

4 Credits

This course 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.

CIST 2613 - Ethical Hacking and Penetration Testing
Prerequisite: CIST 1601

4 Credits

This course 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.

CIST 2620 - Computer Security/Corporate Fraud
3 Credits

Provides an orientation that contains a step-by-step approach to the investigation, seizure, and evaluation of computer evidence. Topics include: computer-related evidence, crime scene investigation, evidence evaluation and analysis, passwords and encryption, networks, and investigative computer systems. The second part of this course provides an orientation that focuses on corporate fraud as it relates to computerized accounting systems and its technology, the various types of corporate computer fraud and simple audit techniques that can assist in investigating and detecting fraud. Topics include: history and evolution of fraud, mindset: step one in fraud auditing, corporate fraud in the current environment, corporate fraud investigation in the electronic data processing era, defenses against corporate fraud, theft and embezzlement, and auditing for inventory shortage.

CIST 2742 - Beginning Python Programming
4 Credits

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).

CIST 2751 - Game Development I
3 Credits

This course 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, eventdriven programming, pseudocode and level and class design.

CIST 2752 - Game Development II
3 Credits

This course covers the design, creation and implementation of 2D and 3D elements as well as programming concepts into an interactive application. Topics include interface design, 3D object creation, game flow and scripting.

CIST 2921 - IT Analysis, Design, and Project Management
4 Credits

IT Analysis, Design, and Project Management will provide 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.

CIST 2950 - Web Systems Project
3 Credits

CIST 2950 is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

CIST 2991 - CIST Internship I
3 Credits

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. To attain additional internship credit hours, the student can take CIST 2992 (4 credit hours) and/or CIST 2993 (5 credit hours).

CMTT 2050 - Residential code Review
3 Credits

This course covers building codes as they apply to typical residential applications. Topics include international residential codes, working with building inspectors, permits and inspections, and site visits.

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This course covers building codes as they apply to typical residential applications. Topics include international residential codes, working with building inspectors, permits and inspections, and site visits.

CMTT 2200 - Building Analyst Professional
3 Credits

The Building Analyst course is the first step to becoming a professional energy auditor. The course covers all the topics necessary to help you understand energy efficient home analysis.

CMTT 2210 - Envelope Professional
3 Credits

This course expands upon the entry level knowledge obtained in the Building Analyst Professional course. This course focuses on understanding how the envelope of the building plays a crucial role in the homes energy efficiency.

CMTT 2220 - Energy Audit Heat Specialist
4 Credits

This course focuses on a residential energy audit of combustion appliances and combustion climate control.

CMTT 2230 - Home Energy Audit AC/Heat Pump
4 Credits

This course covers the aspects of a residential energy audit as it pertains to the AC/Heat Pump.

COFC 1000 - Safety
2 Credits

This course provides a review of general saafety rules and practices giving students information about state and federal regulations including OSHA Hazard Communication Standards and Material Safety Sata Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffoldiong practices.

COFC 1010 - Introduction to Construction
2 Credits

This course covers the introduction to the different crafts in the building trades through an overview of the building process. The student is also introduced to the attitudes and life skills required to succeed in the construction industry. Topics include an introduction to the construction trades, workplace expectations, professional ethical standards, proper practices, fundamentals of measurement, working in teams, learning for success, and life skills.

COFC 1011 - Overview of Building Construction Practices and Materials
3 Credits

This course covers the introduction to a residential construction project from start to finish. Topics to include preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry, construction specialties, and materials and fasteners used in the construction industry.

COFC 1020 - Professional Tool Use and Safety
3 Credits

This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

COFC 1030 - Materials and Fasteners
2 Credits

This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products,concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.

COFC 1050 - Construction Print Reading Fundamentals
3 Credits

This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

COFC 1080 - Construction Trades Core
4 Credits

This course introduces

COLL 1020 - Albany Success Course
3 Credits

Prepares students for success in college, on the job, and in the community. Topics include information access, basic computer skills, academic strategies, financial literacy, career exploration, and civic engagement. A Student Success Plan is the capstone project.

COMP 1000 - Introduction to Computer Literacy
3 Credits

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and email, word processing software, spreadsheet software, database software, and presentation software.

COSM 1000 - Introduction to Cosmetology Theory
4 Credits

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

COSM 1010 - Chemical Texture Services
Corequisite: COSM 1000

3 Credits

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

COSM 1020 - Hair Care and Treatment
Corequisite: COSM 1000

3 Credits

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

COSM 1030 - Haircutting
Corequisite: COSM 1000

3 Credits

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

COSM 1040 - Styling
Corequisite: COSM 1000

3 Credits

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, pin curls, roller placement, fingerwaves, skip waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

COSM 1050 - Hair Color
Corequisite: COSM 1000

3 Credits

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, hair color challenges, corrective solutions, and special effects.

COSM 1060 - Fundamentals of Skin Care
Corequisite: COSM 1000

3 Credits

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

COSM 1070 - Nail Care and Advanced Techniques
Corequisite: COSM 1000

3 Credits

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COSM 1080 - Physical Hair Services Practicum
Prerequisites: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070

3 Credits

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: permanent waving and relaxers; various hair color techniques, foiling and lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1090 - Hair Services Practicum I
Corequisite: COSM 1080

3 Credits

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, skin, scalp, and hair treatments; haircutting; clipper design, precision cutting, styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100 - Hair Services Practicum II
Corequisite: COSM 1090

3 Credits

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; haircolor and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110 - Hair Services Practicum III
Corequisite: COSM 1100

3 Credits

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1115 - Hair Services Practicum IV
2 Credits

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1120 - Salon Management
Corequisite: COSM 1000

3 Credits

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

COSM 1125 - Skin and Nail Care Practicum
2 Credits

This course 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 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.

COSM 1180 - Natural Nail Practicum
Corequisites: COSM 1000, COSM 1070

3 Credits

This practicum provides additional experience in the manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include manicure, pedicure, nail repair, nail art, reception, dispensary, customer service skills, safety precautions, and federal/state agency compliance.

COSM 1190 - Advanced Nail Practicum I
3 Credits

This practicum provides additional experience in the manicuring and pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include manicure, pedicure, nail repair, nail art techniques, advanced artificial nail techniques, safety precautions, federal/state agency compliance, customer service skills, reception duty and dispensary.

COSM 1200 - Advanced Nail Practicum II
3 Credits

This course provides experience necessary for professional development and completion of state board service credit and licensure exam preparation. Emphasis is placed on the display of professional conduct, positive attitudes, and state board theory and state board practical preparation. Topics include manicures, pedicures, advanced nail techniques, customer service skills, safety precautions, federal/state agency compliance, hazardous duty standards act, documentation, and state board preparation for licensure exam.

COSM 2000 - Instructional Theory and Documentation
4 Credits

Introduces the fundamental theory and practices of the cosmetology instructor profession. Emphasis will be placed on fostering and providing educational training in the field of Cosmetology. Topics include: state and local laws, rules and regulations, professional image, effective communication, theory of instruction, Hazardous Duty Standards Act Compliance, career opportunities, documentation for attendance, grades, student service and theory hours, basic record keeping, and effective use of an advisory committee.

COSM 2010 - Salon Management
Corequisite: COSM 2000

3 Credits

Emphasizes the steps involved in the operation of a cosmetology program. Topics include: entry-level skills, communication skills, inventory, networking, and portfolio design.

COSM 2020 - Principles of Teaching
Corequisite: COSM 2000

3 Credits

Provides knowledge and application on the principles of teaching. Topics include: educator to learner relationships, communication skills, emotional influences, needs of today's learner, destructive verses constructive tactics, learner motivation, and cultivating positive relationships.

COSM 2030 - Lesson Plans
Corequisite: COSM 2000

3 Credits

Emphasizes the steps in involved in the development of a lesson plan. Topics include: development of curriculum, instructional outcomes, components of a lesson plan, using visual aids, print materials and audio visuals in a lesson plan.

COSM 2040 - Classroom Management
Corequisite: COSM 2000

3 Credits

Emphasis will be placed on classroom management, professionalism in the classroom and dynamic clinic teaching. Topics include: classroom management, managing learner behavior, managing difficult learners, classroom arrangements, clinic environment, and academic advising and counseling.

COSM 2050 - Instruction and Evaluation
Corequisite: COSM 2000

2 Credits

Identify the characteristics of the different learner types, teaching methods, and measuring student learning outcomes. Topics include: challenges for all learner styles, lecturing, preparing for a lecture method of teaching, testing, academic policy, rubrics, special learner needs, multiple-category grading system.

COSM 2060 - Practicum I
Prerequisites: COSM 2000, COSM 2010, COSM 2020, COSM 2030, COSM 2040, COSM 2050

3 Credits

Provides experience necessary for professional development and completion of requirements for Instructor training state licensure. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a classroom/lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: theory/online testing; permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

COSM 2070 - Practicum II
Corequisite: COSM 2060

3 Credits

Provides experience necessary for professional development and completion of requirements for instructor training state licensure requirements. Emphasis will be placed on the trainees display of professional conduct, positive attitude, and evaluation of learners in a lab setting. The requirements for this course may be met in a classroom/laboratory setting. Topics include monitoring and evaluating in the following areas: permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance.

CRJU 1010 - Introduction to Criminal Justice
3 Credits

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJU 1021 - Private Security
3 Credits

Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

CRJU 1030 - Corrections
3 Credits

Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJU 1040 - Principles of Law Enforcement
3 Credits

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJU 1043 - Probation and Parole
3 Credits

This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

CRJU 1050 - Police Patrol Operations
3 Credits

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills

CRJU 1052 - Criminal Justice Administration
3 Credits

This course explores the managerial aspects of effective and efficient criminal justice administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

CRJU 1054 - Police Officer Survival
3 Credits

This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

CRJU 1056 - Police Traffic Control and Investigation
3 Credits

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

CRJU 1062 - Methods of Criminal Investigation
3 Credits

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

CRJU 1063 - Crime Scene Processing
3 Credits

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

CRJU 1065 - Community-Oriented Policing
3 Credits

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

CRJU 1068 - Criminal Law for Criminal Justice
3 Credits

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

CRJU 1072 - Introduction to Forensic Science
3 Credits

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in the pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored.

CRJU 1075 - Report Writing
3 Credits

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice
3 Credits

This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJU 2020 - Constitutional Law for Criminal Justice
3 Credits

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

CRJU 2050 - Criminal Procedure
3 Credits

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

CRJU 2060 - Criminology
3 Credits

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

CRJU 2070 - Juvenile Justice
3 Credits

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJU 2090 - Criminal Justice Practicum
3 Credits

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2100 - Criminal Justice Externship
3 Credits

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.

CRJU 2110 - Homeland Security
3 Credits

The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

CRJU 2150 - Homeland Security
Prerequisites: CRJU 1010, CRJU 2050

3 Credits

This course is designed to address the fundamental principles of different types of cybercrime investigations, and the specific procedures used to investigate them. Emphasis is placed on the investigation of specific offenses, the identification of sources of information, and the procedures used to properly collect and store digital evidence. The course is designed to develop a working knowledge of the investigative steps to be followed in a cybercrime investigation, beginning with initial crime scene security and concluding with proper testimony and presentation of evidence in court. This course includes study designed to reinforce important investigative and forensic evidence collection skills.

CRJU 2201 - Criminal Courts
3 Credits

This course 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.

CSSP 1010 - Central Sterile Supply Processing Technician
5 Credits

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam.

CSSP 1020 - Central Sterile Supply Processing Practicum
6 Credits

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam.

CTDL 1010 - Fundamentals of Commercial Driving
3 Credits

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.

CTDL 1021 - Combination Vehicle Basic Operation and Range Work
Corequisite: CTDL 1010

3 Credits

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.

CTDL 1031 - Combination Vehicle Advanced Operations
Corequisite: CTDL 1021

3 Credits

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.

CTDL 1071 - Commercial Truck Owner/Operator Permitting and Endorsements
2 Credits

Commercial Truck Owner/Operator Permitting and Endorsements introduces students to the requirements of being an owner/operator in the transportation industry, federal and state regulations, permitting, records and forms, industrial relations, and other non-driving activities.

CUUL 1000 - Fundamentals of Culinary Arts
Corequisite: MATH 1012

4 Credits

Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and espirit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

CUUL 1110 - Culinary Safety and Sanitation
2 Credits

Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUUL 1111 - Basic Culinary Safety and Sanitation
2 Credits

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, dish washing, and pot and pan cleaning. Laboratory practice parallels class work

CUUL 1120 - Principles of Cooking
Pre/Corequisite: CUUL 1110

6 Credits

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1121 - Basic Principles of Cooking
6 Credits

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute Apprenticeship training objectives. Topics include: weights and measures, basic cooking principles, methods of food preparation, recipes utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1128 - Basic Fundamentals of Restaurant Operations
4 Credits

Introduces the fundamentals of dining and beverage service and experience and preparation of a wide variety of quality foods. Course content reflects American Culinary Federation Education Institute apprenticeship training objectives. Topics include: dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

CUUL 1129 - Fundamentals of Restaurant Operations
Prerequisite: CUUL 1120

4 Credits

Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflect American Culinary Federation Education Institute apprenticeship training objectives. Topics include: dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

CUUL 1170 - Introduction to Culinary Nutrition
3 Credits

This course is an orientation for school nutrition employees that will introduce students to proper sanitation and food handling, equipment safety, first aid, meal pattern requirements, quantity food production, merchandising, communication, and basic nutrition knowledge. The course will help school nutrition employees develop skills that will result in improved nutrition programs and service to customers. Basic nutrition concepts will focus on Iron, Fats, Saturated Fat, and Cholesterol, Protein, Fiber, Sugar, and Sodium, Calories, Calcium, Vitamin A, and Vitamin C.

CUUL 1220 - Baking Principles
Prerequisite: CUUL 1120

4 Credits

Baking Principles presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads and baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles; Science and use of baking ingredients for breads, desserts, cakes, pastries; weights, measures, and conversions; preparation of baked goods, baking sanitation and hygiene, baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1320 - Garde Manger
Prerequisite: CUUL 1120

4 Credits

Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

CUUL 1370 - Culinary Nutrition and Menu Development
Prerequisite: CUUL 1120

3 Credits

This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

CUUL 1371 - Basic Culinary Nutrition and Menu Development
3 Credits

This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

CUUL 1400 - Basic Nutrition
3 Credits

This course will emphasize nutrients and nutritional needs. Special needs and diets will be explored with an emphasis on manipulating meal components in order to meet the needs of these diets. Nutrition for different phases of the life cycle and current trends in nutrition will also be explored.

CUUL 1420 - Marketing & Customer Service
3 Credits

This course focuses on skills necessary to promote sales and incorporate strategies to meet customer needs.

CUUL 2130 - Culinary Practicum and Leadership
Prerequisites: CUUL 1220, CUUL 1320

6 Credits

This course familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry and provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the quarter. On-the-job training topics include: restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental responsibilities, and kitchen productivity. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.

CUUL 2140 - Advanced Baking and International Cuisine
Prerequisites: CUUL 1220, CUUL 1320

6 Credits

This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery and nutrition. Laboratory practice parallels class work. *Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

CUUL 2160 - Contemporary Cuisine
Prerequisites: CUUL 1220, CUUL 1320

4 Credits

This course emphasizes all modern cuisine and introduces management concepts necessary to the functioning of a commercial kitchen. Topics include: international cuisine, cuisine trends, kitchen organization, kitchen management, kitchen supervision, competition entry, nutrition, menu selection, layout and design, and on/off premise catering. Laboratory demonstration and student experimentation parallel class work.

CUUL 2190 - Principles of Leadership
3 Credits

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.

DENA 1010 - Basic Human Biology
1 Credits

Focuses on basic normal structure and function of the human body with an emphasis on organ systems. Topics include: medical terminology as it relates to the normal human body; and normal structure and function of the human body - cells and tissues, organs and systems, and homeostatic mechanisms.

DENA 1030 - Preventive Dentistry
Pre/Corequisites: DENA 1080, DENA 1340

1 Credits

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.

DENA 1050 - Microbiology and Infection Control
Corequisite: DENA 1080

3 Credits

Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

DENA 1070 - Oral Pathology and Therapeutics
Prerequisites: DENA 1080, ALHS 1011

2 Credits

Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification of the disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principles of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate dental treatment; and applied pharmacology (regulations, dosage, and applications).

DENA 1080 - Dental Anatomy
Corequisites: DENA 1050, DENA 1340

4 Credits

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.

DENA 1090 - Dental Assisting National Board Examination Preparation
Prerequisite: DENA 1350

1 Credits

Reviews information concerning all didactic areas tested by the Dental Assisting National Board (DANB). Topics include: collecting and recording clinical data; dental radiography; chairside dental procedures; prevention of disease transmission; patient education and oral health management; office management procedures; and management of medical emergencies.

DENA 1340 - Dental Assisting I: General Chairside
Pre/Corequisites: DENA 1050, DENA 1080

6 Credits

Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills
Prerequisite: DENA 1340

7 Credits

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; endodontic procedures and expanded duties approved by law for performance by dental assistants in the state of Georgia. Students will pass a comprehensive examination and successfully perform all required clinical skills to receive EDDA certification.

DENA 1390 - Dental Radiology
Prerequisite: DENA 1080

4 Credits

After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental images for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extraoral radiographic techniques; and quality assurance techniques.

DENA 1400 - Dental Practice Management
Prerequisite: DENA 1340

2 Credits

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.

DENA 1460 - Dental Practicum I
Prerequisites: DENA 1050, DENA 1340

1 Credits

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.

DENA 1470 - Dental Practicum II
Prerequisite: DENA 1350
Corequisite: DENA 1460

1 Credits

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.

DENA 1480 - Dental Practicum III
Pre/Corequisites: DENA 1460, DENA 1470

5 Credits

Practicum continues to focus on demonstrating the progression of chairside assisting with general and specialty procedures. Topics include: general dentistry; specialty procedures; preventive dentistry; expand duties; and radiography techniques.

DFTG 1015 - Practical Geometry and Trigonometry for Drafting Technology
Prerequisite: MATH 1013

3 Credits

This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

DFTG 1101 - CAD Fundamentals
Corequisite: COMP 1000

4 Credits

Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

DFTG 1103 - Multiview/Basic Dimensioning
Prerequisite: DFTG 1101

4 Credits

Technical Drawing I provides multiview and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

DFTG 1105 - 3D Mechanical Modeling
4 Credits

In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

DFTG 1107 - Advanced Dimensioning/Sectional Views
Prerequisite: DFTG 1103
Corequisite: DFTG 1105

4 Credits

Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.

DFTG 1109 - Auxiliary Views/Surface Development
Prerequisite: DFTG 1105

4 Credits

Introduces techniques necessary for auxiliary view drawings, surface development, and developing sheet metal parts. Topics include: primary auxiliary views, secondary auxiliary views, surface development, and developing sheet metal parts.

DFTG 1111 - Fasteners
Prerequisite: DFTG 1103

4 Credits

This course covers the basics of identifying fastening techniques, interpreting technical data, and create working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

DFTG 1113 - Assembly Drawings
Prerequisite: DFTG 1111

4 Credits

Technical Drawing V provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

DFTG 1125 - Architectural Fundamentals
4 Credits

Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

DFTG 1127 - Architectural 3D Modeling
4 Credits

In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for Architectural drafting. The student will develop the skills necessary to create 3D models and presentation/constructions drawings.

DFTG 1129 - Residential Drawing I
Prerequisite: DFTG 1125

4 Credits

Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduced to architectural drawing skills necessary to produce a basic set of construction drawings given floor plan information. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1131 - Residential Drawing II
Prerequisite: DFTG 1129

4 Credits

Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: material take-offs; footing and foundation; floor plans; exterior elevations; site plans; and construction drawing techniques/practices.

DFTG 1133 - Commercial Drawing I
Prerequisite: DFTG 1125

4 Credits

Introduces commercial drawing skills necessary to produce construction drawings given floor plan information. Topics include: structural steel detailing, reflected ceiling plans, rebar detailing, and commercial construction drawings.

DFTG 1150 - Introduction to 3D Printing
3 Credits

This course is an introduction to the latest emerging rapid prototyping technology, 3D printing. Using specialized software to create and export files, students will bring their digital work to life. Students will learn how to create, scan, manipulate and print three-dimensional objects. Topics include desktop 3D printing and the operation of equipment, rapid prototyping, product customization and creating new product alternatives. Literacy in basic 3D modeling, design and manufacturing is an essential skill for future STEM success and innovation. Lab fee required.

DFTG 1170 - Rapid Prototyping
3 Credits

This class is an introduction to an inquiry-based, iterative approach to three-dimensional laser scanning, rapid prototyping technologies, laser machining, and CNC machining. Students use R&D methods to produce and refine digital 3D product designs and manufacture prototypes. Lab fee required.

DFTG 1175 - Advanced Rapid Prototyping
3 Credits

This course builds upon DFTG 1170 with more advanced project applications. Students will explore simulation and design analysis of rapid prototyping and learn the relationships of physical prototyping to the design industry by examining case studies. When available, field trips to local manufacturing facilities will expose the students to current industry practices and the latest technologies. Several problem-solving projects will test their creativity, design abilities and 3D printing skills. The class environment will foster a design community providing feedback and critique from classmates. Students will receive a refresher on different physical and digital interfaces using a variety of 3D printers and scanners. Lab fee required.

DFTG 2010 - Engineering Graphics
4 Credits

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 principals.

DFTG 2020 - Visualization and Graphics
3 Credits

This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment are emphasized.

DFTG 2030 - Advanced 3D Modeling Architectural
4 Credits

In this course students become acquainted with concepts of the software related to Presentations for Architectural Renderings and Architectural Animations. Students will demonstrate skills in texture applications, camera angles for presentations, lighting and shadow techniques for architectural renderings, and animation techniques for architectural presentations.

DFTG 2040 - Advanced 3D Modeling Mechanical
4 Credits

In this course the student becomes acquainted with concepts of the software related to Sheet Metal modeling for mechanical drafting, multi-body parts assemblies, and basic animation techniques for mechanical assembly presentations.

DFTG 2050 - Surveying I
Prerequisite: MATH 1015

2 Credits

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

DFTG 2110 - Print Reading I
2 Credits

Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

DFTG 2300 - Drafting Technology Practicum/Internship 3
3 Credits

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DFTG 2400 - Drafting Technology Practicum/Internship 4
4 Credits

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DFTG 2500 - Drafting Technology Exit Review
3 Credits

Emphasis is placed on students' production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

DFTG 2600 - Drafting Technology Practicum/Internship 6
6 Credits

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety
3 Credits

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

DIET 1010 - Diesel Electrical and Electronic Systems
Corequisite: DIET 1000

7 Credits

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

DIET 1011 - Diesel Electrical and Electronic Systems I
Corequisite: DIET 1011

4 Credits

This course introduces students to diesel electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical systems diagnosis; battery diagnosis and repair; starting system diagnosis and repair; and basic lighting diagnosis and repair.

DIET 1012 - Diesel Electrical and Electronic Systems II
Corequisite: DIET 1011

3 Credits

This course continues the study of electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: advanced lighting diagnosis; charging system diagnosis and repair; gauges and warning devices; and related electrical systems and diagnosis.

DIET 1020 - Preventive Maintenance
Corequisite: DIET 1010

5 Credits

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

DIET 1030 - Diesel Engines
Corequisite: DIET 1010

6 Credits

This course 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, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

DIET 1031 - Diesel Engine Repair
Corequisite: DIET 1010

3 Credits

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis; cylinder head and valve trains; engine block; engine lubrication systems; basic fuel system diagnosis; and engine brakes. Using and interpreting measuring equipment is highly emphasized.

DIET 1032 - Diesel Engine Support Systems
Prerequisite: DIET 1031

3 Credits

This course introduces the remaining diesel engine support systems used in medium/heavy duty trucks and heavy equipment. Topics include: engine cooling systems; air induction and exhaust; fuel supply systems; and fuel management systems. Using and interpreting test equipment is highly emphasized.

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems
Corequisite: DIET 1010

3 Credits

This course introduces systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

DIET 1050 - Diesel Equipment Technology Internship
Prerequisites: DIET 1000, DIET 1010, DIET 1030

4 Credits

This internship 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. The student's internship experience may be implemented through the use of written individualized training plans, written performance evaluations, and required integrative experiences at the internship site.

DIET 2000 - Truck Steering and Suspension Systems
Corequisite: DIET 1000

4 Credits

This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

DIET 2001 - Heavy Equipment Hydraulics
Corequisite: DIET 1000

6 Credits

This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

DIET 2010 - Truck Brake Systems
Corequisites: DIET 1000, DIET 1010

4 Credits

This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

DIET 2011 - Off Road Drivelines
Corequisites: DIET 1000, DIET 1010

6 Credits

This course 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.

DIET 2020 - Truck Drivetrains
Corequisites: DIET 1000, DIET 1010

4 Credits

This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

DMPT 1000 - Introduction to Design
4 Credits

Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography.

DMPT 1005 - Vector Graphics
Prerequisite: DMPT 1000

4 Credits

This course is an introduction to the creation of vector imagery. Students will learn to draw illustrations, transform objects, work with layers, patterns, brushes, and filters, use effects and create graphics for the various applications. The focus will be on learning the essential tools, basic operation and commands used in the creation of vector graphics used in different media fields.

DMPT 1010 - Raster Imaging
Prerequisite: DMPT 1000

4 Credits

In the Raster Imaging course, the student becomes acquainted with the concepts and software related raster image manipulation. The student is introduced to the workspace and tools used in an image editing software and will learn basic image editing techniques.

DMPT 1015 - Drawing
4 Credits

Introduces beginning student to basic drawing techniques. Student will complete drawings using various techniques and media.

DMPT 1020 - Introduction to Photography
4 Credits

Introduces students to an overview of photography. Students will be introduced to parts of a camera, photography processes and lighting setup, and will complete various projects using a camera.

DMPT 1025 - Production Photography
4 Credits

Students will produce photographs using a variety of commercial lighting techniques and common studio setups, and compositing practices. Students will be required to produce a portfolio of their photography in a variety of formats.

DMPT 1055 - Introduction to Media Technology
4 Credits

Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software.

DMPT 1600 - Introduction to Video Production
4 Credits

This course is an introduction to the creative and technical aspects of video production. Students will learn the basic terminology and techniques of video production through analysis of produced video works as well as hands-on experience. Students will be introduced to basic digital video production including: pre-production and planning, camera operation and framing, lighting, sound, and post-production with basic editing.

DMPT 2100 - Identity Design
Prerequisites: DMPT 1005, DMPT 1010

4 Credits

This course focuses on the design challenges associated with the development of symbol systems, logos, environmental graphics and information graphics. Students will use their knowledge of vector and raster applications for further study into the use of typographic treatment and graphic images.

DMPT 2105 - Page Layout
Prerequisites: DMPT 1005, DMPT 1010
Corequisite: DMPT 2100

4 Credits

This course is an introduction to graphic design production using page layout software. Students will be introduced to the essential terminology, tools, and stages of workflow in the graphic design process.

DMPT 2110 - Publication Design
Prerequisite: DMPT 2105

4 Credits

Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.

DMPT 2115 - Advertising and Promotional Design
Prerequisites: DMPT 1005, DMPT 1010

4 Credits

Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.

DMPT 2120 - Prepress and Output
Prerequisites: DMPT 1005, DMPT 1010, DMPT 2105

4 Credits

This course is an in-depth introduction to the graphic prepress production process. The student will identify available commercial printing options and the advantages or limitations of each process.

DMPT 2125 - Advanced Raster Imaging
Prerequisite: DMPT 1010

4 Credits

The student will refine imaging skills and apply concepts in advanced techniques of raster imaging.

DMPT 2130 - Advanced Vector Graphics
Prerequisite: DMPT 1005

4 Credits

Students will learn how to use advance vector imagery techniques for communicating creative concepts in different media fields. They will study a variety of digital illustration styles and begin to develop a personal style of their own.

DMPT 2135 - Documentary Photography
4 Credits

This course is designed to provide an introduction to the principles and theories of photojournalism. It concentrates on the principles of personal and social documentary photography. It is also designed to increase understanding of photography as a communication tool and to train the student to translate ideas and information into photographic form.

DMPT 2440 - Overview of Video Game Art and Design
Prerequisite: DMPT 1000

4 Credits

This course will introduce students to the historical development of video games. Students will learn about the various game genres, game design platforms, game analysis and identifying careers in the game industry.

DMPT 2600 - Basic Video Editing
4 Credits

An introduction to basic audio and video editing techniques used in digital video production with non-linear software. Students will be introduced to the primary feature set and interface of video editing software and will learn to perform basic editing functions that include setup, adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques and tools, audio editing and audio creation, finishing and output.

DMPT 2615 - Intermediate Video Editing
Prerequisite: DMPT 2600

4 Credits

This course will focus on more advanced editing and finishing techniques. Students will explore different editing styles and techniques for different genres and learn how to use these techniques to create complex compositions with polished transitions, fix screen direction errors, edit multi-camera projects, edit and mix audio, work with nested sequences, create effects, use filters creatively, color correct video, and manage clips and media.

DMPT 2630 - Post-Production Audio
Prerequisite: DMPT 2600

4 Credits

The course will introduce students to intermediate and advanced techniques for post-production audio for film and video using specialized software such as Adobe Audition or Pro-Tools. Students will learn the concept of sound design and use techniques such as rerecording dialogue and creating Foley to enrich the sound of finished projects. Students will also learn mixing techniques to ensure that all elements are audible final projects.

DMPT 2700 - Portraiture Photography
4 Credits

Provides instruction in the techniques of portrait photography. The students will be able to perform creative use of lighting, including available and studio lighting. Introduces techniques in posing portrait subjects, critical positioning of lighting, and techniques used in the field. Students develop skills for critical evaluation of a portrait photograph. Topics include: tools for indoor and outdoor photography, posing individuals and groups, manipulating natural light and flash, critique and portfolio building.

DMPT 2705 - Photography II
Prerequisite: DMPT 1020

4 Credits

Students continue the study of Photography through technical skills and theory. Topics include exposure control, advanced lighting techniques, and portfolio building. This class emphasizes creative skills, practical exercises and photography projects.

DMPT 2800 - Intermediate Video Production
Prerequisite: DMPT 1600

4 Credits

This course will expose students to advanced techniques in digital cinematography and production audio. Students will gain hands on experience in camera operation, shot composition, camera movement, lighting, and production sound.

DMPT 2805 - Narrative Filmmaking
Prerequisites: DMPT 1600, DMPT 2600, DMPT 2800

4 Credits

This course will take students through the entire process of creating a narrative short film, with particular emphasis on skills that are specific to fictional, scripted material.

DMPT 2905 - Practicum/Internship II
4 Credits

Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.

DMPT 2930 - Exit Review
4 Credits

Emphasis is placed on student's production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.

DRFT 2050 - Surveying I
Prerequisite: MATH 1015

2 Credits

Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.

ECCE 1101 - Introduction to Early Childhood Care and Education
3 Credits

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

ECCE 1103 - Child Growth and Development
3 Credits

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

ECCE 1105 - Health, Safety and Nutrition
3 Credits

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECCE 1112 - Curriculum and Assessment
Pre/Corequisite: ECCE 1103

3 Credits

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

ECCE 1113 - Creative Activities for Children
3 Credits

Introduces the concepts related to creativity in art,music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 1121 - Early Childhood Care and Education Practicum
Pre/Corequisite: ECCE 1105

3 Credits

Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2115 - Language and Literacy
Pre/Corequisite: ECCE 1103

3 Credits

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

ECCE 2116 - Math and Science
Pre/Corequisite: ECCE 1103

3 Credits

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

ECCE 2201 - Exceptionalities
Prerequisite: ECCE 1103

3 Credits

Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

ECCE 2202 - Social Issues and Family Involvement
3 Credits

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

ECCE 2203 - Guidance and Classroom Management
Pre/Corequisite: ECCE 1103

3 Credits

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

ECCE 2240 - Early Childhood Care and Education Internship
Prerequisites: ECCE 1101, ECCE 1103
Pre/Corequisite: ECCE 1105

12 Credits

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2245 - Early Childhood Care and Education Internship I
Prerequisites: ECCE 1101, ECCE 1103
Pre/Corequisite: ECCE 1105

6 Credits

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2246 - Early Childhood Care and Education Internship II
Prerequisites: ECCE 1101, ECCE 1103
Pre/Corequisite: ECCE 1105

6 Credits

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2310 - Paraprofessional Methods and Materials
Pre/Corequisite: ECCE 1103

3 Credits

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

ECCE 2312 - Paraprofessional Roles and Practices
Pre/Corequisite: ECCE 1103

3 Credits

Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

ECCE 2320 - Program Administration and Facility Management
3 Credits

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

ECCE 2322 - Personnel Management
3 Credits

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2330 - Infant/Toddler Development
3 Credits

Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

ECCE 2332 - Infant/Toddler Group Care and Curriculum
3 Credits

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.

ECCE 2340 - Family Child Care Program Management
Prerequisite: ECCE 1103

3 Credits

Provides the guidelines, responsibilities, and appropriate practices needed for successful management of a Family Child Care Home. Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include business plans, budgeting, taxes, marketing, record keeping, and professional qualifications.

ECCE 2342 - Family Child Care Business Management
3 Credits

Provides guidelines and responsibilities for professional business practices associated with the successful establishment and administration of a Family Child Care Home. Topics include: business plans; budgeting; taxes; marketing, record keeping and professional qualifications.

ECCE 2360 - Classroom Strategies for Exceptional Children
Prerequisite: ECCE 2201

3 Credits

Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

ECCE 2362 - Exploring Your Role in the Exceptional Environment
Prerequisite: ECCE 2201

3 Credits

Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

ECET 1101 - Circuit Analysis I
Prerequisite: ENGT 1000
Corequisite: MATH 1111

4 Credits

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, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.

ECET 1102 - Circuit Analysis I
Prerequisite: ENGT 1000
Corequisite: MATH 1111

3 Credits

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, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.

ECET 1102L - Circuit Analysis I Lab
Prerequisite: ENGT 1000
Corequisite: MATH 1111

1 Credits

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, D.C. instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependent sources and 2-port parameters. Laboratory work parallels class work.

ECET 1110 - Digital Systems I
Prerequisite: ENGT 1000

4 Credits

Study of digital circuit fundamentals with an emphasis on digital electronics and techniques, simplification of logic circuits, sequential and combinational logic circuits, programmable logic devices, flip-flops and registers, binary number system, and arithmetic and logic operations. Laboratory work parallels class work using trainers, DesignWorks, and Altera simulation software and system.

ECET 1191 - Computer Programming Fundamentals
3 Credits

This course emphasizes fundamental concepts of problem solving using a high level source language. Laboratory work is designed to acquaint students with computer facilities, software, and programming fundamentals. Topics include: system fundamentals, concepts of structured programming, arrays, functions, and engineering applications.

ECET 1210 - Networking Systems I
Prerequisite: ENGT 1000

3 Credits

Provides a foundation in Local Area Networking of computers with an introduction to Wide Area Networking. Emphasis is on peer-to-peer networking.

ECET 2101 - Circuit Analysis II
Prerequisite: ECET 1101

4 Credits

Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

ECET 2102 - Circuit Analysis II
Prerequisite: ECET 1101

3 Credits

Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

ECET 2102L - Circuit Analysis II Lab
Prerequisite: ECET 1101

1 Credits

Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

ECET 2110 - Digital Systems II
Prerequisite: ECET 1110

4 Credits

Continues the study of digital systems with emphasis on the study of microcomputers with programming applications involving external devices with which the microprocessor/microcontroller must communicate. Topics include: logic families, PLD programming, microcomputer architecture, programming with arithmetic/logic instructions, jump, loop and call operations, I/O programming, timers, interrupts and interfacing techniques. Laboratory work parallels class work to include use of PLD (programmable logic devices) platforms, and microprocessor/microcontroller platforms to reinforce and edify theoretical concepts.

ECET 2120 - Electronic Circuits
Prerequisite: ECET 2101

4 Credits

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.

ECET 2210 - Networking Systems II
Prerequisite: ECET 1210

4 Credits

This course emphasizes the design, implementation, configuration, and monitoring of a client-server network environment. Emphasis is placed on applications in Local Area Networks. An introduction to Network Domains in Wide Area Networks is included.

ECET 2220 - Electronic Circuits II
Prerequisite: ECET 2120

4 Credits

Emphasizes the analysis of BJT and FET amplifiers; analysis and applications of operational amplifiers and other linear digital ICs. Topics include: re transistor model; CB, CE and CC amplifiers; Darlington connection; cascaded systems; CS, CD, CG amplifiers; high frequency and low frequency response of BJT and FET amplifiers; Power amplifiers Class A, Class B, Class C amplifiers; op-amp fundamentals; inverting, non-inverting, voltage followers and summing amplifiers; comparators; instrumentation applications; active filters; differentiators and integrators; 555 timers; A/D and D/A conversion. Laboratory work parallels class work and includes circuit simulation using P-spice. Laboratory work parallels class work.

ECGT 1030 - Introduction to Electrocardiography
Prerequisites: ENGL 1010, MATH 1111, PSYC 1010
Corequisites: ALHS 1011, ALHS 1090, ECGT 1050

5 Credits

Provides an introduction to electrocardiography techniques and record keeping. Emphasis is placed on the knowledge and skills needed to perform ECG on all types of patients. Topics include: infection control techniques, basic life support, legalities and ethics, basic cardiovascular anatomy and physiology, ECG techniques and recognition, ECG lead placement, technical aspects of the ECG, ECG rhythm strip interpretation, advanced ECG techniques and a Cardiovascular Credentialing International (CCI) exam review.

ECGT 1050 - Electrocardiography Practicum
Prerequisites: ENGL 1010, MATH 1012, PSYC 1010
Corequisites: ALHS 1011, ALHS 1090, ECGT 1030

5 Credits

Provides an introduction to clinical practice in the setting of hospitals, clinics, and medical offices. Students must demonstrate regard for the dignity, rights, and privacy of each patient. They must also abide by the policies and procedures of each clinical setting. Students will be able to learn by doing electrocardiography techniques and record keeping. Emphasis is placed on the application of knowledge and skills gained in the classroom. Students will have the opportunity to display their ability to interact appropriately with patients, family members, and other members of the healthcare team. Students may be required to perform Basic Life Support. Topics include: application of classroom knowledge and skills and functioning in the work environment.

ECON 1101 - Principles of Economics
Prerequisite: MATH 1111

3 Credits

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; personal finance, budgeting, and consumer credit.

Students are required to have completed MATH 1111 or to have met the associate-level testing requirements before registering.

ECON 2105 - Macroeconomics
3 Credits

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

ECON 2106 - Microeconomics
3 Credits

Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

ELCR 1003 - Introduction to Electrical & Electronics
3 Credits

This course investigates the fundamental principles of electricity and provides an overview of fundamental electronics theory with an emphasis on practical applications. Topics include: basic electrical/electronics terminology; electromagnetic theory; direct and alternating currents; resistor, transistor, semiconductor and integrated circuit applications; and safety practices and procedures.

ELCR 1005 - Soldering Technology
1 Credits

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELCR 1010 - Direct Current Circuits
6 Credits

This course 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, and DC theorems.

ELCR 1020 - Alternating Current Circuits
Prerequisite: ELCR 1010

7 Credits

This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance power factors, reactive components simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

ELCR 1030 - Solid State Devices
Prerequisite: ELCR 1020

5 Credits

This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

ELCR 1040 - Digital and Microprocessor Fundamentals
Prerequisite: ELCR 1020

5 Credits

This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic topics such as binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

ELCR 1060 - Linear Integrated Circuits
Prerequisite: ELCR 1020

3 Credits

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

ELCR 1280 - Introduction to Embedded Systems
3 Credits

This course is designed to provide introduction coverage of Embedded Systems. An embedded system can be defined as a control system or computer system designed to perform a specific task. Emphasis is placed on the physical characteristics and uses of embedded systems. Topics include basic microcontroller, introduction to embedded system software, programming tools, sensors, actuators, basic control system, and embedded systems applications.

ELCR 1300 - Mobile Audio and Video Systems
3 Credits

Provides the fundamental concepts for the installation of automotive audio and video systems. Topics include: charging and electrical systems, automotive wiring harnesses, basic audio systems, advanced audio systems, and mobile video systems.

ELCR 2110 - Process Control
Prerequisite: ELCR 1020

3 Credits

Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

ELCR 2120 - Motor Controls
Prerequisite: ELCR 1020

3 Credits

Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.

ELCR 2130 - Programmable Controllers
Prerequisite: ELCR 1020

3 Credits

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

ELCR 2140 - Mechanical Devices
2 Credits

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELCR 2150 - Fluid Power
2 Credits

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELCR 2160 - Advanced Microprocessors and Robotics
Prerequisite: ELCR 1040

3 Credits

This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

ELCR 2210 - Analog Communications
Prerequisite: ELCR 1020

5 Credits

This course provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

ELCR 2220 - Digital Communications
Prerequisite: ELCR 1020

3 Credits

This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

ELCR 2230 - Antenna and Transmission Lines
Prerequisite: ELCR 1020

3 Credits

Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

ELCR 2240 - Microwave Communications and Radar
Prerequisite: ELCR 1020

3 Credits

Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

ELCR 2250 - Optical Communications Techniques
Prerequisite: ELCR 1020

3 Credits

Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

ELCR 2600 - Telecommunication and Data Cabling
Prerequisite: ELCR 1020

3 Credits

Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

ELCR 2620 - Telecommunications Systems Installation, Programming and Data Transmission
Prerequisite: ELCR 1020
Corequisite: ELCR 2600

4 Credits

This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.

Elective 0 - 3 Credit Hour Program Elective
Credits

ELTR 1000 - Fundamental Electrical Concenpts
4 Credits

This course introduces the student to the electrical trade. Emphasis is placed on orientation to the trade, safety, basic electrical theory, electrical codes, and basic electrical wiring practices.

ELTR 1010 - Direct Current Fundamentals
3 Credits

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..

ELTR 1014 - Direct Current Fundamentals
5 Credits

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.

ELTR 1015 - Intermediate Electrical Concepts I
4 Credits

This course introduces the student to specific skill components needed to be successful as an electrician. Topics include reading electrical drawings, residential electrical services, test equipment, alternating current, motor theory and applications and basic electrical installation.

ELTR 1020 - Alternating Current Fundamentals
3 Credits

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

ELTR 1021 - Alternating Current Fundamentals
5 Credits

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

ELTR 1025 - Intermediate Electrical Concepts II
4 Credits

This course continues to introduce those specific job skills needed for a typical electrician. Topics in this course include pull and junction boxes, conductor installations, terminations and splices, circuit breakers and fuses, and control systems fundamentals.

ELTR 1030 - Electrical Systems Basics II
7 Credits

Introduces electrical theory and principles used in residential, commercial, and industrial wiring applications. Emphasis is placed on electron theory, DC and AC circuits. Ohm's law, test equipment, transformers, and electrical power systems. Topics include: electricity production, electrical formulas, test equipment, transformer fundamentals, and fundamentals of AC and DC circuits.

ELTR 1035 - Advanced Electrical Concepts I
4 Credits

This course introduces the student to more advanced electrical applications. Topics include load calculations, conductor selection and calculations, practical lighting applications, hazardous locations, and overcurrent protection.

ELTR 1055 - Advanced Electrical Concepts II
4 Credits

This is the capstone course for the Electrical Systems Construction and Maintenance program. Topics include distribution equipment, transformers, commercial electrical services, motor calculations, motor controls, and voice, data and video.

ELTR 1060 - Electrical Prints, Schematics, and Symbols
2 Credits

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

ELTR 1065 - Specialty Electrical Concepts I
4 Credits

This course introduces students to specialty situations found in the electrical construction trade. Topics include specialty load calculations, health care facilities, standby and emergency systems, fire alarms, and advanced controls.

ELTR 1075 - Specialty Electrical Concepts II
4 Credits

This course continues the introduction to special electrical situations. Topics include HVAC controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations and splices, and fundamentals of crew leadership.

ELTR 1080 - Commercial Wiring I
5 Credits

This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

ELTR 1090 - Commercial Wiring II
3 Credits

This course is a continuation of the study in commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

ELTR 1180 - Electrical Controls
4 Credits

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.

ELTR 1205 - Residential Wiring I
3 Credits

Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries, receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets - ranges, cook tops, ovens, dryers, water heaters, sump pumps, and sizing OCPDs (circuit breakers and fuses).

ELTR 1210 - Residential Wiring II
3 Credits

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations, residential two family service calculations, load balancing, sub panels and feeders, residential single family service installation, residential two family service installation, concepts of TV and CATV installation, swimming pool installation, and remote control of lighting and intercom installation.

ELTR 1220 - Industrial PLC's
4 Credits

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 set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

ELTR 1250 - Diagnostic Troubleshooting
2 Credits

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

ELTR 1270 - N.E.C Industrial Wiring Applications
4 Credits

Provides instruction in industrial wiring applications of the National Electrical Code. Topics include: rigid/IMC conduit installation, EMT conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).

ELTR 1520 - Grounding and Bonding
2 Credits

Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include: branch circuit grounding, equipment grounding/bonding, service grounding/bonding, and earth connections.

ELTR 1525 - Photovoltaic Systems
5 Credits

This class introduces techniques and methods on how to install residential and commercial photovoltaic systems.

ELTR 1526 - Solar Thermal Installation Repair
6 Credits

This course introduces students to the procedures for the installation and repair of solar thermal systems. Students will be able to install new systems and troubleshoot existing systems.

ELTR 1527 - Wind Installation & Repair
6 Credits

This course introduces students to the procedures for the installation and repair of wind energy systems. Students will be able to install new systems and troubleshoot existing systems.

ELTR 1530 - Conduit Sizing
2 Credits

Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

EMET 2060 - Controls I
4 Credits

This course is a beginning study of instrumentation and control systems and devices. An understanding of the purpose and methods used for industrial control systems, components and functions of programmable logic controllers (PLC) will be discussed. The students will be provided an understanding of entering and debugging basic control instructions into a PLC, and connecting and verifying operation of typical control devices. An introduction to the application types and installation considerations of control valves and other final control elements will be explores as well as human machine interface (HMI). Lab work parallels course work.

EMET 2070 - Controls II
3 Credits

This course is an advanced study of control devices, methods and systems. A more in-depth study into the purpose and implementation of advanced programmable logic controller (PLC) instructions and techniques will be emphasized. Developing, entering, and debugging intermediate and advanced control instructions into a PLC as well as connecting and verifying operations of advanced control devices will also be introduced. The students will also be exposed to proportional, integral, and derivative (PID) control ad well as more advanced human machine interface (HMI) in a control system. Lab work parallels course work.

EMET 2900 - Capstone
3 Credits

This course will require students to undertake either an individual or team project, by applying knowledge acquired in classroom/lab activities in program and core courses. the student will create a device, process or system using the knowledge and skill developed in the EMET program. The project activities includes conceptualization, detailed design and planning, project assembly/fabrication, testing/debugging, cost and budget considerations, quality considerations, safety and project presentation/documentation.

EMPL 1000 - Interpersonal Relations and Professional Development
2 Credits

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

EMSP 1110 - Introduction to the EMT Profession
Corequisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160

3 Credits

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

EMSP 1120 - EMT Assessment/Airway Management and Pharmacology
Corequisites: EMSP 1110, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160

3 Credits

This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

EMSP 1130 - Medical Emergencies for the EMT
Corequisites: EMSP 1110, EMSP 1120, EMSP 1140, EMSP 1150, EMSP 1160

3 Credits

This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

EMSP 1140 - Special Patient Populations
Corequisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1150, EMSP 1160

3 Credits

This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

EMSP 1150 - Shock and Trauma for the EMT
Corequisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1160

3 Credits

This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

EMSP 1160 - Clinical and Practical Applications for the EMT
Corequisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150

1 Credits

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT. Topics include: Clinicals and Assessment Based Management.

EMSP 1510 - Advanced Concepts for the AEMT
Prerequisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160
Corequisites: EMSP 1510, EMSP 1520, EMSP 1530, EMSP 1540

3 Credits

This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

EMSP 1520 - Advanced Patient Care for the AEMT
Prerequisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160
Corequisites: EMSP 1510, EMSP 1520, EMSP 1530, EMSP 1540

3 Credits

This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.

EMSP 1530 - Clinical Applications for the AEMT
Prerequisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160
Corequisites: EMSP 1510, EMSP 1520, EMSP 1530, EMSP 1540

1 Credits

This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

EMSP 1540 - Clinical and Practical Applications for the AEMT
Prerequisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160
Corequisites: EMSP 1510, EMSP 1520, EMSP 1530, EMSP 1540

3 Credits

This course 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.

EMSP 2110 - Foundations of Paramedicine
Prerequisite: MATH 1012
Corequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310

3 Credits

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.

EMSP 2120 - Applications of Pathophysiology for Paramedics
Prerequisite: MATH 1012
Corequisites: EMSP 2110, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2120

3 Credits

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.

EMSP 2130 - Advanced Resuscitative Skills for Paramedics
Prerequisite: MATH 1012
Corequisites: EMSP 2110, EMSP 2140, EMSP 2310, EMSP 2120

3 Credits

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.

EMSP 2140 - Advanced Cardiovascular Concepts
Prerequisite: MATH 1012
Corequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2310

4 Credits

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.

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care
Prerequisite: MATH 1012
Corequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140

3 Credits

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).

EMSP 2320 - Therapeutic Modalities of Medical Care
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570
Corequisites: EMSP 2340, EMSP 2710, EMSP 2720, EMSP 2330

5 Credits

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.

EMSP 2330 - Therapeutic Modalities of Trauma Care
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570
Corequisites: EMSP 2320, EMSP 2340, EMSP 2710, EMSP 2720, EMSP 2330

4 Credits

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.

EMSP 2340 - Therapeutic Modalities for Special Patient Populations
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570
Corequisites: EMSP 2320, EMSP 2340, EMSP 2710, EMSP 2720, EMSP 2330

4 Credits

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.

EMSP 2510 - Clinical Applications for the Paramedic - I
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Corequisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

2 Credits

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.

EMSP 2520 - Clinical Applications for the Paramedic - II
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Corequisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

2 Credits

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.

EMSP 2530 - Clinical Applications for the Paramedic - III
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Corequisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

2 Credits

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.

EMSP 2540 - Clinical Applications for the Paramedic - IV
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Corequisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

1 Credits

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.

EMSP 2550 - Clinical Applications for the Paramedic - V
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Corequisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

1 Credits

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.

EMSP 2560 - Clinical Applications for the Paramedic - VI
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Corequisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

1 Credits

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.

EMSP 2570 - Clinical Applications for the Paramedic - VII
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Corequisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560

1 Credits

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.

EMSP 2710 - Field Internship for the Paramedic
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Corequisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

2 Credits

Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

EMSP 2720 - Practical Applications for the Paramedic
Prerequisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Corequisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

3 Credits

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.

EMSP 2800 - Concepts in Advanced Practice for the Critical Care Paramedic
5 Credits

This course serves as the foundational course to the advanced level practice of Critical Care Paramedic. It expands on the information attained at the Paramedic level. Topics include Transport and Safety; Professional Considerations; Airway Management; Respiration; Mechanical Ventilation; Anesthesia; Analgesia; and Comprehensive Assessment Techniques.

EMSP 2810 - Advanced Practice in Patient Care for the Critical Care Paramedic
5 Credits

This course provides opportunities to apply advanced practice knowledge and techniques to the care and transportation of critical patients based on comprehensive assessment findings for the following: a critically ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and a critically injured patient. In addition, it provides an advanced knowledge of growth, development, and aging and assessment findings to provide advanced care and transportation for a patient with special needs. Topics include: Geriatrics; Pediatric; Maternal and Fetal Medicine; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopedic Trauma; Head, Facial, Neck, and Spine Trauma: Nervous System Trauma; and Integration of Medical/Trauma Assessments.

EMSP 2820 - Clinical Application for the Critical Care Paramedic
1 Credits

This course provides clinical experience in critical care settings for the purpose of facilitating opportunities to demonstrate critical thinking skills and the application of advanced assessment and management techniques. Competency based evaluations will be used relevant to the practice of a Critical Care Paramedic. Topics include Clinical Experience

EMSP 2830 - Practical Applications for the Critical Care Paramedic
4 Credits

This course provides supervised labs and simulations that approximate real world experience in various settings for the purpose of facilitating opportunities to demonstrate critical thinking skills and the application of advanced assessment and management techniques. Competency based evaluations will be used relevant to the practice of a Critical Care Paramedic. Topics include Laboratory exercises, Complex simulations

EMTX 1000 - Tech Driven Problem Solving
4 Credits

This course provides an overview of emerging technology. Students will explore the new and different technologies available to business, industry, and government. Topics will include hands on demonstrations of the technologies, ethics of the use of these technologies, and application of these technologies on a semester long project.

EMTX 2010 - Introduction to Wearable Computing & Augmented Reality
Prerequisite: EMTX 1000

4 Credits

This course provides a comprehensive discussion of wearable computing and the use of augmented reality by business, industry, and government. Students will take a hands on approach to these technologies and work with these technologies to solve problems in business, medicine, industry, and government.

ENGL 1010 - Fundamentals of English I
3 Credits

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

ENGL 1012 - Fundamentals of English II
Prerequisite: ENGL 1010

3 Credits

Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.

ENGL 1101 - Composition and Rhetoric
3 Credits

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

ENGL 1102 - Literature and Composition
Prerequisite: ENGL 1101

3 Credits

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

ENGL 1105 - Technical Communications
Prerequisite: ENGL 1101

3 Credits

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

ENGL 2110 - World Literature
Prerequisite: ENGL 1101

3 Credits

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

ENGL 2130 - American Literature
Prerequisite: ENGL 1101

3 Credits

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.

ENGT 1000 - Introduction to Engineering Technology
3 Credits

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. Lads reinforce mathematical, mechanical and electrical concepts through practical exercises, such as measurement and calculations of density of objects, relative humidity, use of a digital multi-meter, building circuits, use of precision instruments, and team exercises.

ENGT 2300 - Capstone Project
1 Credits

This course will require students to undertake either individual or team projects, by applying knowledge acquired classroom/lab activities in program courses and core courses. The student will create or construct a product, a circuit or mechanism using circuit building, troubleshooting and other engineering skills developed through previous course work. The project activity includes conceptualization, detailed planning and design, project construction, cost and production considerations, quality assurance and project presentation.

ENGT 2400 - Surveying Internship
1 Credits

This course will provide the field experience to enhance the competencies taught surveying curriculum coursework.

EQOP 1000 - Introduction to Heavy Equipment Safety
3 Credits

Introduces the fundamentals of heavy equipment and utility tractor safety. Topics include first aid, CPR, personal protective equipment, OSHA Regulations, and other related heavy equipment and utility tractor safety practices.

EQOP 1001 - Introduction to Heavy Equipment
3 Credits

Introduces the fundamentals of heavy equipment operations. Topics include: history of heavy equipment in construction and infrastructure, heavy equipment terminology, operator responsibilities, career opportunities, equipment safety, preparation of graded surfaces, and basic earth moving.

EQOP 1002 - Heavy Equipment Operation Basics
3 Credits

Introduces the fundamentals of earthmoving including operation of heavy equipment and utility tractors. Topics include: blueprint reading, grading, grade calculations, operations and maintenance of heavy equipment and utility tractors.

ESTH 1000 - Introduction to Esthetics
3 Credits

Introduces the fundamental theory and practices of the Professional Esthetician. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules and regulations, professional image, history of the skin, care and use of cosmetics, bacteriology, sterilization and sanitation, chemistry for estheticians, ingredients and product analysis, and hazardous duty standards act.

ESTH 1010 - Anatomy and Physiology of the Skin
Prerequisite: ESTH 1000

3 Credits

Introduction to anatomy and physiology of the skin and nutrition and health of the skin. Topics include: cells/tissues/organs, skeletal system, muscular system, nervous system, circulatory system, endocrine system, excretory system, respiration system, digestive system, structure of the skin, disorders of the skin, and nutrition and health of the skin.

ESTH 1020 - Skin Care Procedures
Prerequisite: ESTH 1000

4 Credits

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 air borne pathogens and OSHA updates.

ESTH 1030 - Electricity and Facial Treatments with Machines
Prerequisite: ESTH 1000

5 Credits

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: skin analysis equipment, basic skin care products, basic electricity, men's skin care products, post consultation and home care, mechanical versus chemical exfoliations, microdermabrasion, and advanced product types and features.

ESTH 1040 - Advanced Skin Care
Prerequisite: ESTH 1000

3 Credits

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: intrinsic aging, analysis of sensitive skin, treatment of hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care.

ESTH 1050 - Color Theory and Makeup
Prerequisite: ESTH 1000

4 Credits

Provides instruction on and application of techniques and theory in the treatment of the skin. Topics include: morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

ESTH 1060 - Esthetics Practicum I
Prerequisites: ESTH 1000, ESTH 1010, ESTH 1020, ESTH 1030, ESTH 1040, ESTH 1050

4 Credits

Provides laboratory experience necessary for the development of skill levels to be a competent esthetician. the allocation of time to the various phases of esthetics is prescribed by the state board of cosmetology. this course includes a portion of the hours for licensure. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

ESTH 1070 - Esthetics Practicum II
Prerequisite: ESTH 1060

4 Credits

Provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. the requirements for this course will be met in a laboratory setting. Topics include: body treatments, aromatherapy, reflexology, facials, and hair removal.

FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals
3 Credits

This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1030 - Basic Firefighter - MODULE I
5 Credits

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response & size-up, forcible entry, ladders, search & rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1040 - Basic Firefighter - MODULE II
3 Credits

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist firefighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1050 - Fire and Life Safety Educator I
Prerequisites: FRSC 1141, FRSC 1020, FRSC 1030, FRSC 1040

3 Credits

Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

FRSC 1060 - Fire Prevention, Preparedness and Maintenance
3 Credits

This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1070 - Introduction to Technical Rescue
4 Credits

This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1080 - Fireground Operations
3 Credits

This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application; practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, FRSC 1141.

FRSC 1100 - Introduction to the Fire Service
3 Credits

This course is 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, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

FRSC 1110 - Fire Administration - Supervision and Leadership
3 Credits

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1. NFA Leadership I 2. NFA Leadership II 3. NFA Leadership III This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1115 - Fire Behavior & Combustion
3 Credits

This course provides an understanding of the basic principles of fire chemistry, the processes of fire/combustion, and fire behavior. It addresses theoretical concepts, explaining their importance, and illustrates how they can be applied in a practical manner when responding to emergency situations. An emphasis is placed on safety, with each explanation drawing a connection between how a fire behaves and how it affects the safety of the individual firefighters and their team.

FRSC 1121 - Firefighting Strategy and Tactics
3 Credits

This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific-fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.

FRSC 1132 - Fire Service Instructor
4 Credits

Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

FRSC 1141 - Hazardous Materials Operations
4 Credits

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while 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 Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level

FRSC 1151 - Fire Prevention & Inspection
4 Credits

Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, mean of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination

FRSC 1161 - Fire Service Safety and Loss Control
3 Credits

This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

FRSC 2100 - Fire Administration Management
3 Credits

This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have 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's done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens everyday. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

FRSC 2110 - Fire Service Hydraulics
3 Credits

This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

FRSC 2120 - Fire Protection Systems
3 Credits

A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

FRSC 2130 - Fire Service Building Construction
3 Credits

Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

FRSC 2140 - Pumper Operator
4 Credits

The course is designed to prepare students to successfully complete certification as a Driver/Operator. It uses a blend of in-class instruction and skills practice to meet or exceeds the requirements of the National Fire Protection Association (NFPA) professional qualifications standard 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 2014 and 2017 Editions. By completing all of the lessons the student should be prepared for the Pumping Apparatus Driver/Operator certification process.

FRSC 2141 - Incident Command
4 Credits

The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

FRSC 2170 - Fire and Arson Investigation
4 Credits

Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

GERT 1000 - Understanding the Geronotological Client
2 Credits

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.

GERT 1020 - Behavioral Aspects of Aging
2 Credits

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.

GERT 1030 - Gerontological Nutrition
1 Credits

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.

GRBT 1001 - Introduction to Green Building
4 Credits

This course covers the fundamentals of Green Building Technology in the construction field. Topics to include: Energy Star ratings, Resource Efficient Design and Materials, Waste Management, Air Quality and Site Planning

GRBT 1003 - Energy Measures and Efficiency
8 Credits

This course covers ways to make a home more energy efficient. Topics to include: Required air sealing measures, additional sealing measures, air leakage testing, required insulation and installation, windows, duct work and duct blower testing.

GRBT 1004 - Energy Efficient Mechanical Systems
4 Credits

This course focuses on making the mechanical systems of a home energy efficient. Topics to include: Energy efficient appliances and ligthing, heating and cooling equipment, water supply and fixtures, and outdoor water systems.

GRBT 1005 - Green Building Construction Techniques
4 Credits

This course focuses on applying theoretical green building into residential construction. Topics to include: Site planning, insulation of a foundation, using green building materials, special insulation techniques, replacing old windows and doors with energy efficient md\odels and keeping a clean and environmentally friendly job site.

GRBT 1100 - Green Building Technology I
4 Credits

This course is designed to teach students 'whole-house systems approach' strategies, and construction methods and techniques necessary to design, manage and build crafted, resource efficient, healthy, comfortable, safe, affordable, durable, environmentally responsive houses, using appropriate climate specific building materials, systems, and technologies based on current applied building science principles and sustainable design/green building strategies, and implement them into mainstream construction practices. Students will learn to select building sites and properly orient the building to the site, identify good building design elevations and floor plan layouts, and choose green construction details and materials to build environmentally friendly building enclosures through dry-in, which includes foundation, floor, wall, and roofing systems and components.

GRBT 1110 - Green Construction
7 Credits

This course will provide students with skills necessary to design and build crafted, healthy, safe, durable, comfortable, green built houses for the 21st century using appropriate climate specific building materials, systems, and technologies, this is a progressive and innovative residential building course that teaches practical, applied hands-on skills to actually construct an environmentally responsive house on a residential building site. Students will clear and layout a house on a building site, rough-in temporary utilities, and select and install select building materials, systems and technologies to build a foundation, and construct a high performance building enclosure. Students will install house wrap, and rigid insulation sheathing to create thermal, air, and moisture barriers based on best building science practices and climate zone. Students will also correctly install doors, windows, and roofing materials, with proper flashing techniques, to dry-in a residential buildingenclosure. At a minimum, the goal is to have the house dried-in by the end of the course.

GRBT 1120 - Green Building Technology II
3 Credits

This course is designed to teach students about 'whole-house systems approach' strategies, and construction methods and techniques necessary to design, manage and build crafted, resource efficient, healthy, comfortable, safe, affordable, durable, environmentally responsive houses, using appropriate climate specific building materials, systems, and technologies based on current applied building science principles and sustainable design/green building strategies, and implement them into mainstream construction practices. This course covers the entire interior and exterior residential building finish process beyond building enclosure dry-in. Emphasis is on understanding green building design and construction processes and strategies, finish building material and product selections and installation techniques, and the responsibilities of contractors and building code officials. Designing and building a 'house as a system' with specific performance criteria, based on applied building science, is one of the main goals of the finished product.

GRBT 1130 - Green Construction II
7 Credits

This course will provide students with skills necessary to design and build crafted, healthy, safe, durable, comfortable, green built houses in the 21st century using appropriate, climate specific building materials, systems, and technologies. This is a progressive and innovative residential building course that teaches practical, applied, hands-on skills to act6ually construct an environmentally responsive house on a residential building site. Students will complete the exterior and interior finish construction of a house. This includes installing exterior finishes such as: roofing materials, exterior windows and doors, thermal and moisture barriers, exterior trim and claddings, deck construction, concrete flatwork, and rain water harvesting system, etc. Students also install interior finishes such as: drywall, finish trim and hardware, floor coverings, bathroom accessories, lighting fixtures, shelving, appliances and painting, etc. Students assist subcontractors with installing: HVAC systems, electrical house wiring and finish, plumbing fixtures, insulation, cabinets, and the HVAC distribution system for air leakage, and verify with select national energy efficient, green building and indoor air quality certification programs.

GRBT 1140 - Building Analyst Professional
3 Credits

This course is primarily intended for those wanting to become residential and small comercial performance improvement technicians. The course prepares the technician to conduct a comprehensive energy audit and performance assessment of abuilding using state-of-the art diadnostic tools. The analysis include a comprehensive evaluation of the built environment, which includes assessment of the efficiency andsafety of the mechanical systems, applicances, lighting, and the building enclosure and it's components. Energy efficient assessments determine the buiding annual base and seasonal energy usage, and hel[determine potential energy savings, and indoor environmental quality improvements. Building science fundamentals and house-as-a-system approach to identifying and solving indoor air quality, comfort, energy efficiency, and durability concerns in both new and exisiting houses and buildings is emphasized. This training teaches skills that can help develop new business opportunitiesthat provide weatherization retrofit services to improve the health, safety, comfort, durability, and energy efficiency performance of existing h omes or buildings. This course also helps to prepare students for the national Building Performance Institute (BPI) exam.

GRBT 1150 - Residential Estimating and Bidding
4 Credits

This course focuses on residential estimating practices to produce construction quotes, bids, and proposals. Students will learn to read and interpret architectural drawings, written specifications and scopes of work to produce material quantity take-offs, estimate construction labor time and costs, and assess subcontractor's bid proposals and building material supplier's quotes. Students will also learn formulas to produce quantity take-offs, and quantify building areas and volumes. Students will determine appropriate overhead costs and profit margins to include in bids. This course emphasizes both paper and pencil and computer-assisted cost estimating and tracking.

GRBT 1160 - Energy Auditing and Modeling
3 Credits

This course is designed to train the next generation of residential energy auditors and designers to review new construction drawings, inspect existing homes, and input information into energy analysis software programs to determine either projected future enrgy use, or possible performance improvements for existing homes. REM/Design, Energy Gauge, and Energy-10 will be the primary energy analysis modeling softwareprograms used in this course. Field and lab training includes evaluating customers needs, visual inspections, diagnostic testing, numerical analysis gathering, and energy audits and modeling to prepare students to become proficient in identifying energy targets, calculate current and/or projected home buidlign energy use, propsoe cost efficient performance solutions, write scopes of work, and prepare comprehensive performance improvement reports in order of priorities.

GRBT 1180 - Weatherization for New and Existing Homes
4 Credits

This course will emphasize improving the energy efficiency, health, comfort, durability, and overall performance of both new and existing homes. Students are taught to conduct comprehensive existing homes performance assessments to determine performance improvements. Course includes: applied hands-on building diagnostics, commissioning, and weatherization retrofit strategies. The course is designed for indivdiuals wanting to enter the energy efficiency assessment and retrofit industry, and for contractors wishing to become certified weatherization technicians, and/or energy auditors. this course helps to prepare those interested to take the Home Energy Rating System (HERS) nationsl rater's exam.

GRBT 1200 - Energy Efficient Building and Design
3 Credits

This course emphasizes building science principles and practices as they apply to the design and construction operations and maintenance, indoor environmental quality, and energy effciency of either building new or improving the performance of existing homes. The concept of designing and building the "house as a system" approach to create comfortable, durable, healthy, energy and resource efficient and environmentally responsive buildings that interact with its occupants and the natural environment is stressed. In order to guarantee the performance of a house, on has to understand how the house works as a system, and that whenever changes are made to existing buildings, or it's components, it can influence the heat, air and moisture flow, and indoor environment throughout the building in a negative or positive way. Buidlign science, applied correctly, can add years to the useful life of the building, and improve the quality of life for the occupants.

GRBT 2200 - Building Analyst Professional
3 Credits

The Building Analyst course is the first step to becoming a professional energy auditor. The course covers all the topics necessary to help you understand energy efficiency home analysis.

GRBT 2220 - Energy Audit Heat Specialist
4 Credits

This course focuses on a residential energy audit of combustion applicances and combustion climate control.

GRBT 2230 - Home Energy Audit AC/Heat Pump
4 Credits

This course covers the aspects of a residential energy audit as it pertains to the AC/Heat Pump.

GRBT 2500 - Green Building Technology Internship
5 Credits

This course provides students with actual construction work experience in the occupational setting. Students apply acquired skills to build crafted, healthy, safe, durable, comfortable, green built houses for the 21st century using appropraite climate specific buildign materials, systems, and technologies. Students get practical, applied hands-on experience to actually construct environmentally responsive house on residential buildign sites.

HIMT 1100 - Introduction to Health Information Technology
3 Credits

This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

*Program Admission is required

HIMT 1150 - Computer Applications in Healthcare
3 Credits

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.

HIMT 1151 - Computer Applications in Healthcare
Prerequisites: HIMT 1100, HIMT 1250

4 Credits

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.

HIMT 1200 - Legal Aspects of Healthcare
Prerequisites: HIMT 1100, HIMT 1250

3 Credits

This course focuses on the study of legal principles applicable to health information, patient care and health records. Topics include: working of the American Legal System, courts and legal procedures, principles of liability, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record.

HIMT 1250 - Health Record Content and Structure
Prerequisite: HIMT 1100

2 Credits

This course provides a study of content, storage, retrieval, control, retention, and maintenance of health information. Topics include: health data structure, content and standards, healthcare information requirements and standards.

HIMT 1350 - Pharmacotherapy
Prerequisite: ALHS 1090

2 Credits

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

HIMT 1360 - Introduction to Pathopharmacotherapy
3 Credits

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept used in the administration of drugs. Topics include: introduction to pharmacology, sources and forms of drugs, drug classification, and drug effects on the body systems.

HIMT 1400 - Coding and Classification I - ICD
Prerequisites: ALHS 1011, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ALHS 1090, HIMT 1100, HIMT 1250, HIMT 1360
Corequisite: HIMT 1410

4 Credits

This course provides the student an introduction to Medical Coding & Classification of diseases, injuries, encounters, and procedures using standard applications of Medical Coding Guidelines to support reimbursement of healthcare services.

- ALHS 1011 is required for Health Information Coding (HI12) Program
- BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L is required for Health Information Technology (HI13) Program

HIMT 1410 - Coding and Classification II - ICD Advanced
Prerequisites: ALHS 1090, ALHS 1011, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, HIMT 1100, HIMT 1250, HIMT 1360
Corequisite: HIMT 1400

3 Credits

This course is a continuation of HIMT 1400 (Coding and Classification I). This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

HIMT 2150 - Healthcare Statistics
Prerequisites: HIMT 1250, MATH 1111, HIMT 1100
Corequisite: HIMT 2200

3 Credits

This course analyzes the study of methods and formulas used in computing and preparing statistical reports for health care services and vital records. It also focuses on the study of methods and techniques used in presenting statistical data.

HIMT 2200 - Performance Improvement
Prerequisites: HIMT 1100, HIMT 1250, HIMT 1200

3 Credits

This course introduces the students to the peer review and the role health information plays in evaluating patient care. The course investigates the components of performance improvement programs in health care facilities, including quality assessment, utilization management, risk management, and critical clinical pathways. State and local standards are included as well as review of the federal government's role in health care and accreditation requirements of various agencies.

HIMT 2300 - Healthcare Management
Prerequisites: HIMT 1100, HIMT 1250, HIMT 2150, HIMT 1200

3 Credits

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation.

HIMT 2375 - Healthcare Coding
Prerequisites: ALHS 1090, ALHS 1011

3 Credits

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.

HIMT 2400 - Coding and Classification System III - CPT/HCPCS
Prerequisites: HIMT 1400, HIMT 1410, HIMT 1100, HIMT 1250, ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ALHS 1011

3 Credits

This course provides an introduction to, and application of, codes using CPT/HCPCS system. Codes will be applied to workbook exercises, case studies, and actual outpatient charts. Codes will be assigned manually as well as by an encoder.

*Health Information Coding Diploma (HI12) students make take ALHS 1011

*Health Information Technology Degree (HI13) students make take BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L courses concurrently.

HIMT 2410 - Revenue Cycle Management
Prerequisites: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ALHS 1011, HIMT 1410, HIMT 1100, HIMT 1250, ALHS 1090
Corequisite: HIMT 2400

3 Credits

This course focuses on how the revenue cycle is impacted by various departments within the facility such as patient access/registration, case management/quality review, health information management, and patient accounting. Subjects include insurance plans, medical necessity, claims processing, accounts receivable, chargemaster, DRGs, APCs, edits, auditing and review. ICD and CPT coding as they relate to the billing function will be reviewed. The importance of revenue cycle management for fiscal stability is emphasized.

*Health Information Coding Diploma (HI12) students make take ALHS 1011

*Health Information Technology Degree (HI13) students make take BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L courses concurrently.

HIMT 2460 - Health Information Technology Practicum
Prerequisites: HIMT 1100, HIMT 1250, HIMT 1151, HIMT 1360, HIMT 1400, HIMT 1410, HIMT 2400, HIMT 2410, HIMT 1200, HIMT 2300, HIMT 2200, HIMT 2150

3 Credits

This course will allow students to perform advanced functions of a health information management (HIM) department. Students will work in realistic work environments in either a traditional, non-traditional, or lab setting. Activities will include application of all HIMT coursework. The student will also learn professional skills to prepare him/her for employment in the HIMT career field.

HIMT 2500 - Certification Seminar
Prerequisites: HIMT 1100, HIMT 1151, HIMT 1250, HIMT 1360, HIMT 1200, HIMT 1400, HIMT 1410, HIMT 2400, HIMT 2410

4 Credits

This course provides students with the opportunity to review for the certification exam. Students are also afforded the opportunity to develop a portfolio as they seek to make the transition into the workforce. Topics include: searching the job market; preparing the portfolio; stress management and burnout; test-taking strategies; and reviewing for the certification exam.

HIST 1111 - World History I
3 Credits

Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

HIST 1112 - World History II
3 Credits

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

HIST 2111 - U.S. History I to 1877
3 Credits

Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

HIST 2112 - U.S. History II since 1865
3 Credits

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 I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

HORT 1000 - Horticulture Science
3 Credits

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

HORT 1010 - Woody Ornamental Plant Identification
3 Credits

Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

HORT 1020 - Herbaceous Plant Identification
3 Credits

Emphasizes the identification,selection,and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

HORT 1030 - Greenhouse Management
4 Credits

This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

HORT 1040 - Landscape Installation
3 Credits

This course helps develop skills needed to prepare an area for plant and vital non-plant materials as well as install the landscape items as intended by the designer. Topics include: Workplace safety, retaining wall construction, landscape paving, irrigation and drainage, plant installation, and managerial functions related to landscape installation.

HORT 1041 - Landscape Construction
4 Credits

This course develops fundamental skills in landscape construction with an emphasis on landscape grading, drainage, retaining walls, and pavements. Topics include workplace safety, site preparation, project layout, construction methods, sequencing, and managerial functions.

HORT 1050 - Nursery Production and Management
4 Credits

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

HORT 1060 - Landscape Design
4 Credits

Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

HORT 1070 - Landscape Installation
4 Credits

This course develops skills needed for the proper selection, installation, and establishment of landscape trees, shrubs, groundcovers, turf and flowers. Topics include workplace safety, interpreting a landscape plan, soil preparation, planting methods, post care and establishment, and managerial functions for landscape installers.

HORT 1080 - Pest Management
3 Credits

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

HORT 1100 - Introduction to Sustainable Agriculture
3 Credits

Introduces the fundamentals of small scale agriculture with a sustainable approach. Emphasis will be placed on an industry overview, history and foundation of sustainable practices, management and fertility of soils, pest management, and economic and marketing theory and practices.

HORT 1110 - Small Scale Food Production
4 Credits

Continues hands-on experience in food-crop production to be sold direct to the consumer, at farmers markets or CSA (Community Sponsored Agriculture). Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.

HORT 1120 - Landscape Management
4 Credits

This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

HORT 1140 - Horticulture Business Management
3 Credits

This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

HORT 1150 - Environmental Horticulture Internship
3 Credits

This internship/practicum allows the student to become involved in an actual job placement or practicum experience. Environmental horticulture applications that require practice and follow through are emphasized. Topics include: work ethics, skills, and attitudes; demands within the horticulture industry; horticultural business management; and labor supervision.

HORT 1160 - Landscape Contracting
3 Credits

Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating and managerial skills for the landscape business environment. Topics include: overview of landscape industry, landscape business principles and practices, landscape bidding and estimating and managerial skills for the landscape business environment.

HORT 1250 - Landscape Contracting
4 Credits

This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for the local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting,and budding, tissue culture),and propagation facilities construction.

HORT 1310 - Irrigation and Water Management
4 Credits

Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.

HORT 1330 - Turfgrass Management
4 Credits

A study of turfgrass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds: and estimating costs on management practices.

HORT 1410 - Soils
3 Credits

This course introdcues students to the basic fundamentals of soil science including: soil formation and classification; physical, chemical and biological characteristics; soil fertility and productivity; and soil management and conservation practices.

HORT 1420 - Golf Course Design Construction and Management
3 Credits

Introduces basic golf course design principles as well as construction and renovation activities and basic golf course maintenance practices. Topics include: introduction and history, golf course design principles, golf course construction and golf course maintenance.

HORT 1430 - Advanced Landscape Design
4 Credits

This course familiarizes students with approaches to garden and small outdoor space design. Students will examine various approaches to color and design theory relevant to designing gardens and outdoor spaces. Topics include history of design, landscape design principles and elements, sketching and drawing skills, design analysis, garden design styles, plant material selection and the development of a garden planting plan.

HORT 1440 - Landscape Grading and Drainage
4 Credits

Allows students to become familiar with basic site grading procedures that promote proper site drainage. This course emphasizes a hands-on approach to grading using hand and machine-driven equipment. Topics include: overview of grading and drainage, topographic map reading and evaluation, basic surveying procedures and equipment usage, site analysis and drainage design and installation, grading equipment operation and safety and grading landscape areas.

HORT 1500 - Small Gas Engine Repair and Maintenance
4 Credits

Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

HORT 1560 - Computer-Aided Landscape Design
4 Credits

Introduces computer aided landscape design techniques and used in landscape design projects. Emphasis is placed on practical application of landscape design processes through use of computer applications. Topics include: software commands; scale and layers operations; and drawing and design.

HORT 1680 - Woody Plant Identification II
3 Credits

Students will develop a systematic approach to proper classification, nomenclature, identification, culture and use of many different woody plant species suitable for the region. Topics include: principles of plant classification and nomenclature, identification traits of woody plants and identification, culture and use of woody landscape plant species.

HORT 1720 - Introductory Floral Design
4 Credits

This course introduces the basic concepts and practices of floral design. Topics include: introduction to floral design; principles and elements of design used in floral compositions; identification of commonly used floral materials; conditioning and storing cut flowers; mechanics and supplies of flower arranging; construction of basic geometric designs; and corsage construction.

HORT 1730 - Advanced Floral Design
Prerequisite: HORT 1720

4 Credits

Advanced floral design theory; techniques and skills which enhances students' ability to design with cut and dried floral materials with emphasis on party, wedding, sympathy and high-style floral designs.

HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management
3 Credits

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.

HRTM 1110 - Travel Industry and Travel Geography
3 Credits

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 Greenland, Europe, Middle East and Africa, Far East, Australia, New Zealand and Pacific Islands, and travel regulations and documents needed to travel internationally.

HRTM 1120 - Tour and Cruise Management
3 Credits

Provides students with an orientation to the duties and responsibilities of the tour operator and an overview of the cruise industry. The course also gives students an opportunity to gain the technical knowledge and skills needed to utilize computerized reservation and information systems. Emphasis is placed on the operator's role in planning and conducting tours and cruises as well as accessing data bases and identifying options which satisfy customer's needs. Topics include: planning individual tours, planning group tours, transportation arrangements, accommodation options, entertainment options, foreign country tours, and manager's on-tour responsibilities the ship, living quarters, amenities, shipboard activities, and marketing, selling of cruises, agency computer hardware, computer reservation systems, automated travel information, back-room accounting, and trends in automated travel data systems.

HRTM 1130 - Business Etiquette and Communication
3 Credits

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.

HRTM 1140 - Hotel Operations Management
3 Credits

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.

HRTM 1150 - Event Planning
3 Credits

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.

HRTM 1160 - Food and Beverage Management
3 Credits

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.

HRTM 1170 - Hospitality, Industry Accounting and Financial Analysis
3 Credits

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.

HRTM 1201 - Hospitality Marketing
3 Credits

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.

HRTM 1210 - Hospitality Law
3 Credits

Introduces the student to local, state, federal, and international laws which govern the hospitality industry. Emphasis is placed on creating a workplace where compliance with the law, adherence to ethical standards, and stressing security and loss prevention are the basis for every decision. Topics include civil law, the structure of hospitality enterprises, government agencies that impact the hospitality industry, preventative legal management, contracts, employee selection and management, duties and obligations to employees and guests, and crisis management.

HRTM 1220 - Supervision and Leadership in the Hospitality Industry
3 Credits

This course 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.

HRTM 1230 - Internship
3 Credits

This course introduces students to the application and reinforcement of hotel/restaurant/tourism operational principles, in an actual job placement. 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 evaluation. Pre-requisites: HRTM 1100

HUMN 1101 - Introduction to Humanities
Prerequisite: ENGL 1101

3 Credits

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.

ICET 2010 - Electromechanical Devices
3 Credits

This course introduces electromechanical devices which are essential control elements in electrical systems. Topics include: fundamentals of electromechanical devices, control elements in electrical circuits, typical devices such as generators and alternators, D.C. and A.C. motors and controls, and transformers. Quantitative analysis of power losses, power factors, and efficiencies in D.C., single-phase and three-phase dynamos are stressed. Laboratory work parallels class work.

ICET 2020 - Instrumentation and Process Management
Prerequisite: ICET 2010

4 Credits

This course introduces control system components and theory as they related to controlling industrial processes. Course covers identification, interpretation and design of loop and piping & instrumentation (P&ID) drawings. Mechanical, fluidic, temperature, and miscellaneous sensors are studied with emphasis on measuring techniques. Topics include: open and closed loop control theory, feedback, transducers, signal conditioning, P&IDs and control hardware and actuators. Laboratory work heavily emphasizes practical exercises and applications.

ICET 2030 - Programmable Logic Controllers
Prerequisite: ICET 2010

4 Credits

Emphasizes an in-depth study of the programmable controller with programming applications involving control of industrial processes. Course explores SCADA system hardware. Topics include: input and output modules, logic units, memory units, power supplies, ladder diagrams, relay logic timers and counters, control strategy, programming, networks, user interface (HMI), communication equipment and software and troubleshooting. Lab work parallels class work with emphasis on program execution, effectiveness, efficiency and integration.

ICET 2050 - Process Control
Prerequisites: ICET 2020, ICET 2030

4 Credits

Provides a study of process control system design. Students explore system design and tuning, integration of sensors, transmitters, indicators, controllers and final control elements. Industrial electronics, control loop theory, PID (Proportion, Integral, Derivative) control theory, loop tuning, and control loop troubleshooting are emphasized.

IDFC 1007 - Industrial Safety Procedures
2 Credits

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IDFC 1011 - Direct Current I
Corequisite: MATH 1012

3 Credits

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.

IDFC 1012 - Alternating Current I
Corequisite: IDFC 1011

3 Credits

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.

IDFC 1013 - Solid State Devices
Prerequisites: IDSY 1101, IDSY 1105

3 Credits

Introduces the physical characteristics and applications of solid state devices. Topics include: introduction to semiconductor fundamentals, diode applications, basic transistor fundamentals, basic amplifiers, and semiconductor switching devices.

IDSY 1005 - Introduction to Mechatronics
4 Credits

This course provides an introduction to the field of mechatronics and automation technology. Topics include automation technology as a part of engineering sciences, fundamentals of electrical engineering, sensors, fundamentals of pneumatics, electrical drives, applications of relays in electropneumatics, and programmable logic controllers.

IDSY 1100 - Basic Circuit Analysis
5 Credits

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

IDSY 1101 - DC Circuit Analysis
3 Credits

This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series; parallel, and simple combination circuits; and laboratory procedures and safety practices.

IDSY 1105 - AC Circuit Analysis
3 Credits

This course 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, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

IDSY 1110 - Industrial Motor Controls I
4 Credits

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

IDSY 1115 - Basic Motor Controls
5 Credits

This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

IDSY 1120 - Basic Industrial PLC's
Corequisite: IDSY 1110

4 Credits

This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

IDSY 1130 - Industrial Wiring
4 Credits

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDSY 1135 - Basic Industrial Wiring
5 Credits

Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDSY 1160 - Mechanical Laws and Principles
4 Credits

Introduces the student to fundamental laws and principles of mechanics. Topics include: Mechanical Principles of Simple Machines; Force, Torque, Velocity, Acceleration, and Inertia; Rotational Motion; Work, Power, and Energy; Matter; Gases; Fluid Power; and Heat. The course emphasizes understanding terminology and using related problem solving skills in everyday physical applications of mechanical technology. Competencies are reinforced with practical hands on lab exercises.

IDSY 1161 - Fundamentals of Machine Tool and Mechanical Systems
4 Credits

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.

IDSY 1170 - Industrial Mechanics
4 Credits

This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

IDSY 1190 - Fluid Power Systems
4 Credits

This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

IDSY 1195 - Pumps and Piping Systems
3 Credits

This course 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.

IDSY 1210 - Industrial Motor Controls II
Corequisite: IDSY 1110

4 Credits

This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

IDSY 1220 - Intermediate Industrial PLC's
Corequisite: IDSY 1120

4 Credits

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

IDSY 1230 - Industrial Instrumentation
4 Credits

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

IDSY 1240 - Maintenance for Reliability
4 Credits

Applies advanced instrumentation in conjunction with principles of mechanical physics, vibration and particulate analysis, thermography, and advanced reliability concepts relative to precision/predictive maintenance of industrial equipment.

IDSY 1260 - Machine Tool for Industrial Repairs
4 Credits

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 keyseats and keys.

IDSY 2830 - Networking Industrial Equipment
4 Credits

Provides communication and networking skills needed for cabling and connection to PLC/HMI Devices.

LOGI 1000 - Business Logistics
3 Credits

Provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to Transport, Inventory, and Location strategies, Customer Service Goals and Organization and Control.

LOGI 1015 - Purchasing and Materials Management
3 Credits

This course will introduce students to Materials Management and Purchasing fundamentals by learning the purchasing cycle, establishing material requirements, selecting suppliers, price determination, planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the student's knowledge of supply chains and how effective purchasing and material management improves supply chain performance.

LOGI 1030 - Product Lifecycle Management
3 Credits

The core of product lifecycle management is the creation, preservation and storage of data relating to an organizations products and activities to ensure its available for daily operations. Students will learn that effective product lifecycle management is an essential tool for coping with the demanding global competition and ever-shortening product and component life cycles.

LOGI 2000 - Freight Brokerage Operations
4 Credits

Provides a detailed understanding of the purpose and benefits of freight brokerages. The course will emphasis is placed on: overview of the planning, development, and execution of non asset based freight brokerage transportation management services as well as focus on the process for obtaining a brokerage license, daily operations, building a shipper customer base, completing RFP/bids, negotiate rates, sourcing and qualifying motor carriers, federal, state, and local regulations, and gaining a detailed understanding of the diverse types of cargo as well as their respective transportation requirements and the dispatch process.

MAST 1010 - Legal and Ethical Concerns in the Medical Office
2 Credits

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

MAST 1030 - Pharmacology in the Medical Office
Prerequisites: MATH 1012, MATH 1111

4 Credits

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

MAST 1060 - Medical Office Procedures
4 Credits

Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

MAST 1080 - Medical Assisting Skills I
Prerequisites: ALHS 1011, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ALHS 1090
Corequisite: ALHS 1040

4 Credits

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

MAST 1090 - Medical Assisting Skills II
Prerequisites: ALHS 1011, ALHS 1040, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ALHS 1090, MAST 1080, MAST 1030, MAST 1120

4 Credits

Furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAST 1100 - Medical Insurance Management
Prerequisites: ALHS 1011, BUSN 1440, ENGL 1010, COMP 1000, ALHS 1090

2 Credits

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

MAST 1110 - Administrative Practice Management
Prerequisites: ALHS 1011, ALHS 1090, BUSN 1440, ENGL 1010, COMP 1000, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, MAST 1100, MAST 1120

3 Credits

Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

MAST 1120 - Human Diseases
Prerequisites: ALHS 1011, ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L

3 Credits

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

MAST 1170 - Medical Assisting Externship
Corequisite: MAST 1180

4 Credits

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

MAST 1180 - Medical Assisting Seminar
Corequisite: MAST 1170

4 Credits

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.

MATH 1011 - Business Math
3 Credits

Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.

MATH 1012 - Foundations of Mathematics
3 Credits

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

MATH 1013 - Algebraic Concepts
3 Credits

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

MATH 1015 - Geometry and Trigonometry
Prerequisite: MATH 1013

3 Credits

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

MATH 1017 - Trigonometry
Prerequisite: MATH 1013

3 Credits

Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

MATH 1101 - Mathematical Modeling
3 Credits

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.

MATH 1111 - College Algebra
3 Credits

Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

MATH 1112 - College Trigonometry
Prerequisite: MATH 1111

3 Credits

Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

MATH 1113 - Precalculus
Prerequisite: MATH 1111

3 Credits

Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

MATH 1127 - Introduction to Statistics
3 Credits

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.

MATH 1131 - Calculus I
Prerequisite: MATH 1113

3 Credits

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.

MCHT 1011 - Introduction to Machine Tool
4 Credits

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools.Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

MCHT 1013 - Machine Tool Math
3 Credits

This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

MCHT 1020 - Heat Treatment and Surface Grinding
4 Credits

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.

MCST 1000 - Introduction to Motorcycle Technology
4 Credits

This course serves as an introduction to the program and the field of professional motorcycle service. Topics include: work facility safety and cleanliness, safety devices, environmental safety, fire prevention, personal safety, as well as the operation, construction, design, testing, maintenance, and repair of motorcycle and ATV systems and components.

MCST 1110 - Motorcycle Maintenance
Corequisite: MCST 1000

5 Credits

This course serves as an introduction to the field of professional motorcycle service. Topics include: advanced shop and tool techniques, preventive maintenance, adjustments, and minor repairs. Upon completion students should be able to perform basic inspection and service of motorcycles and ATVs.

MCTX 2250 - Mechatronics Capstone
3 Credits

This capstone course for the mechatronics specialization track will be used as the final project for the mechatronics students. Students will integrate and build upon knowledge and skills gained in previous courses to design, assemble, and analyze mechatronic systems using modern methods and tools. Lectures and laboratory experiences will include control theory, dynamic system behavior, communication protocols, pneumatics, embedded programming, and analysis in time-and-frequency domains. The course concludes with an open-ended team-based multi-week design project.

MEGT 1010 - Manufacturing Processes
Prerequisite: ENGT 1000

3 Credits

This course introduces industrial manufacturing processes that employ processes for material shaping, joining, machining and assembly to the student. Topics include: casting, shaping and molding of metals, ceramics and polymers; particulate processing of metals and ceramics, metal forming, machining, sheet metal working, joining and assembling, surface treatment, and manufacturing design considerations. Emphasis is provided on raw materials, quality, and costs of finished products. The course includes lab exercises that demonstrate the applications of the topics covered in actual manufacturing processes.

MEGT 2030 - Statics
Prerequisites: ENGT 1000, MATH 1112, MATH 1113

3 Credits

This course introduces the student to the study of forces acting on objects and their effects on a body at rest or at constant velocity. Static principles are applied in analyzing structural systems. Topics include: vectors, resultants, equilibrium of force systems, free body diagrams (FBD), analysis of trusses and frames, distributed loading and geometric properties of areas. Emphasis is placed on bodies at rest in both 2 dimensions and 3 dimensions.

MEGT 2080 - Strength of Materials
Prerequisite: MEGT 2030

4 Credits

This course studies the behavior of materials when subjected to different loadings and constraints. Topics include: stress, strain, material properties, properties of cross sectional areas, bending and buckling of members, beam and column analysis, torsion and combined loading. Emphasis is provided on predicting material behavior in various mechanical applications and utilizing fundamental analysis techniques to determine stress in solids under tension, compression, torsion and/or shear. The course includes hands on laboratory exercises such as evaluating beam deflection and the thermal expansion of various metals.

MEGT 2090 - Machine Design
Prerequisite: MEGT 2080

4 Credits

This course introduces the theories and techniques used in the design of machine elements. Topics include: design of gears, belts, shafts, fasteners, springs, bearings, chains, brakes and clutches. Emphasis is provided on solving design process problems using applied engineering mechanics and strength of materials. Students will take the design principles for machine elements and perform hands on laboratory exercises in the topic areas.

MEGT 2100 - Manufacturing Quality Control
Prerequisites: ENGT 1000, MATH 1013, MATH 1111

3 Credits

This course 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.

MEGT 2260 - Fluid Power
Prerequisite: MATH 1113
Corequisites: MEGT 2030, PHYS 1111, PHYS 1111L

3 Credits

This course studies the transportation of energy in liquid and gas systems and introduces the student to HVAC and cooling towers. Topics include: fundamental fluid theory and application, storage, control, components, symbols, circuits, and cooling processes. Emphasis is provided on hydraulic and pneumatic systems. The course includes hands on laboratory exercises such as pump selection and building circuits on a hydraulic trainer.

MGMT 1100 - Principles of Management
3 Credits

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 Managers Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

MGMT 1105 - Organizational Behavior
3 Credits

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MGMT 1105L - Organizational Behavior
3 Credits

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MGMT 1110 - Employment Rules & Regulations
3 Credits

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

MGMT 1115 - Leadership
3 Credits

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MGMT 1115L - Leadership
3 Credits

This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MGMT 1120 - Introduction to Business
3 Credits

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MGMT 1120L - Introduction to Business
3 Credits

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MGMT 1125 - Business Ethics
3 Credits

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

MGMT 1135 - Managerial Accounting and Finance
3 Credits

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis.

MGMT 1310 - Introduction to Quality Assurance
3 Credits

This course will provide an introduction to Six Sigma quality improvement methodology and philosophy designed to reduce product and or service failure rates to near perfection. An emphasis will be made on a disciplined, data driven approach to work toward the elimination of defects across every business area. Course blends theoretical concepts and practical ideas from proven applications of the Six Sigma methodology and will help you understand a methodical approach to problem resolution and problem prevention.

MGMT 1315 - Define and Measure
3 Credits

This course will introduce the student to the first two phases of the Six Sigma process which are define and measure. The material will emphasize the importance of developing a clear definition of the scope of any Six Sigma process and use the SIPOC in determining that scope, as well as the use of certain tools in that process. The course will also illustrate the use of selected tools in the measure phase of the Six Sigma process and the statistical models used in these tools.

MGMT 1320 - Analyze, Improve, Control
3 Credits

This course will provide the necessary tools to develop data analysis techniques for a particular process. It will suggest specific methodologies for improvement utilizing the information derived from determining process capability and will offer specific techniques designed to enable the student to sustain and maintain process improvement solutions.

MGMT 1325 - Strategies of Operations Management
3 Credits

This course will provide the learner with an introduction to the strategies of operations management, their definition and application. Topics that will be explored are productivity, the strategy of operations management, the design of products and services, process strategy, and location and layout strategies.

MGMT 1330 - Organizational Operations and Strategies
3 Credits

This course will acquaint the student with the differing types of operations necessary for the successful flow of product within an organization. Topics that will be discussed include human resources strategies, supply chain operations, inventory and planning management, and material and scheduling operations.

MGMT 1340 - Quality Assurance Philosophy
3 Credits

This course will present the historical basis for Six Sigma in America business and industry. The course will blend theoretical and practical ideas from proven applications of the Six Sigma methodology, enabling the student to demonstrate the use of the basic tools and techniques of Six Sigma improvement. The relationship between Lean and Six Sigma will be evaluated as a means for the overall reduction of waste and the improvement of quality through elimination of defects in products and services.

MGMT 1350 - Quality Assurance Tools
3 Credits

This course will introduce the data collection, analysis and statistical tools that are necessary for use in Six Sigma projects. The student will be provided with opportunities to apply these tools as well as interpreting the results. Hypothesis testing will be emphasized in its relation to overall improvement of processes. A methodical approach to problem resolution and prevention will be provided.

MGMT 1360 - Advanced Quality Assurance Process
3 Credits

This course will emphasize the tools and techniques necessary to implement change in processes to maximize ROI and to improve overall effectiveness and efficiency. Emphasis will be made on the role of control charting in maintaining changes in processes. The role of communicating the rationale and methodology of changes will be included.

MGMT 2115 - Human Resource Management
3 Credits

This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

MGMT 2120 - Labor Management Relations
3 Credits

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

MGMT 2125 - Performance Management
3 Credits

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. . Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

MGMT 2130 - Employee Training and Development
3 Credits

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

MGMT 2130L - Employee Training and Development
3 Credits

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

MGMT 2135 - Management Communication Techniques
Corequisite: COMP 1000

3 Credits

Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology/Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

MGMT 2140 - Retail Management
3 Credits

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

MGMT 2140L - Retail Management
3 Credits

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

MGMT 2145 - Business Plan Development
3 Credits

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

MGMT 2150 - Small Business Management
3 Credits

This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

MGMT 2155 - Quality Management Principles
3 Credits

Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.

MGMT 2200 - Production/Operations Management
3 Credits

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

MGMT 2205 - Service Sector Management
3 Credits

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MGMT 2205L - Service Sector Management
3 Credits

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MGMT 2209 - Introduction to Project Management
3 Credits

The project management course offers general knowledge of how to take a project from start to finish. The focus of the course will be on all aspects of managing a project, to include but not limited to planning, process, documentation, costs, risks, human resources, procurement, and tools required for effective projects. The course will also have students creating project Charters, Work Breakdown Structures and Statements of Work (SOW).

MGMT 2210 - Project Management
3 Credits

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MGMT 2215 - Team Project
3 Credits

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

MGMT 2220 - Management Occupation-Based Instructions
Corequisites: ENGL 1010, MGMT 1100

3 Credits

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.

MGMT 2225 - Operations Management Occupation-Based Instruction
3 Credits

A reinforcement of operations management principles in an actual job setting or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into operations management applications on the job. Topics include problem solving, adaptability to the job setting, the use of proper interpersonal skills, the application of operations management techniques, and professional development.

MGMT 2410 - Business Management
Credits

Undefined

MGMT 2410L - Change and Career Management
3 Credits

This course focuses on the impact of change on the workplace and the personal responsibility involved in responding to change in any circumstance. Specific emphasis will be made on the role of change in the field of career management. Specific topics that will be covered are change management, problem solving skills, personal image, and career management.

MKTG 1100 - Principles of Marketing
3 Credits

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

MKTG 1110 - Principles of E-Commerce
3 Credits

The evolution of the Internet has an immense impact on the nature todays business world. Companies and organizations of all types and sizes are adjusting their marketing strategies and re-evaluating how to best operate their business. This principles of ecommerce course will explore the culture and demographics of the internet, different on-line business strategies, identify appropriate target segments, pricing structure, hardware and software tools necessary for Internet commerce and implementation of effective marketing strategies in computer-associated environments. The course includes the identification of appropriate target segments, the development of product opportunities, pricing structures, distribution channels and execution of marketing strategies.

MKTG 1130 - Business Regulations and Compliance
3 Credits

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

MKTG 1160 - Professional Selling
3 Credits

This course introduces professional selling skills and processes. Topics include: professional selling, product/sales knowledge, customer analysis/relations, selling process, sales presentations, and ethics of selling.

MKTG 1161 - Service Industry Business Environment
2 Credits

This course introduces the learner to the service industry. Topics include: an introduction to the service industry business environment, an introduction to life-long learning, work ethic and positive behavior required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

MKTG 1162 - Customer Contact Skills
4 Credits

This course provides students with skills necessary to communicate with customers and successfully manage that relationship in both telephone and face-to-face situations. Topics include skills to effectively communicate with customers, developing rapport with customers, problem-solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multicultural customer. Computer-Based Training (CBT) is used to allow students to practice skills using simulated business situations.

MKTG 1163 - Computer Skills for Customer Service
2 Credits

Provides students with the fundamentals of computer skills used in a customer service environment. Topics include introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases and introduction to E-mail.

MKTG 1164 - Business Skills for Customer Service Environment
2 Credits

Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include introduction to management, managing multiple tasks and priorities, and tolls for team problem-solving and service improvement.

MKTG 1165 - Personal Effectiveness in Customer Service
1 Credits

Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include personal wellness and stress management, positive image, and job interview skills.

MKTG 1190 - Integrated Marketing Communications
3 Credits

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths.

MKTG 1210 - Services Marketing
3 Credits

This course introduces the marketing skills required in a service business. Topics include: foundation of services marketing, managing service delivery/encounters, services marketing strategy, and aligning strategy service design, and standards.

MKTG 1270 - Visual Merchandising
3 Credits

This course focuses on the components of the visual merchandising of goods and services. Topics include: design and color principles, tools and materials of the trade, lighting and signs, installation of displays, store planning, safety, and related areas of visual merchandising and display.

MKTG 1280 - Introduction to Sports and Recreation Management
3 Credits

This course introduces the sociological, philosophical, economic, and historical aspects of the sports and recreation industry. Topics include: nature of sports and recreation management, sports management landscape, research and trends, programming in sports and recreation management, employee training, evaluation and relations, fiscal topics in the business of sports and recreation, and careers in sports and recreation management.

MKTG 1370 - Consumer Behavior
3 Credits

This course analyzes consumer behavior and applicable marketing strategies. Topics include: the nature of consumer behavior, influences on consumer behavior, consumer decision-making process, role of research in understanding consumer behavior, and marketing strategies.

MKTG 2000 - Global Marketing
Prerequisite: MKTG 1100

3 Credits

This course introduces opportunities and international strategies employed in the global marketplace. Topics include: the environment of international marketing, analyze international marketing opportunities, international market entries, design an international marketing strategy, and career paths in international marketing.

MKTG 2010 - Small Business Management
3 Credits

This course introduces competencies required in managing a small business. Topics include: nature of small business management, business management and organizational change, marketing strategies, employee relations, financial planning, and business assessment and growth.

MKTG 2030 - Digital Publishing and Design
Prerequisite: COMP 1000

3 Credits

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.

MKTG 2060 - Marketing Channels
3 Credits

Emphasizes the design and management of marketing channels. Topics include: role of marketing channels, channel design and planning, supply chain management, logistics, and managing marketing channels.

MKTG 2070 - Buying and Merchandising
3 Credits

Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

MKTG 2080 - Regulations and Compliance in Sports
3 Credits

This course introduces the legal principles involved in sports. Topics include: nature of sports law, sports law and change, sports law environment, court decision processes, and sports contracts.

MKTG 2090 - Marketing Research
Prerequisite: MKTG 1100

3 Credits

This course conveys marketing research methodology. Topics include: role of marketing research, marketing research process, ethics in marketing research, research design, collection data analysis, reporting, application of marketing research, and marketing research career paths.

MKTG 2180 - Principles of Sports Marketing
3 Credits

This course applies the principles of marketing utilized in the sports industry. Topics include: nature of sports marketing, role of sports marketing, marketing principles specific to sports, marketing mix to achieve goals, and electronic landscape and media in sports.

MKTG 2210 - Entrepreneurship
6 Credits

This course provides an overview of the steps in establishing a business. A formal business will be created. Topics include planning, location analysis, financing, developing a business plan, and entrepreneurial ethics and social responsibility.

MKTG 2270 - Retail Operations Management
3 Credits

This course emphasizes the planning, staffing, leading, organizing, and controlling management functions in a retail operation. Topics include: the retailing environment, retailing strategy, supply chain management, financial planning, financial strategies, employee relations, and career paths in retailing.

MKTG 2280 - Sports Management
Prerequisite: MKTG 1280

3 Credits

This course emphasizes leadership and management in the sports marketing industry. Topics include: leadership, budgeting, project management, event management, contract negotiation, and international sports marketing.

MKTG 2290 - Marketing Internship/Practicum
3 Credits

This course applies and reinforces marketing and employability skills in an actual job placement or practicum experience. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing skills, and professional development.

MKTG 2291 - Marketing Internship/Practicum II
3 Credits

This course expands the opportunity for the application and reinforcement of marketing administration and employability principles in an actual job placement or practicum experience. Students are challenged with occupational responsibilities through realistic work situations and are provided with insights into marketing administration applications on the job. Topics include: problem-solving, adaptability to the job setting, use of proper interpersonal skills, application of marketing administration techniques, and professional development.

MKTG 2300 - Marketing Management
Prerequisite: MKTG 1100

3 Credits

This course 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. This course is the capstone course for the Marketing Management program and requires successful completion of a project (Marketing Plan).

MKTG 2500 - Exploring Social Media
Corequisite: MKTG 1100

3 Credits

This course explores the environment and current trends of social media as it relates to marketing functions. Topics include: history of the internet and social media, social media dashboards, legal issues of social media, outsourcing vs. in-house administration, and the current social media ecosystem including applications in the following areas: communication, collaboration/authority building, multimedia, reviews and opinions, and entertainment.

MKTG 2550 - Analyzing Social Media
Prerequisite: MKTG 1100
Corequisite: MKTG 2500

3 Credits

This course 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).

MRIM 2300 - Orientation and Introduction to MRI
Corequisites: MRIM 2320, MRIM 2350

3 Credits

Provides knowledge of patient care and assessment, contrast agents, MRI safety, medical ethics and law, cultural diversity, and patient information management. Topics include: MRI history, anatomy, patient care and assessment, MRI safety, instrumentation, MRI fundamentals, and image parameters.

MRIM 2320 - MRI Procedures & Cross Sectional Anatomy
Corequisites: MRIM 2300, MRIM 2350

3 Credits

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for magnetic resonance imaging of the head and neck, spine, thorax, abdomen, pelvis, and musculoskeletal system. Topics include: anatomy, scanning protocol, MRI safety, image contrast, and image formation.

MRIM 2330 - MRI Physics & Instrumentation
Corequisites: MRIM 2360, MRIM 2370

3 Credits

Introduces the concepts of basic physics and instrumentation for magnetic resonance imaging. Topics include imaging parameters, image quality, MRI Fundamentals, image processing and display, and special procedures.

MRIM 2350 - Magnetic Resonance Imaging Clinical Education I
Corequisites: MRIM 2300, MRIM 2320

6 Credits

Introduces students to the magnetic resonance imaging department and provides an opportunity for participation in and observation of MRI procedures. Topics include equipment utilization, contrast medias, exam preparation, patient care and assessment, scanning protocol, image quality and progress toward completion of clinical competency evaluations.

MRIM 2360 - Magnetic Resonance Imaging Clinical Education II
Corequisites: MRIM 2330, MRIM 2370

6 Credits

Intermediate course that reinforces learning obtained in MRI 110. Topics include exam preparations, patient care and assessment, equipment utilization, image quality, scanning protocol, contrast media, quality control, and progress toward completion of clinical competency evaluations.

MRIM 2370 - MRI Review
Corequisites: MRIM 2300, MRIM 2320, MRIM 2330

3 Credits

Provides a comprehensive review of patient care, imaging procedures, imaging formation and data acquisition for the magnetic resonance imaging certification exam. Topics include: anatomy, scanning protocol, MRI safety, image contrast, image formation, exam preparation, contrast media, patient care and assessment, equipment utilization, image quality, imaging parameters, MRI fundamentals, image processing and display, and special procedures.

MSNR 1005 - Introduction to Masonry and Basic Bricklaying
4 Credits

This course provides an orientation to the masonry field and places importance on practices necessary for general safety, use of tools, materials, and equipment. Basic bricklaying skills are emphasized and practiced to ensure competency. Topics include safety procedures, materials equipment needed, materials estimation, mortar mixing, butter brick and block, and cut masonry units.

MSNR 1010 - Masonry Applications I
4 Credits

This course provides competency in creating basic bonds and patterns, and developing additional skills in laying out corners, leads, and jambs. Topics include basic structural bonds and patterns, corner layout, lead development, and jamb construction.

MSNR 1015 - Introduction to Masonry
3 Credits

This course provides an orientation to the masonry field and places importance on practices necessary for general safety, use of tools, materials, and equipment. Topics include Introduction to the Trade, Masonry Safety, Masonry Tools and Equipment, Measurements, Drawings and Specifications, and Mortar.

MSNR 1020 - Masonry Applications II
4 Credits

This course is designed to present wall types, methods, and techniques for laying masonry units to the line and correct spacing. In addition, techniques for pointing, cleaning, and caulking will be discussed. Topics include wall types, methods, and techniques, pointing, cleaning, and caulking.

MSNR 1025 - Masonry Installation Techniques
4 Credits

This course describes characteristics of block and brick; how to set up, lay out, and bond block and brick; how to cut block and brick; how to lay and tool block and brick; and how to clean block and brick once they have been laid. Topics also include information about masonry reinforcements and accessories that masons use on the job to lay block and brick professionally and safely.

MSNR 1035 - Intermediate Masonry I
4 Credits

This course focuses on residential masonry techniques, reinforced masonry, and masonry openings and metal work.

MSNR 1055 - Intermediate Masonry II
4 Credits

This course focuses on advanced laying techniques, effect of climate on masonry, and construction inspection and quality control.

MSNR 1105 - Advanced Masonry I
4 Credits

This course focuses on advanced masonry techniques to include elevated masonry, specialized materials and techniques, masonry repair and restoration.

MSNR 1115 - Advanced Masonry II
5 Credits

This course culminates the instruction in advanced masonry. Topics include commercial drawings, estimating, site layout, stone masonry, and crew leadership fundamentals.

MSNR 2105 - Brick and Block I
4 Credits

This course introduces methods for site layout and techniques for construction of footings and foundations to include moisture control. Instruction also emphasizes skills for planning and building various types of masonry walls using reinforcement and finishing techniques. Topics include site layout, footings, foundations, columns and piers, waterproofing, pilasters, expansion and control joints, and flashings and parapets.

MSNR 2110 - Tile Setting I
4 Credits

This course provides the knowledge and skills necessary for students to master tile setting skills. General topics include an orientation to tiling, general safety precautions, tiling tools, equipment, and materials, surface preparation procedures, and tile mortar mixes and applications.

MSNR 2205 - Brick and Block II
4 Credits

This course provides instruction in the design and construction of fireplaces, chimneys, and selected ornamental structures. Topics include the fireplace types and design, fireplace inserts, mantle and hearth design, chimney types, and ornamental structure materials and techniques.

MSNR 2210 - Tile Setting II
4 Credits

This course is designed to expand knowledge and skills introduced in Tile Setting I. Emphasis is placed on additional hands-on experience to develop mastery level skills. Topics include laying out, cutting, and fitting tile, grouting, cleaning and curing tile, and setting tile and accessories on floors and walls.

MSNR 2500 - Masonry Internship/Practicum
3 Credits

This course will provide the necessary professional development opportunity to support and enhance the students mastery of masonry theory and skills. Emphasis will be placed on attaining development levels equivalent to that of a one year apprentice mason. The requirements for this course may be met in an approved industrial internship environment, or in a combination of an approved industrial internship environment and laboratory setting. Topics will include all of the basic skills identified in all occupational course work.

MUSC 1101 - Music Appreciation
Prerequisite: ENGL 1101

3 Credits

Explores the formal elements of musical composition, musical form and style, and the relationship of music to historical periods. The course includes listening and analysis of well known works of music. This course encourages student interest in musical arts beyond the classroom.

NAST 1100 - Nurse Aide Fundamentals
Corequisites: ALHS 1040, ALHS 1060, ALHS 1090, ALHS 1011, COMP 1000

6 Credits

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 prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

NAST 2100 - Nurse Aide Accelerated
7 Credits

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.

PHAR 1000 - Pharmaceutical Calculations
Prerequisites: MATH 1111, MATH 1012

4 Credits

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHAR 1010 - Pharmacy Technology Fundamentals
5 Credits

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

PHAR 1020 - Principles of Dispensing Medications
Prerequisites: PHAR 1000, PHAR 1010, PHAR 1040

4 Credits

This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

PHAR 1030 - Principles of Sterile Medication Preparation
Prerequisites: PHAR 1000, PHAR 1010, PHAR 1040

4 Credits

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.

PHAR 1040 - Pharmacology
4 Credits

The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

PHAR 1050 - Pharmacy Technology Practicum
Prerequisites: PHAR 1020, PHAR 1030

5 Credits

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication,

PHAR 1055 - Pharmacy Assistant Practicum
Prerequisites: ALHS 1011, ALHS 1090, MATH 1012, PHAR 1000, PHAR 1010, PHAR 1040
Corequisite: PHAR 1020

5 Credits

This course 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.

PHAR 2060 - Advanced Pharmacy Technology Principles
Prerequisites: COMP 1000, PHAR 1030, PHAR 1050, PHAR 1020

3 Credits

This course 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.

PHAR 2070 - Advanced Pharmacy Technology Practicum
Prerequisites: COMP 1000, PHAR 1030, PHAR 1050, PHAR 1020

5 Credits

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.

PHLT 1030 - Introduction to Venipuncture
Prerequisite: ALHS 1040

3 Credits

Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

PHLT 1050 - Clinical Practice
Pre/Corequisite: PHLT 1030

5 Credits

Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

PHYS 1110 - Introductory Physics
3 Credits

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PHYS 1111 - Introductory Physics I
Prerequisites: ENGL 1101, MATH 1112, MATH 1113
Corequisite: PHYS 1111L

3 Credits

The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics.

PHYS 1111L - Introductory Physics I Lab
Prerequisites: ENGL 1101, MATH 1112, MATH 1113
Corequisite: PHYS 1111

1 Credits

Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy and power, momentum and collisions, one- and two-dimensional motion, circular motion and law of gravity, rotational dynamics and static equilibrium, elasticity theory, harmonic motion, theory of heat and heat transfer, thermodynamics, wave motion, and sound.

PHYS 1112 - Introductory Physics II
Prerequisites: PHYS 1111, PHYS 1111L
Corequisite: PHYS 1112L

3 Credits

The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction).

PHYS 1112L - Introductory Physics II Lab
Prerequisites: PHYS 1111, PHYS 1111L
Corequisite: PHYS 1112

1 Credits

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.

PLBG 1000 - Introduction to Plumbing
3 Credits

This course provides an introduction to the Plumbing construction trade. The knowledge and skills required to succeed in the Plumbing industry are emphasized. Topics include general safety rules and practices, introduction to construction and the pipe trades, and work ethics, communication, and affective skills and practices.

PLBG 1005 - Plumbing Fundamentals I
Corequisite: COFC 1080

4 Credits

This course introduces the student to the basic elements of the plumbing trade. Topics include introduction to the trade, plumbing safety, tools of the trade, plumbing math and plumbing drawings.

PLBG 1015 - Plumbing Fundamentals II
Corequisite: COFC 1080

4 Credits

This course continues the introduction of basic plumbing concepts and practices. Topics include plastic pipe, copper tube, cast-iron and steel pipe and fittings, plumbing fixtures, DWV systems and water distribution systems.

PLBG 1025 - Intermediate Plumbing I
Corequisite: COFC 1080

4 Credits

This course introduces the student to a more in-depth discussion of the components, tools and procedures of the plumbing trade. Topics include more in-depth plumbing math, reading commercial drawings, structural penetrations, installing and testing TWV systems, and roof, floor and area drains.

PLBG 1035 - Intermediate Plumbing II
Corequisite: COFC 1080

4 Credits

This course introduces the student to more advanced plumbing applications and techniques. Topics include water supply piping, valves, fixtures, water heaters, basic electrical principles, fuel gas, and fuel oil.

PLBG 1045 - Advanced Plumbing Concepts I
Corequisite: COFC 1080

4 Credits

This course builds upon the basic and intermediate plumbing courses. Topics include applied math, sizing water supply piping, potable water treatment, backflow preventers and types of venting.

PLBG 1055 - Advanced Plumbing Concepts II
Corequisite: COFC 1080

3 Credits

This course builds on all preceding plumbing courses, but adds in business practices. Topics include sizing DWV and storm systems, sewage and sump pumps, corrosive-resistant waste pipe, compressed air and servicing piping systems, fixtures and appliances.

PLBG 1065 - Specialty Plumbing Applications I
Corequisite: COFC 1080

4 Credits

This course discusses specialty plumbing applications and systems. Topics include business principles for plumbers, crew leader skills, water pressure booster and recirculation systems, indirect and special waste, hydronic and solar heating systems, and plumbing codes.

PLBG 1068 - Specialty Plumbing Applications II
Corequisite: COFC 1080

3 Credits

This course discusses specialty plumbing applications and systems. Topics include private water supply well systems, private waste disposal systems, swimming pools and hot tubs, plumbing for mobile homes and travel trailers, and medical gas and vacuum systems.

PLBG 1070 - Physical Science and Mechanics for the Pipe Trades
3 Credits

Explores the science of materials and the mechanics related to the pipe trades. Topics include: properties and characteristics of water, hydraulics and pneumatics; mechanics; metals, alloys, and synthetics; corrosion; and basic electrical theory.

PLBG 1160 - Plumbing Drawings
3 Credits

This course introduces the reading and interpretation of sets of building drawings. Topics include types of plans, scales, specifications, conventions, and schedules.

PLBG 1210 - Pipes, Valves, and Fittings
3 Credits

This course introduces the student to the materials, pipes, valves, fittings, and joining methods used in the plumbing trade. Topics include pipes, fittings, and valves, hangers and supports, and joining techniques.

PLBG 1220 - Drainage Systems
3 Credits

Provides an introduction to the treatment, design and materials used in plumbing, drainage systems. Applicable plumbing codes are also discussed. Topics include: public and private sewage systems and treatment; materials, fittings, and valves; traps, venting, and grade; ejector and sump pumps; design, sizing, and installation of drainage systems.

PLBG 1240 - Water Supply Systems
3 Credits

Provides an introduction to the sources, treatment, design, and materials used in residential cold and hot water distribution systems. Applicable plumbing codes are also discussed. Topics include: public and private water systems; materials and fittings; valves; water treatment; water mains and services; hot water supply; design and installation of water supply systems.

PLBG 1260 - Plumbing Fixtures and Appliances
3 Credits

This course introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances.

PLBG 1280 - Gas Piping, Venting, and Appliances
3 Credits

This course provides instruction in the materials and design of building gas supply systems and the installation of gas appliances. Emphasis is placed in conformance with applicable gas codes. Topics include types of gas, safety, materials and fittings, valves, design and size gas systems, gas appliances and controls, and gas venting.

PLBG 1310 - Special Plumbing Systems
3 Credits

This course provides information and instruction in the design, use of materials, and purpose of special plumbing systems. Applicable plumbing codes are also discussed. Topics include special water systems, special drain systems, and boiler and sprinkler systems.

PLBG 1320 - Plumbing Service
3 Credits

Provides instruction in the repair and maintenance of plumbing fixtures, appliances, and systems. There is an emphasis on analysis, problem solving, and planning in performing service work. Bidding, invoicing, and working with the customer are also included. Requirements include 20 hours of demonstration lab. Topics include: plumbing fixtures and controls, appliances, servicing water systems, servicing gas systems, planning service work, bidding and invoicing, and customer relations.

PLBG 1330 - Plumbing Codes
3 Credits

This course provides an introduction to the plumbing codes for local, national, and international applications. Topics include the history, purpose, and construction of codes, model and international codes, local codes and amendments, and code applications.

PLBG 1500 - Backflow Prevention and Cross-Connection Control
3 Credits

This course provides guidelines for acceptable practice for testing, inspection, and repair of backflow prevention assemblies used in cross-connection control installations.

PLBG 2160 - Advanced Drawing and Plan Reading
3 Credits

Advanced instruction in reading and interpreting various plans used in the construction industry. Topics include: specifications, site plans, architectural plans, structural plans, plumbing plans, electrical plans, mechanical plans, material take-off and bill of materials, isometric drawing and sleeve drawings.

PLBG 2330 - Advanced Plumbing Code Applications
3 Credits

This course provides an in depth study of the plumbing codes and amendments used in Georgia. Emphasis is placed on code applications. Topics include code definitions, regulations, table and sizing charts, drawings.

PLBG 2500 - Plumbing Technology Practicum/Internship
3 Credits

This course is designed to give the student the opportunity to refine the knowledge and skills developed by successfully completing a special lab project agreed upon by the student and advisor, or to participate in an internship with local business and industry.

PNSG 1600 - Introduction to Pharmacology and Clinical Calculations
3 Credits

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.

PNSG 1605 - Fundamentals
6 Credits

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.

PNSG 1610 - Adult Health Nursing I
6 Credits

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.

PNSG 1615 - Adult Nursing II
6 Credits

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.

PNSG 1620 - Adult Health Nursing III
6 Credits

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.

PNSG 1625 - Adult Health Nursing IV
6 Credits

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.

PNSG 1630 - Mental Health Nursing
4 Credits

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.

PNSG 1635 - Maternal Nursing
4 Credits

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.

PNSG 1640 - Pediatric Nursing
3 Credits

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.

PNSG 1645 - Practical Nursing Capstone
5 Credits

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.

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations
Prerequisite: ALHS 1011
Corequisites: ALHS 1060, PNSG 2030, PNSG 2035

2 Credits

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

PNSG 2030 - Nursing Fundamentals
Prerequisite: ALHS 1011
Corequisites: ALHS 1060, PNSG 2010, PNSG 2035

6 Credits

An introduction to the nursing process. Topic include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

PNSG 2035 - Nursing Fundamentals Clinical
Prerequisite: ALHS 1011
Corequisites: PNSG 2030, PNSG 2010

2 Credits

An introduction to 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; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

PNSG 2120 - Pediatric Nursing
Prerequisites: ALHS 1011, ALHS 1040, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010
Corequisite: PNSG 2122

4 Credits

Focuses on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

PNSG 2122 - Pediatric Nursing Practicum
Prerequisites: ALHS 1011, ALHS 1040, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010
Corequisite: PNSG 2120

1 Credits

Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the family as a whole, 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, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

PNSG 2130 - Obstetric Nursing
Prerequisites: ALHS 1011, ALHS 1040, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010
Corequisites: PNSG 2132, PNSG 2120, PNSG 2122

4 Credits

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health in the reproductive system, pathological and nonpathological concerns in obstetric clients, and the newborn; client care, treatments, pharmacology, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

PNSG 2132 - Obstetric Nursing Practicum
Prerequisites: ALHS 1011, ALHS 1040, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010
Corequisites: PNSG 2130, PNSG 2120, PNSG 2122

2 Credits

Focuses on clinical patient care aspects health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, 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.

PNSG 2150 - Nursing Leadership
Prerequisites: ALHS 1011, ALHS 1040, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010
Corequisites: PNSG 2152, PNSG 2130, PNSG 2132, PNSG 2120, PNSG 2122

1 Credits

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

PNSG 2152 - Nursing Leadership Practicum
Prerequisites: ALHS 1011, ALHS 1040, ALHS 1090, ENGL 1010, MATH 1012, PSYC 1010

2 Credits

Builds on the concepts presented in prior nursing courses and develops the 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.

PNSG 2210 - Medical-Surgical Nursing I
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2030, PNSG 2035
Corequisites: PNSG 2310, PNSG 2220, PNSG 2320

4 Credits

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; 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 cardiovascular, respiratory, and hematological and immunological systems.

PNSG 2220 - Medical-Surgical Nursing II
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2035
Corequisites: PNSG 2210, PNSG 2310, PNSG 2220

4 Credits

This second course in a series of four 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; 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 system.

PNSG 2230 - Medical-Surgical Nursing III
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2035
Corequisites: PNSG 2330, PNSG 2340

4 Credits

This third course in a series of four 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; 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, sensory, and musculoskeletal systems.

PNSG 2240 - Medical-Surgical Nursing IV
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2035
Corequisites: PNSG 2230, PNSG 2330, PNSG 2340

4 Credits

This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

PNSG 2250 - Maternity Nursing
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2310, PNSG 2220, PNSG 2230, PNSG 2330, PNSG 2240, PNSG 2340
Corequisites: PNSG 2255, PNSG 2415

3 Credits

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2255 - Maternity Nursing Clinical
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2310, PNSG 2220, PNSG 2230, PNSG 2330, PNSG 2240, PNSG 2340
Corequisites: PNSG 2250, PNSG 2415

1 Credits

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2310 - Medical-Surgical Nursing Clinical I
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2035
Corequisites: PNSG 2210, PNSG 2220, PNSG 2320

2 Credits

This first clinical course, in a series of four medical-surgical clinical courses, 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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 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. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2320 - Medical-Surgical Nursing Clinical II
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2035
Corequisites: PNSG 2210, PNSG 2310, PNSG 2220

2 Credits

This second clinical course, in a series of four medical-surgical clinical courses, 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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 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. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2330 - Medical-Surgical Nursing Clinical III
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2035
Corequisites: PNSG 2230, PNSG 2240, PNSG 2340

2 Credits

This third clinical course, in a series of four medical-surgical clinical courses, 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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 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. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2340 - Medical-Surgical Nursing Clinical IV
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2035
Corequisites: PNSG 2230, PNSG 2330, PNSG 2240

2 Credits

This fourth clinical course, in a series of four medical-surgical clinical courses, 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 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 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. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2410 - Nursing Leadership
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2210, PNSG 2310, PNSG 2220, PNSG 2230, PNSG 2330, PNSG 2240, PNSG 2340
Corequisites: PNSG 2250, PNSG 2255, PNSG 2415

1 Credits

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

PNSG 2415 - Nursing Leadership Clinical
Prerequisites: ALHS 1011, ALHS 1060, PNSG 2010, PNSG 2030, PNSG 2035, PNSG 2210, PNSG 2310, PNSG 2220, PNSG 2230, PNSG 2330, PNSG 2240, PNSG 2340
Corequisites: PNSG 2250, PNSG 2255, PNSG 2410

2 Credits

Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

POLS 1101 - American Government
3 Credits

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.

PPFT 1010 - Introduction to Industrial Pipefitting
3 Credits

This course provides an introduction to the Pipefitting construction trade. The knowledge and skills required to succeed in the Pipefitting industry are emphasized. Topics include

PPFT 1020 - Pipe Systems Installation and Assembly
3 Credits

This course

PPFT 1030 - Socket and Butt Weld Pipe Fabrication
3 Credits

This course

PPFT 1040 - Equipment Slings and Crane Riggings
3 Credits

This course

PPFT 1050 - Testing Procedures
3 Credits

This course

PPFT 1060 - Advanced Pipe Fabrication
4 Credits

This course

PPFT 1070 - Special Piping
4 Credits

This course

PSYC 1010 - Basic Psychology
3 Credits

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 relations.

PSYC 1101 - Introductory Psychology
3 Credits

Introduces the major fields of contemporary psychology. Emphasis is on 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, psychopathology and interventions, stress and health, and social psychology.

RADT 1010 - Introduction to Radiology
4 Credits

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

RADT 1030 - Radiographic Procedures I
Prerequisites: BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, RADT 1010

3 Credits

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

RADT 1060 - Radiographic Procedures II
3 Credits

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

RADT 1065 - Radiologic Science
2 Credits

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.

RADT 1075 - Radiographic Imaging
Prerequisites: RADT 1010, RADT 1030, RADT 1065, RADT 1320

4 Credits

The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality (radiographic density; radiographic contrast; recorded detail; distortion; grids; image receptors and holders (analog and digital); processing considerations (analog and digital); image acquisition (analog, digital, and PACS); image analysis; image artifacts (analog and digital); Guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1085 - Radiologic Equipment
3 Credits

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 analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1200 - Principles of Radiation Biology and Protection
Prerequisites: RADT 1060, RADT 1075, RADT 1330

2 Credits

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

RADT 1320 - Clinical Radiography I
Corequisite: RADT 1030

4 Credits

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

RADT 1330 - Clinical Radiography II
Prerequisites: RADT 1010, RADT 1030, RADT 1065, RADT 1320
Corequisite: RADT 1060

7 Credits

Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2090 - Radiographic Procedures III
2 Credits

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses.

RADT 2201 - Introduction to Computed Tomography
Corequisites: RADT 2220, RADT 2250

2 Credits

Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

RADT 2210 - Computed Tomography Physics & Instrumentation
Corequisites: RADT 2230, RADT 2265

5 Credits

Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

RADT 2220 - Computed Tomography Procedures I
Corequisites: RADT 2201, RADT 2250

3 Credits

Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

RADT 2230 - Computed Tomography Procedures II
Corequisites: RADT 2210, RADT 2265

3 Credits

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include: anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance.

RADT 2250 - Computed Tomography Clinical I
Corequisites: RADT 2201, RADT 2220

4 Credits

Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students progress toward completion of clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2260 - Radiologic Technology Review
3 Credits

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

RADT 2265 - Computed Tomography Clinical II
Corequisites: RADT 2210, RADT 2230

4 Credits

Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2340 - Clinical Radiography III
6 Credits

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2360 - Clinical Radiography IV
Prerequisites: RADT 1085, RADT 1200, RADT 2090, RADT 2340
Corequisite: RADT 2260

9 Credits

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RESP 1110 - Pharmacology
Prerequisites: BIOL 2114, BIOL 2114L, MATH 1101, MATH 1111

3 Credits

Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology as they relate to the body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

RESP 1120 - Introduction to Respiratory Therapy
Prerequisites: BIOL 2114, BIOL 2114L, MATH 1101, MATH 1111
Corequisites: RESP 1130, RESP 1193

3 Credits

Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the application of physics and chemistry as the foundation for specific modes of respiratory care principles employed in patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy, , humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and hospital safety.

RESP 1130 - Respiratory Therapy Lab I
Prerequisites: BIOL 2114, BIOL 2114L, MATH 1101, MATH 1111
Corequisite: RESP 1120

4 Credits

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures, and medical ethics.

RESP 1193 - Cardiopulmonary Anatomy & Physiology
Prerequisites: BIOL 2114, BIOL 2114L, MATH 1101, MATH 1111

4 Credits

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

RESP 2090 - Clinical Practice I
2 Credits

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, inspiratory and expiratory PIP/PEP devices, patient assessment, and basic life support (BLS).

RESP 2100 - Clinical Practice II
Pre/Corequisite: RESP 2090

2 Credits

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RESP 2110 - Pulmonary Disease
Corequisite: RESP 1120
Pre/Corequisites: RESP 1110, RESP 1193

3 Credits

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.

RESP 2120 - Critical Respiratory Care
Prerequisite: RESP 1120

2 Credits

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.

RESP 2130 - Mechanical Ventilation & Airway Management
Prerequisites: RESP 1120, RESP 1130, RESP 2120
Corequisite: RESP 2120

4 Credits

Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.

RESP 2140 - Advanced Critical Care Monitoring
Prerequisites: RESP 1120, RESP 1130, RESP 1193

1 Credits

Provides a study of advanced critical care techniques for hemodynamic and non invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non invasive monitoring techniques.

RESP 2150 - Pulmonary Function Testing
Prerequisite: RESP 1193

1 Credits

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography

RESP 2160 - Neonatal Pediatric Respiratory Care
Prerequisites: RESP 1120, RESP 1130

3 Credits

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent assessment, and adolescent respiratory care.

RESP 2170 - Advanced Respiratory Care Seminar
Prerequisites: RESP 2120, RESP 2130

3 Credits

Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

RESP 2180 - Clinical Practice III
Prerequisite: RESP 2100

2 Credits

Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RESP 2190 - Clinical Practice IV
Pre/Corequisite: RESP 2180

2 Credits

Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

RESP 2200 - Clinical Practice V
Prerequisites: RESP 2120, RESP 2130, RESP 2180, RESP 2190
Corequisites: RESP 2120, RESP 2130, RESP 2190

3 Credits

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

RESP 2220 - Clinical Practice IV
Pre/Corequisite: RESP 2190

7 Credits

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.

RESP 2270 - Rehabilitation & Home Care
Pre/Corequisite: RESP 1120

1 Credits

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.

RNSG 1002 - Maternal-Child Nursing
Prerequisites: ENGL 1101, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, MATH 1111, RNSG 1010, RNSG 1016
Corequisite: RNSG 1004

6 Credits

This course prepares students to provide patient-centered care to obstetric newborn and pediatric clients. Emphasis is placed on utilizing evidence-based and critical thinking skills in the development and implementation of a plan of care for obstetric, newborn, and pediatric clients. Family structures, psychosocial and cultural influences on childbearing and newborn families' educational needs assessment of the obstetric and newborn clients, pregnancy and childbirth, high risk pregnancies and deliveries, and conditions present in the newborn at birth are discussed. The educational needs of childrearing families, assessment of the pediatric clients, psychosocial and cultural influences on childbearing families, growth and development, and alterations in health of the pediatric client are also discussed. Concepts related to physiologic integrity, psychosocial integrity, health promotion, safety, teamwork and collaboration, and infection control are integrated with the course. Supervised inpatient and outpatient clinical rotations will provide the opportunities for the students to achieve the course competencies. This course provides opportunities for the student to acquire an adequate knowledge utilizing evidence-based practice from the biophysical sciences, humanities, growth and development, problem solving abilities and the nursing process. The impact of psychosocial and cultural values and practices of the childbearing family are explored.

RNSG 1003 - Medical Surgical I
Prerequisites: ENGL 1101, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, MATH 1111, RNSG 1010, RNSG 1016
Corequisite: RNSG 1012

7 Credits

This course introduces the nursing student to concepts and principles of adult health nursing practice including major concepts of evidence-based practice, safety, and nursing skills related to patient-centered care. This course is designed to provide the foundation for entry level competence in adult Medical-Surgical Nursing. Emphasis is placed on selected pathophysiological concepts and the integration of the nursing process. Supervised inpatient and outpatient clinical rotations will provide opportunities for the students to achieve the course competencies. This course provides opportunities for the student to acquire an adequate knowledge utilizing understanding from the biophysical sciences, humanities, growth and development, problem solving abilities, critical thinking and the nursing process.

RNSG 1004 - Medical Surgical II
Prerequisites: ENGL 1101, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, MATH 1111, RNSG 1010, RNSG 1016, RNSG 1003
Corequisite: RNSG 1002

7 Credits

This course continues the nursing concepts in relationship to adult health nursing. It is designed to develop knowledge and skills necessary for safe, patient-centered care of adult clients experiencing alterations in human responses. Didactic and clinical learning opportunities are designed to guide students in providing nursing care to adult clients who are experiencing common acute and chronic health alterations in a variety of settings, including long and/or rehabilitation nursing. Emphasis is placed on health promotion, restoration, and maintenance of the client through the utilization of data to monitor outcomes of care processes, improving the quality and safety of health car systems. Supervised inpatient and outpatient clinical rotations will provide the opportunities for the students to achieve the course competencies. The course provides opportunities for the student to acquire an adequate knowledge utilizing evidence-based practice from the biophysical sciences, humanities, growth and development, problem solving abilities and the nursing process.

RNSG 1006 - Medical Surgical III
Prerequisites: ENGL 1101, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, MATH 1111, RNSG 1010, RNSG 1016, RNSG 1003, RNSG 1002, RNSG 1004, RNSG 1012
Corequisite: RNSG 1014

7 Credits

This course continues to build on the previous medical surgical courses to introduce patient-centered care of clients with complex and multisystem disorders. Continued emphasis is placed on use of the evidence-based practice, the nursing process, systems review, and the understanding of pathophysiology as it relates to the nurse’s role as a safe provider of care. Students will function effectively within nursing and inter professional teams utilizing data to monitor outcomes. Supervised inpatient and outpatient clinical rotations will provide the opportunities for the students to achieve the course competencies. This course provides opportunities for the student to acquire an adequate knowledge utilizing evidence-based practice from the biophysical sciences, humanities, growth and development, problem solving abilities and the nursing process.

RNSG 1010 - Pharmacology and Dosage Calculations
Prerequisites: ENGL 1101, BIOL 2113, BIOL 2113L, MATH 1111, BIOL 2117, BIOL 2117L
Corequisite: RNSG 1016

2 Credits

This course introduces the student to pharmacological concepts and measurements. Includes such topics as medication dosage, calculations, drug interactions with drugs or foods, medication, administration, and intravenous therapy.

RNSG 1012 - Mental Health
Prerequisites: ENGL 1101, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, MATH 1111, RNSG 1010, RNSG 1016
Corequisite: RNSG 1003

5 Credits

This course will provide the student with an opportunity to provide patient-centered care by exploring and applying the conceptual basis for professional nursing with clients in the mental health field. With a focus on psychiatric nursing services to individuals, within the context of their families, with an emphasis on teamwork and collaboration, health patterns, evidence-based practice, safety, ethics, and role development, supervised inpatient and outpatient clinical rotations will provide opportunities for the student to achieve the course competencies. This course provides opportunities for the student to acquire an adequate knowledge utilizing evidence-based practice from the biophysical sciences, humanities, growth and development, problem solving abilities and the nursing process.

RNSG 1014 - Nursing Seminar
Prerequisites: ENGL 1101, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L, MATH 1111, RNSG 1010, RNSG 1016, RNSG 1003, RNSG 1002, RNSG 1004, RNSG 1012
Corequisite: RNSG 1006

2 Credits

The course is designed to facilitate the student’s transition into the profession of nursing. The focus of the course is on the role of the nurse in relation to the health care system. Emphasis is placed on the concepts of teamwork and collaboration, professional behavior, evidence-based practice, managing of care process, and health care policy. Review of concept required for licensure examination and entry into the practice of professional nursing. The course includes application of the National Council Licensure Examination for Registered Nurses NCLEX-RN test plan, assessment of knowledge deficits, and planning and implementation of needed remediation.

RNSG 1016 - Fundamentals of Nursing
Prerequisites: ENGL 1101, BIOL 2113, BIOL 2113L, BIOL 2117, BIOL 2117L, MATH 1111
Corequisite: RNSG 1010

6 Credits

This course is designed to introduce students to the fundamental concepts of nursing across the lifespan and the role of the registered nurse. With a focus on patient-centered
care, the nursing process will be utilized to identify and provide the building blocks of nursing care in a variety of healthcare settings. Emphasis is placed on developing skills needed to provide safety, minimizing the risk of harm to patients and providers, and evidence-based practice. Concepts presented include beginning teamwork and collaboration, quality improvement, informatics, documentation, physical assessment, infection control, patient education, and nursing interventions. Supervised inpatient and outpatient clinical rotations will provide the opportunities for the students to achieve the course competencies. This course provides opportunities for the student to acquire an adequate knowledge utilizing understanding from the biophysical sciences, humanities, growth and development, problem solving abilities, critical thinking and the nursing process.

SCMA 1000 - Introduction to Supply Chain Management
3 Credits

Provides a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for delivery goods and services to customers. The course will focus on what employees and managers must do to ensure an effective Supply Chain exists in their organization. Topics include: Introduction to SCM, E-Commerce, Material Management, Information Technology, Measuring SCM performance, Purchasing and Distribution, and Research and Case Studies.

SCMA 1003 - Introduction to Transportation & Logistics Management
3 Credits

Businesses today can not be competitive without a good transportation and logistics network. This course introduces the five basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode. Students then discuss ways in which today's supply chain manager can use these transportation modes to achieve efficiencies and cost effectiveness necessary for a company to survive in today's global markets.

SCMA 1015 - E-Commerce in Supply Chain Management
Corequisite: SCMA 1000

3 Credits

Provides a general knowledge of E-Commerce (EC) and how it is being conducted and managed as well as assessing its major opportunities, limitations, issues, and risks. The course will focus on the impact EC has on a significant portion of the world, affecting businesses, supply chains, professions, and people. EC is more than just buying and selling, and students will learn it is also about electronically communicating, collaborating, sharing of information by businesses, and discovering information.

SCMA 1020 - Research and Case Studies in Supply Chain Management
Corequisite: SCMA 1000

3 Credits

Provides a general knowledge of the resources available to find SCM material on the World Wide Web and through technical publications on the subject. Students will also be assigned SCM case Studies for evaluation and presentation to the class. The course will focus on what the students ability to find the information necessary to complete case Studies.

SOCI 1101 - Introduction to Sociology
3 Credits

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.

SPCH 1101 - Public Speaking
3 Credits

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

SURG 1010 - Introduction to Surgical Technology
8 Credits

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: Topics include: introduction to preoperative, intraoperative and postoperative principles of surgical technology; assistant circulator role, professionalism as well as health care facility information.

SURG 1020 - Principles of Surgical Technology
Corequisite: SURG 1010

9 Credits

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: technological sciences; patient care concepts; preoperative, intraoperative and postoperative surgical technology; and perioperative case management.

SURG 1100 - Surgical Pharmacology
Corequisites: SURG 2030, SURG 2110, SURG 2120

2 Credits

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

SURG 2030 - Surgical Procedures I
Prerequisites: SURG 1010, SURG 1020
Corequisites: SURG 1100, SURG 2110, SURG 2120

5 Credits

Introduces the surgical specialties to include General Surgery, Obstetric and Gynecologic Surgery, Genitourinary Surgery, Otorhinolaryngologic Surgery, and Orthopedic Surgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

SURG 2040 - Surgical Procedures II
Prerequisite: SURG 2030
Corequisites: SURG 2130, SURG 2140, SURG 2240

5 Credits

Introduces the surgical specialties to include Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, Ophthalmic (Eye) Surgery, Cardiothoracic Surgery, Peripheral Vascular Surgery and Neurosurgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, and the Surgical Procedure.

SURG 2110 - Surgical Technology Clinical I
Prerequisites: SURG 1010, SURG 1020
Corequisites: SURG 2030, SURG 1100, SURG 2120

3 Credits

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2120 - Surgical Technology Clinical II
Prerequisites: SURG 1010, SURG 1020
Corequisites: SURG 2030, SURG 1100, SURG 2110

3 Credits

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2130 - Surgical Technology Clinical III
Prerequisite: SURG 2120
Corequisites: SURG 2040, SURG 2140, SURG 2240

3 Credits

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2140 - Surgical Technology Clinical IV
Prerequisite: SURG 2120
Corequisites: SURG 2040, SURG 2130, SURG 2240

3 Credits

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count towards the minimum of 120 total cases.

SURG 2240 - Seminar in Surgical Technology
Prerequisite: SURG 2030
Corequisites: SURG 2040, SURG 2130, SURG 2140

2 Credits

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.

TELE 1000 - Introduction to Telecommunications
3 Credits

This course provides a comprehensive overview of telecommunications, identifying components of a telecom network, and the transmission of information, such as data, video, and voice. The fundamental concepts in both analog and digital communications are covered. This is an engineering technology course.

TELE 1160 - Fiber Optics Transmission Systems
4 Credits

Introduces the fundamentals of fiber optics and explores the applications of fiber optics transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices. Topics include: introduction to optical fiber principles, types of optical fiber, characteristics of optical fiber, factors contributing to fiber losses, fiber optic systems, installation and maintenance of fiber optic systems, fusion/quick connect splicing, and terminations.

TELE 1210 - Communications Transmission Concepts
Prerequisite: ECET 1101

4 Credits

Introduction to the communications network transmission concepts. Topics include: Signal analysis and mixing, multiplexing, methods of modulation and detection, characteristics of metallic and optical transmission media. The effects of noise in communications systems are investigated. This is an Engineering technology course.

TELE 1600 - Digital Transmission Systems
2 Credits

Introduction to digital transmission systems. Topics include: analog-to-digital conversion, digital signaling schemes employed, framing and formatting, the North American Digital Hierarchy, SONET. Upon completion the student will be able to identify the various digital hierarchies used in communications. The student will be able to test and identify different framing formats found in TDM and the steps in analog to digital conversion performed by codecs.

TELE 2210 - Data Communications
Prerequisites: ECET 1210, TELE 1000

4 Credits

Covers the principles of data communications and areas of applications such as communications between terminals and computers, including local area networks, packet networks, and control of the telephone network. Topics include: introduction to data communications, transmission of bandwidths and impairments, transmission codes, modem installation, function of multiplexers, function of protocols, error detection and correction techniques, and networks identification. This is an engineering technology course.

TELE 2230 - Fiber Optics
Prerequisite: TELE 1210

3 Credits

Course examines the fiber optics communications technology, and explores the applications of fiber optic transmission systems. This course discusses the optical fiber, LEDs, laser diodes, photodiodes, optical amplifiers and passive components. Laboratory exercises give students hands-on experience with fiber-optic devices, troubleshooting and measuring tools, fusion/quick connect splicing, and terminations. This is an engineering technology course.

THEA 1101 - Theater Appreciation
3 Credits

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.

UAST 1100 - Drone Applications
3 Credits

This course introduces fundamental concepts necessary for the operation of unmanned aerial vehicles (drones) and prepares students for drone use in commercial settings. Laboratory demonstrations and student practice parallel course work. Topics include: Commercial Applications, Laws and Regulations, Drone Operations, Operational Limitations, Remote Pilot in Command certification and Responsibilities, aircraft Requirements and Safety Considerations.

WELD 1000 - Introduction to Welding Technology
4 Credits

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

WELD 1005 - Welding and Cutting Fundamentals
3 Credits

WELD 1010 - Oxyfuel Cutting
Corequisite: WELD 1000

4 Credits

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WELD 1015 - Shielded Metal Arc Welding I
4 Credits

WELD 1020 - Oxyacetylene Welding
2 Credits

Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; and brazing and soldering. Practice in the laboratory is provided.

WELD 1030 - Blueprint Reading for Welding Technology
Corequisite: WELD 1000

4 Credits

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

WELD 1040 - Flat Shielded Metal Arc Welding
Corequisite: WELD 1000

4 Credits

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

WELD 1050 - Horizontal Shielded Metal Arc Welding
Corequisite: WELD 1040

4 Credits

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

WELD 1060 - Vertical Shielded Metal Arc Welding
Corequisites: WELD 1040, WELD 1050

4 Credits

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WELD 1070 - Overhead Shielded Metal Arc Welding
Corequisite: WELD 1060

4 Credits

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

WELD 1090 - Gas Metal Arc Welding
Corequisite: WELD 1000

4 Credits

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

WELD 1110 - Gas Tungsten Arc Welding
Corequisite: WELD 1000

4 Credits

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

WELD 1120 - Preparation for Industrial Qualification
Prerequisites: WELD 1040, WELD 1070, WELD 1090, WELD 1110

4 Credits

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

WELD 1150 - Advanced Gas Tungsten Arc Welding
Prerequisite: WELD 1000

3 Credits

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

WELD 1151 - Fabrication Processes
Prerequisite: WELD 1030

3 Credits

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

WELD 1152 - Pipe Welding
3 Credits

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

WELD 1153 - Flux Cored Arc Welding
Prerequisite: WELD 1000

4 Credits

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.

WELD 1154 - Plasma Cutting
Prerequisite: WELD 1000

3 Credits

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

WELD 1156 - Ornamental Iron Works
Prerequisites: WELD 1010, WELD 1030, WELD 1040, WELD 1090

3 Credits

Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

WELD 1330 - Metal Welding and Cutting Techniques
2 Credits

This course 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.

WELD 1330 - Metal Welding and Cutting Techniques
2 Credits

This course 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.

WELD 1500 - Welding and Joining Technology Practicum/Internship
3 Credits

Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a hands on situation and to work in an industrial environment under the supervision of a master welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

WLET 1000 - Introduction to UNIX & Linux with Scripting
4 Credits

This course 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. Finally, the student will learn UNIX/Linux shell programming techniques necessary to understand and create shell script programs in an UNIX/Linux environment. Topics include: shell variables, shell script programs, logical and math operators, redirection and piping, and use of backslash, quotes and back quotes.

WLET 1005 - Scripting for Wireless Technology
Prerequisite: WLET 1000

2 Credits

This course covers scripting techniques used in UNIX/Linux wireless networking applications. Topics include: conditional processing, looping structures, positional parameters, arrays, and functions.

WLET 1120 - Mobile Site Media & Application
3 Credits

This course is designed to provide the student with the theoretical and hands-on knowledge and skills needed to install and maintain the cabling infrastructure in a mobile-site environment. Topics include safety cabling practices, copper and fiber terminations, tests, and repairs.

WLET 2100 - Antenna Fundamentals & Applications in Mobile Communications
Prerequisite: WLET 1120

3 Credits

This course provides the student the foundational knowledge needed to understand electromagnetic wave propagation and the skills needed to safely choose and install the proper antenna based on the application. Topics will include electromagnetic frequencies, signal propagation, RF safety, radiation patterns, codes and standards related to antennas, installation practices, and troubleshooting.

WLET 2110 - Mobile Transmission and Transport Technologies
3 Credits

The course is designed to give the student a working knowledge of the theory and technologies generally found in mobile communications. Topics include the electro-magnetic spectrum and transmission theory on copper, fiber, and air interfaces using electrical, light, and RF signals. Backhaul technologies are also discussed to give the student an understanding of how the mobile network is intertwined with switching offices and other nodes.

WLET 2120 - Mobile Technologies and Equipment
3 Credits

This course is designed to give the student a working knowledge of a complete mobile site including the radio equipment, ancillary equipment and other equipment and interfaces needed to commission a site and maintain a site. Topics include both theory and hands-on based exercises that allow a student to perform the duties of field technician/engineer.

XXXX xxxx - Social/Behavioral Science Course
Credits

XXXX xxxx - Humanities/Fine Arts Course
Credits

XXXX xxxx - Occupationally Related Elective 3 hrs
3 Credits

XXXX xxxx - Occupational Elective (4 Hrs) See Advisor for List of Approved Courses
4 Credits

XXXX XXXX - Foreign Language
3 Credits