Minimum Test Scores: Associate Degree  Diploma  

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>62</td>
</tr>
<tr>
<td>Reading</td>
<td>81</td>
</tr>
<tr>
<td>Algebra</td>
<td>37</td>
</tr>
</tbody>
</table>

Admissions Test

ATC uses the COMPASS exam for measuring proficiency in reading, writing and math. An applicant must achieve minimum admissions scores on the exam as specified in the program state standards or acceptable scores on a statistically validated test such as the SAT or ACT. The program-specific entrance scores are a minimum requirement, and higher scores may be required. Reasonable accommodations are made during testing for those who need them. (The examiner should be notified prior to testing.)

Admissions Procedures

- Submit a completed application with a $22.50 non-refundable fee. If application is mailed, send check or money order payable to ATC.
- Take the admissions test, if required.
- Submit official high school transcript or GED scores if entering a credit program.
- Submit official college or university transcript for prior transfer.
- The entrance exam may be waived if the student has completed acceptable college or technical college credit, meets certain SAT, ACT, or English Language Arts (ELA) Georgia High School Graduation Test (GHSGT) scores. Refer to ATC catalog regarding applicable entrance exam waivers.
- Report for orientation and registration on specified date.

Financial Aid

ATC offers several types of financial assistance to help qualified applicants pay for their education. Funds are available through the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, Federal Work-Study and the Georgia HOPE scholarship programs. Students may also receive assistance through the Job Training Partnership Act, operated by the Georgia Department of Labor, or the Veterans Educational Assistance Program, administered by the Department of Veteran’s Affairs. Sufficient financial assistance is available to provide the opportunity for eligible students to attend college. Grant and scholarship programs operate on an award-year beginning in August and ending in July. Students must apply or re-apply each year to receive or continue to receive financial aid.

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

Please refer to the catalog for more information. Information is subject to change without notice.

Albany Technical College and the Technical College System of Georgia is an equal opportunity employer and offers career and technical education programs for all regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member of citizenship status (except in those special circumstances permitted or mandated by law). This non-discrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

For Veterans Affairs, contact: Amy Lovelace, VA Representative, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.2503 or alivelace@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. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance.

For more information on Title VI, contact: Shirley Armstrong, Vice President for Academic Affairs, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.3511 or sarstrong@albanytech.edu

Title IX of the Education Amendments prohibits discrimination on the basis of sex in education programs or activities and also covers employment and admission to institutions that receive federal financial assistance.

For more information on Title IX, contact: Kathy Skates, Vice President of Administration, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.3524 or kskates@albanytech.edu

In accordance with Section 504, no qualified individuals with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that either receives Federal financial assistance or is conducted by an Executive agency or the United States Postal Service.

For more information on Section 504, contact: Regina Watts, Special Needs Coordinator, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.2854 or rwatts@albanytech.edu
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.

Diploma (51 credits)

**Basic Skills**

- ENGL 1010 Fundamentals of English I (3 cr.)
- ENGL 1012 Fundamentals of English II (3 cr.)
- MATH 1013 Algebraic Concepts (3 cr.)
- PSYC 1010 Basic Psychology (3 cr.)

**Business Logistics Management Diploma**

**Occupational Courses** (39 cr.)

- ACTS 1000 ATC Success Course (3 cr.)
- MGMT 1105 Organizational Behavior (3 cr.)
- MGMT 1115 Leadership (3 cr.)
- MGMT 2130 Employee Training and Development (3 cr.)
- MGMT 1120 Introduction to Business (3 cr.)
- MGMT 2205 Service Sector Management (3 cr.)
- MGMT 2410 Change and Career Management (3 cr.)
- SCMA 1000 Introduction to Supply Chain Management (3 cr.)
- SCMA 1015 E-commerce in Supply Chain Management (3 cr.)
- SCMA 1020 Research and Case Studies in Supply Chain Management (3 cr.)
- LOGI 1000 Business Logistics (3 cr.)
- LOGI 1015 Purchasing & Materials Management (3 cr.)
- LOGI 1030 Product Lifecycle Management (3 cr.)

**Degree**

**Occupational Courses** (42 cr.)

- COMP 1000 Introduction to Computers (3 cr.)
- SCMA 1000 Introduction to Supply Chain Management (3 cr.)
- SCMA 1015 E-commerce in Supply Chain Management (3 cr.)
- SCMA 1020 Research and Case Studies in Supply Chain Management (3 cr.)
- LOGI 1000 Business Logistics (3 cr.)
- LOGI 1015 Purchasing & Materials Management (3 cr.)
- LOGI 1030 Product Lifecycle Management (3 cr.)
- MGMT 1310 Introduction to Quality Assurance (3 cr.)
- MGMT 1315 Define and Measure (3 cr.)
- MGMT 1320 Analyze, Improve, Control (3 cr.)
- MGMT 2209 Introduction to Project Management (3 cr.)

Completion of one of two specializations is required.

**Certificates**

**Embedded**

- Logistics Specialist: LS21 (12 cr.)
  - LOGI 1000 Business Logistics (3 cr.)
  - LOGI 1015 Purchasing & Materials Management (3 cr.)
  - LOGI 1030 Product Lifecycle Management (3 cr.)
- Supply Chain Management: SC31 (9 cr.)
  - SCMA 1000 Introduction to Supply Chain Management (3 cr.)
  - SCMA 1015 E-commerce in Supply Chain Management (3 cr.)
  - SCMA 1020 Research and Case Studies in Supply Chain Management (3 cr.)

**Stand Alone**

- Quality Assurance Specialist: QA21 (9 cr.)
  - MGMT 1340 Quality Assurance Philosophy (3 cr.)
  - MGMT 1350 Quality Assurance Tools (3 cr.)
  - MGMT 1360 Advanced Quality Assurance Process (3 cr.)

**Service Supervision Specialist**

**Specialization**

**Degree**

**Specialization Courses** (9 cr.)

- MGMT 1105 Organizational Behavior (3 cr.)
- MGMT 1115 Leadership (3 cr.)
- MGMT 2205 Service Sector Management (3 cr.)

**Customer Contact Specialist**

**Specialization**

**Degree**

**Specialization Courses** (9 cr.)

- MGMT 1120 Introduction to Business (3 cr.)
- MGMT 2205 Service Sector Management (3 cr.)
- MGMT 2410 Change and Career Management (3 cr.)

*All program information subject to change without notice.*