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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.

MISSION
Albany Technical College, a public post-secondary institution of the Technical College System of Georgia, provides technical education and training support for evolving workforce development needs of Southwest Georgia. To accomplish this mission, the College utilizes traditional and distance learning methods. The following purposes of Albany Tech are based on the concept that education benefits individuals, businesses, and the community.

• To provide quality competency-based associate degree, diploma, and technical certificates of credit programs that prepare students for employment in business, technical sciences, health care technology, personal services and industrial careers.
• To provide basic adult education and development programs to help adults improve life skills and prepare for continued education and training.
• To contribute to the technological advancement of area businesses and industry through education and training.
• To offer comprehensive continuing education courses and programs for the advancement of skills, knowledge and personal growth.

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 26 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 NON-DISCRIMINATION AND COMPLIANCE
Federal law prohibits discrimination on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976), disability (Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act), religion, age, political affiliation or belief, or marital status in educational programs or activities receiving federal financial assistance. Albany Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to implement this policy:

Kathleen Skates
Vice President of Administrative Services
George M. Kirkland Jr. Building Rm 6134
229-430-3524
Title II and Title IX

Shirley Armstrong
Vice President for Academic Affairs
Prosperity Hall Rm 123
229-430-3511
Title VI

Regina Watts, Special Needs Coordinator
George M. Kirkland Jr. Building Rm 6156
229-430-2854
ADA/Section 504

Individuals with a disability who need this material in an accessible format, please notify the ADA Coordinator at Albany Technical College, 1704 S. Slappey Blvd., Albany, Georgia 31701, or call the following numbers:

ADA Coordinator: ......................... 1-229-430-2854
TDD Relay Service only: .................. 1-800-255-0056
(Text telephone): ......................... 1-800-255-0135

ACCREDITATION AND AFFILIATIONS

• 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.
• 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
The Practical Nursing Program is approved by the Georgia Board of Examiners of Licensed Practical Nurses.

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 accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association and the Accreditation Review Committee for Educational Programs in Surgical Technology.

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
1361 Park Street
Clearwater, FL 33756
727-210-2350

The Patient Care Assisting Certificate 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 Design and Media Production Technology program is accredited by PrintED through the Graphic Arts Education and Research Foundation (GAERF).

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 Logistics
Business Management
Law Enforcement
Early Childhood Care and Education
Fire Science Administration

Life University
Marketing
Management
Computer Information Systems

Mercer University (TCSG)
Law Enforcement

Southern Polytechnic State University
Electrical Mechanical Engineering Technology

ADULT EDUCATION PROGRAMS
The Office of Adult Education administers the General Educational Development (GED®) program and awards the GED high school diploma to successful GED examinees. It also facilitates cooperation among state and local entities for the purpose of increasing and improving adult education efforts in Georgia.

FREE classes are held in the following locations:

- Baker County Adult Learning Center, Newton, GA
- Clay County Adult Learning Center, Fort Gaines, GA
- Lee County Adult Learning Center, Leesburg, GA
- Terrell County, Robert Albritten Neighborhood Service Center, Dawson, GA
- Calhoun County Adult Learning Center, Edison, GA
- Randolph County Adult Learning Center, Cuthbert, GA
- Dougherty County
  Albany Technical College
  Artisan Hall (Building D), Room 415
  Albany, GA 31701
  229-430-1620

The Adult Education Program is designed for adults ages 16 years of age and older who need assistance with basic academic skills. We offer flexible program hours to work with your busy schedule! In addition to adult basic education and GED® preparation, the Adult Education Program offers workplace education programs, English Literacy (ELP), family literacy, job readiness and life skills classes.

Adult Education provides these services:
- Assessment of present skills
- Counseling and advisement
- Individualized instruction
- No cost instruction
- Online instruction
- Computerized instruction

Earning Your High School Equivalency Diploma (GED)

The General Education Development Test (GED®) is offered as an alternative to a high school diploma. The GED® test is made up of five batteries, including language arts writing, language arts reading, social studies, science, and mathematics. The complete battery of tests costs $95 and each test is $19, if taken separately.

There is no cost for Adult Education orientation and classes. Please visit the Adult Education Program located in Artisan Hall, room 415 on the Dougherty County campus; or you may contact us at (229) 430-1620, or 430-6615 for additional information.
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 scheduled to open in AY 2011. The campus is located in the southern portion of the city on Slappey Boulevard and is in close proximity to the airport.
MESSAGE FROM THE PRESIDENT

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 have much to offer you in training for your new career.

Albany Technical College is a growing institution. We are proud of that growth and want each of you to know how important you are to us. While you are here, please know that our instructors are here to serve as both educators and advisors in your field of study. In addition, our Student Services, Career Services, Financial Aid and Business Office staff are also here to serve any needs you may have.

In addition to your academics, we hope that while you are with us, you will take advantage of student life here at Albany Tech. We have numerous clubs and organizations that you can become a part of. Don’t forget our Titans and Lady Titans basketball teams. Every fall as the season begins, don’t miss out on joining them on the courts and cheering them to victory! We want your student life experience at Albany Tech to be just as rewarding as your academics will be.

In 2011, Albany Tech is celebrating 50 years of excellence in technical education in Southwest Georgia. Several events have been held so far and we will continue throughout the remainder of the year with celebrations being held each month all the way through December. We hope you will take part in helping us celebrate the College’s legacy. We anticipate 2012 to be another exciting year for Albany Tech and hope you will join us.

Again, welcome to Albany Technical College! Best wishes in your academic and career endeavors. We are glad you are here!

Sincerely,

Anthony O. Parker, Ph. D.
PRESIDENT
Special Information for New 2011 Students: Semester Academic Calendar Coming Soon!

If you’re enrolling with us in the fall of 2011, you’ll likely be transitioning with Albany Technical College and the entire Technical College System of Georgia (TCSG) as we convert to a semester calendar, beginning in August 2011. You’re probably already familiar with the semester calendar, so it won’t be something new to you. It’s a great move for our system and our students as we align with most of other colleges and universities in Georgia and across the country.

Why semesters?
The semester system offers many advantages to our students. The new academic calendar will:

• Align our calendar with 80 percent of other colleges and universities, and even with the K-12 system;
• Make it easier to transfer to other colleges and universities;
• Increase instructional time for mastery of course material;
• Improve scheduling for joint and dual enrollment high school students; and
• Provide more time for learning experiences like clinicals and internships.

How will this change affect students?
If you will graduate before August 2011, you will not be affected by the change to semesters.

If you enroll in 2010 and will not graduate before August 2011, you’ll begin on the quarter system and will make the change to semesters. In the summer of 2010, our college advisors began working with transitional students to ensure a smooth conversion. You should plan to meet with your advisor to review the credit conversion schedule and receive a personal academic plan to complete your program under semesters.

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

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

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

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

For more information
To learn more about the quarter to semester conversion, talk with your advisor or log on to www.albanytech.edu or www.TCSGSemester411.com.
# Credit Hours Fee Structure

## Summer Quarter 201201 Only

<table>
<thead>
<tr>
<th>CREDIT HOUR(S)</th>
<th>TUITION FEE</th>
<th>ACTIVITY FEE</th>
<th>REGISTRATION FEE</th>
<th>STUDENT INSURANCE</th>
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**Other fees:**

- Late Registration Fee: $30
- Application Fee: $15
- Returned Check Fee: $30
- Transcript Request Fee: $5
- Diploma Reprint Fee: $25
- Parking/Decal Fee: $8
- Return Check Fee: $30

Effective April 2011

Stand-alone Certificates (TCCs) are $75 per credit hour; Commercial Truck Driving is $325 per credit hour. (Fees are subject to change yearly).
# Credit Hours Fee Structure

**Fall Semester 2012 12 & Spring Semester 2012 14**

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Other fees:
- Late Registration Fee: $45
- Application Fee: $22.50
- Returned Check Fee: $30
- Transcript Request Fee: $5
- Diploma Reprint Fee: $25
- Parking/Decal Fee: $12
- Return Check Fee: $30

Stand-alone Certificates (TCCs) are $75 per credit hour; Commercial Truck Driving is $125 per credit hour. (Fees are subject to change yearly).

Effective April 2011
# Tuition and Fee Schedule

**Effective Fall Semester 2012-12 & Spring Semester 2013-14**

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**Students' Responsibility - Mandatory Fees**

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**Other Fees:**

- Application Fee: $22.50
- Late Registration Fee: $45.00
- Transcript Request Fee: $5.00
- Graduation Fee: $35.00
- Parking/Decal Fee: $12.00
- Diploma Reprint Fee: $25.00
- Return Check Fee: $30.00

*Fees are subject to change yearly.*
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 a $15.00 (Summer 2011) or $22.50 (beginning Fall 2011) 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, math and psychology with grades of "C" or higher; meets minimum SAT scores of 400 math and 430 critical reading; or attained ACT scores of 13 Reading, 12 English and 17 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; meets minimum SAT scores of 440 math and 450 critical reading; or attained ACT scores of 17 Reading, 16 English and 19 Math; or a minimum of 235 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 showing graduation date and diploma type.
4. Submit official college or technical college transcripts for all previously attended institutions.
5. Attend the College’s mandatory New Student Orientation and the specific area of study Orientation, if applicable.
6. Register for classes on the specified date.

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 Diploma (GED) 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 school 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 or high school diploma.

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.

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 letter 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 to the superintendent’s office on a monthly basis 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 programs 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.

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 $15.00 (Summer 2011) or $22.50 (beginning Fall 2011) 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.
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 $22.50 non-refundable fee;
2. Present a Transient Agreement Form (TAF) or letter from the Registrar of the parent institution to the effect that the student is in good standing and eligible to return to that institution.
3. Pay the Albany Technical College schedule of tuition and fees.
The 21 credit hour maximum may be waived for transient students upon the written recommendation of the parent 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
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 application and related procedures.

Provisional Admissions
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 Dean of Admissions and program faculty, and upon proper completion of application, assessment and registration 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.

Learning Support
Learning Support admission is granted to students who do not meet regular or provisional program admission requirements. Students classified in this category are eligible to enroll in learning support classes only. Admission of learning support transfer students is contingent upon their meeting applicable licensure and accreditation requirements.

Upon overcoming skill deficits in English, reading, and/or math, learning support students are eligible for admission to diploma programs on a regular or provisional basis. The amount of time spent in learning support depends upon the individual student’s needs and progress.

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 entry.
2. Be granted special status upon recommendation of the Dean of Admissions.
3. Receive credit for regular program coursework, which is satisfactorily completed.
4. May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process, including the state approved assessment process.
5. May enroll in classes only a space-available basis.
6. Adhere to the specific institutional prerequisite 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 parent institution. Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses that student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

Auditing courses - Audit
Applications must submit an application, pay the application fee and all regular fees, and register for the class. Applicants for audit are not required to take the 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 suggesting community service agencies for additional assistance.

A student may be accepted as a disadvantaged or disabled student when he/she cannot meet the recommended 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 Special Needs Coordinator (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 office of admissions. Re-admission applications are due in the admissions office no later than two weeks before the start of a new academic term.

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. ATC has the responsibility of evaluating each 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 the individual 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 months immediately preceding the first day of class for the term they wish to enroll. Please read the Financial Aid section for Georgia residency requirements that are specific to Financial Aid eligibility, as those guidelines may differ from general 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, and automobile registration.

A dependent student meets the Georgia residency requirements if his/her parent or guardian has established 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 in-state 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.

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 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 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 Department 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.

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 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 two percent (2%) of the technical college’s full-time enrollment. This waiver allows the student to pay in-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.

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 or academic probation 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’s financial aid process. It is the student’s responsibility 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 fees are paid. Problems experienced in registration should be reported to the registrar.

Late Registration
Late registration will be allowed for students who do not register on the specified date on a space-available basis. An additional fee of $30.00 (Summer 201201) and $45.00 (beginning Fall 201212) will be charged for late registration. Late registration fee will be charged by the payment due date, according to the student calendar.

Academic Advisement
First-time learning support students will be initially advised by a Career Evaluator and then referred to their assigned faculty advisor.

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.

Advanced Placement
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.

TRANSFER CREDIT
Transfer Credit From Former Institutions
Albany Technical College recognizes previous postsecondary course work by accepting credit earned from other regionally or nationally accredited institutions. Transfer credit may be awarded for military training or corporate courses when 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 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. A letter informing the student of evaluation of transfer credit
is mailed to the student as soon as the evaluation is completed. The student also has access to this information via the Web on the transcript.

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 posts 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.

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 Standing
2. Be Program Ready
3. Completed two terms of academic history with Albany Technical College, with a minimum 2.0 grade point average
4. Completed SCT 100 with a grade of “C” or better
5. Meet all pre-requisite requirements for the class you plan to transient.

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, courses will not be eligible for transfer to an Albany Technical College program of study.

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 evaluation from an independent source. Please see Dean of Admissions for a list of eligible service providers. Transfer students from foreign institutions must provide course descriptions, along with an official transcript evaluation and/or translation.

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).

Exemption Credit
Instructional departments, on an optional basis, may establish approved exams to be administered by the Special Populations Coordinator for 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 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 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. The schedule for exemption testing is scheduled on an individual basis.

The following rules govern exemption tests:

1. A student cannot take an exemption test if he/she is currently registered for the 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 before the beginning of 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 EX 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.

Experiential Learning
Students with prior military training, documented prior education, and/or work experience in the field can earn course credit by passing an exemption examination. Instructional program departments establish exemptions for coursework; some courses may not be available for exemption credit exams. Students wishing to pursue credit by exemption must:

1. Be accepted or enrolled at Albany Technical College.
2. Complete the Application for Exemption Exam from the Special Populations Coordinator and obtain approval from the appropriate dean or advisor and the person responsible for administering the examination.

3. Take the completed application to the Business Office and pay the required fee for each course to be attempted. The fee is based on the cost per credit hour.

4. Return the application with the receipt to the person responsible for scheduling the exams.

5. Take the exams on the scheduled date and time.

The student will be notified of the test results with five days of the examination.

Credit for Prior Training or Education
Course credit may be awarded for military training, military experience or corporate courses where appropriate. The student must:
1. Have made application to Albany Technical College,
2. Provide the Registrar a transcript or certificate of completion that would indicate that the education or training in question has been successfully completed.

When appropriate, the program instructor will complete an evaluation of military experience or prior education or training and recommend to the Registrar that the course or training be accepted for credit in the field of study. The hours will not be computed in the grade average. Credit for prior training or experience will be identified as EX on the official transcript.

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 are within 10 years. The procedure for a transfer to another program is as follows: Student must fill out a Change of Program form, available in the Admissions Office. All admission requirements for the new program must have been met. The change must be approved by the Dean of Admissions in order for the change to be official.

Transfer Credit For Degree – Prior to COC Credentials
This policy addresses request from former students, who have diploma awards prior to January 2005 that would like to continue with associate degree programs without repeating occupational classes he/she has already passed satisfactorily. 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 began 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 “College Credit Now” 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. Options include Articulation, Dual Enrollment, Move On When Ready (MOWR), Accel program and Joint Enrollment. Students must have “program ready” college entrance scores to participate. Contact our ATC High School Coordinator at 229-430-1972 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.

Dual Enrollment
Students who are juniors or seniors in a public, private or home school high school program may enroll in a certificate or diploma program. The student must present an Albany Technical College application for High School students, signed by the appropriate high school official. Courses taught must be on the State Dual Matrix. These classes are either taught on the high school campus or on the ATC campus. A percentage of tuition may be paid through the HOPE grant depending on eligibility. Students will receive credit at their high school and at Albany Technical College.

Move On When Ready (MOWR)
Students must be a junior or senior in high school and must have attended a public high school one year prior to entering this program. The high school student becomes a full time (12 credit hours or more) ATC student. Tuition and fees are paid with FTE funds from the high school. The student will take all Associates degree courses needed for their high school graduation requirements. Credit will be given at the high school and the technical college.

Accel Program
Students must be a junior or senior in a public high
school. The student must present an Albany Technical College application for High School students, signed by the appropriate high school official and completed other paperwork with the high school counselor. Students will be enrolled in Associate degree core classes. A percentage of tuition may be paid through the HOPE scholarship depending on eligibility. Credit will be given at the high school and the technical college.

Joint Enrollment
Students in joint enrollment must be 16 years of age or older and still in high school. These students may take certificate, diploma or degree courses at Albany Technical College after their school day. They may enroll in any ATC courses. A percentage of tuition may be paid through the HOPE grant or scholarship depending on eligibility. The student will receive credit at ATC only.

FINANCIAL INFORMATION

Student Fees for Georgia Residents
A non-refundable application fee of $15.00 (Summer 2011) or $22.50 (beginning Fall 2011) must accompany the first application. Twelve 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:

Fees: Summer Quarter (2011)
- Tuition (15 or more credit hours) $750.00
- Student Activity Fee 16.00
- Registration Fee 26.00
- Instructional Technology Fee (dual/joint enrolled students are exempt) 35.00
- Student accident insurance 4.00
- Athletic fee 15.00
- Total Tuition and Fees — Full Time student $846.00

* Late Registration Fee if applicable $30.00

Fewer than 12 credit hours are considered part-time; fees for part-time enrollment are as follows:
- Tuition per credit hour $75.00
- Student Activity Fee 24.00
- Registration Fee 39.00
- Instructional Fee (dual/joint enrolled exempt) 55.00
- Student accident insurance 6.00
- Athletic fee 23.00

* Late Registration Fee if applicable $45.00

Stand-alone Technical Certificates of Credits (TCCs) are $75 per credit hour, with the exception of Commercial Truck Driving (CTD) which is $125 per credit hour (subject to change without notice).

COLLEGE ENTRANCE EXAM - RETEST Fee Policy
A fee of $5.00 per part for retest of ASSET and COMPASS will be charged to students. The initial test is covered in the $15.00 (Summer term) or $22.50 (Fall/Spring semesters) 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 requirement;
- The student is entering an Associate Degree program and does not have acceptable scores from a prior test;
- The student is entering a diploma program that requires higher entrance cut-off scores

ASSET and Compass scores are accepted from other accredited institutions provided the scores are no more than five 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.
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 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 and selecting 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 in June and ends June 30. All applications must be completed and processed by the end of the term you attend. Contact the Financial Aid Office for deadline dates. 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.

Financial Aid Advisors
The following Financial Aid Advisors are assigned based on the last name of the student:

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-D  Mr. Jonathan Banks</td>
<td>229-430-1888</td>
</tr>
<tr>
<td>E-J  Mrs. Ophelia Price</td>
<td>229-430-3521</td>
</tr>
<tr>
<td>K-R  Mrs. Amy Lovelace</td>
<td>229-430-3505</td>
</tr>
<tr>
<td>S-T  Mr. Derwin Lanier</td>
<td>229-430-4240</td>
</tr>
<tr>
<td>U-Z  Mr. Alfred Hosely</td>
<td>229-430-3578</td>
</tr>
</tbody>
</table>

FINANCIAL AID PROGRAMS

The programs coordinated by the Financial Aid Office are as follows (please contact the office or visit the ATC website for additional information):

Federal Pell Grant
The Pell Grant is a federally funded grant available to students who meet certain income guidelines. The amount of the Pell Grant award will depend on the expected family contribution (EFC Number) amount shown on the Student Aid Report, whether the student is full or part-time, the number of hours enrolled, and the program of study. It is not available to anyone who has received a bachelor’s degree, owes a refund to any Title IV Aid Program, or is in default on a student loan. In addition, Pell is not available to students who are in learning support classes (DV00) or institutional accepted (IA00), students working toward a certificate, or students who are attending two or more colleges as a regular student. The Pell Grant is disbursed to the student’s account during the 2nd week of the term.

Federal Work Study
This is a needs-based federal grant to help students fund educational expenses by providing work sites on campus. The student must complete the Free Application for Federal Student Aid and have a valid EFC (expected family contribution) issued by the Department of Education before being considered for this grant. The Federal Work Study grant is not available to students who are in learning support classes (DV00), institutional accepted (IA00), working toward a certificate, or attending another college as a regular student.

Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOG is a needs-based federal grant to help students with exceptional need meet educational expenses. The student must complete the Free Application for Federal Student Aid and have a valid EFC (expected family contribution) issued by the Department of Education before being considered for this grant. FSEOG is not available to students who are enrolled in learning support classes (DV00), institutional accepted (IA00), working toward a certificate, or attending another college as a regular student. FSEOG’s are disbursed to the student’s account during the 7th week of the term.
HOPE Grant
This is a state grant funded by the Georgia lottery. The HOPE grant covers some tuition for diploma and certificate programs. Students graduating from a Georgia high school must be residents of Georgia for at least twelve (12) consecutive months before the first day of the term for which aid is awarded. If the student did not graduate from a Georgia high school, they must have resided in Georgia for 24 consecutive months prior to term in which aid is desired. Student may not be in default of a student loan or overpayment of a grant, and must be registered with Selective Service. The student must have a 3.0 GPA at 60 and 90 paid hours from all schools. Students who lose eligibility may regain the grant only once. Funds are disbursed to the student’s account during the 1st week of the term. The HOPE Grant is limited to 95 hours. Effective Fall 201212, students with a baccalaureate degree are not eligible to receive the HOPE Grant.

HOPE Scholarship
The HOPE 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 GPA in a college preparatory track or a 3.2 GPA in a technical curriculum track to be eligible for the HOPE Scholarship. A nontraditional student may qualify for the HOPE scholarship after completing 30, 60 and 90 semester credit hours in the degree program and maintain a 3.0 GPA. Grade point averages are recalculated at 30, 60 and 90 semester hours at the end of the spring term, and at the end of 3 part time terms for beginning students, at which time the student must maintain a 3.7 GPA to retain the HOPE Scholarship grant. The student must be a Georgia resident, not be in default of a student loan or overpayment of a grant, and must be registered with Selective Service. Funds are disbursed to the student’s account during the 1st week of the term. Degree classes taken at any post secondary institution are counted in the GPA calculation. Funds are disbursed to the student’s account during the first week of the term. The HOPE Scholarship is funded by the Georgia lottery. 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 student’s account during the first week of the term.

HOPE GED Voucher
Students who earn a GED on or after July 1, 2003, receive a $500 voucher that can be applied toward the cost of education. Funds are disbursed to the student’s account during the 6th week of the term. The GED voucher is valid for 24 months from date of issuance.

Federal Stafford Loans
The Federal Stafford Loan Program allows students to borrow money at a low interest rate for educational expenses.

A subsidized Federal Stafford loan is a need-based loan, which means the amount you may be eligible to receive is based on your financial need. The federal government pays the interest that accrues on a subsidized Federal Stafford Loan while you are in school, during your grace period after you leave school or graduate, and during eligible deferment periods.

An unsubsidized Federal Stafford loan is a non-need-based loan, which means the amount you may be eligible to borrow is not based on your financial need. If you receive an unsubsidized Stafford Loan, you will be responsible for all interest that accrues on the loan from the date of disbursement forward.

Loan Eligibility Requirements
- You must be a U.S. citizen or an eligible non-citizen;
- You must be accepted for enrollment or enrolled at least half-time at a participating school in an eligible program leading to a degree or diploma;
- You must be maintaining satisfactory academic progress in your course of study according to your school’s standards and statutory requirements;
- You must not be in default on an educational loan or owe a refund on an educational grant;
- You must have a high school diploma or G.E.D. or pass an independently administered test, determined by your school, that demonstrates your ability to benefit from the program of study;
- You must meet all of the other Federal Stafford Loan program eligibility requirements prescribed by law at the time your loan application is processed;
- You must complete the Free Application for Federal Student Aid (FAFSA).
**Federal Stafford Loan Limits**

<table>
<thead>
<tr>
<th>Level</th>
<th>Academic Base</th>
<th>Subsidized Additional (Dependent/Independent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$3500</td>
<td>$2000/ $6000</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$4500</td>
<td>$2000/ $6000</td>
</tr>
</tbody>
</table>

**Stafford Loan Limits**

Aggregate Amount for Undergraduates:
- $31,000 for dependent students
- $57,500 for independent students

Eligibility for the Federal Stafford Loan Program is determined by the Financial Aid Office. You must complete a workshop the term before you need the student loan to receive an application.

**Loan Disbursement**

Loans are guaranteed by The Department of Education. Once the loan is guaranteed, the proceeds from your Federal Stafford Loan will be sent to the school. You will receive a Loan Guarantee and Disclosure Statement outlining the anticipated disbursement schedule, as determined by the school, for each loan guaranteed. A letter will be emailed telling you when to expect your loan check from the Business Office.

**Other Aid Available**

- **SPECIAL POPULATIONS PROGRAM** – Assists economically disadvantaged, displaced homemakers and single parents to cope with the transition to post-secondary education. For more information, please call (229) 430-2753.
- **REHABILITATION SERVICE** – Assists 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 Special Needs Coordinator.
- **SOCIAL SECURITY BENEFITS** – For information concerning Social Security payments while attending ATC, the applicant should contact the local Social Security Office.
- **TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)** – Students receiving TANF should contact their case manager at the area Department of Family and Children Services to see if they qualify for any child care/transportation assistance.
- **WORKFORCE INVESTMENT ACT (WIA)** – A federally funded program operated by the Workforce Investment Board designed to provide assistance to those in need of occupational skills training. Please call 430-5010 for more information. Students in Crisp, Dooly, Macon, Marion, Schley, Sumter, Taylor, or Webster counties please call 229-931-5101.
- **VETERAN PROGRAMS** – Albany Technical College is approved for veteran’s training under various programs. Check with the Financial Aid office before enrolling in a course to assure that a particular course meets current approval for VA benefits. Please call 430-3509 for information.

**FINANCIAL AID FUND DISBURSEMENTS**

Financial Aid funds are disbursed to the student account based on the following schedule:

<table>
<thead>
<tr>
<th>Funds</th>
<th>Disbursed to Account</th>
<th>Refunds Mailed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hope Grant</td>
<td>During Registration</td>
<td>28th day of the term</td>
</tr>
<tr>
<td></td>
<td>Scholarship</td>
<td></td>
</tr>
<tr>
<td>Hope GED</td>
<td>30 days after term starts</td>
<td>During the 6th week of term</td>
</tr>
<tr>
<td>SEOG &amp; LEAP</td>
<td>7th week of term</td>
<td>After Midterm</td>
</tr>
<tr>
<td>Pell</td>
<td>14th calendar day of term</td>
<td>4th week of term</td>
</tr>
</tbody>
</table>

This schedule only applies for those students whose files are complete before the first day of class. Incomplete files will alter the disbursement and refund schedule.

**Withdrawals and Financial Aid**

Any student receiving financial aid must report to the Financial Aid Office upon withdrawal from college. Financial aid adjustment/payments must be calculated according to federal and state regulations.

**Return of Title IV Funds**

Department of Education regulations require the unearned portion of Title IV funds (Pell Grant, FSEOG, and student loans) be returned if a student withdraws from college before the 60% attendance point in the term. If the student withdraws before this point, the award will be adjusted as follows. Example: The term is 72 days in length. The student withdraws on the 20th day. The student’s Pell grant award is equal to $825.00. The award would be adjusted to 20/72 X 825 = $229.00. Student’s adjusted Pell grant award would be $229; student must repay $596.

**Financial Aid and Satisfactory Academic Progress (SAP)**

Financial Aid recipients must maintain satisfactory academic progress to remain eligible to receive Student Financial Aid funds. Satisfactory Academic Progress means the student is proceeding in a positive manner toward fulfilling educational requirements. Students attending ATC must be in good academic standing and making satisfactory progress as stated below.

**Grade Point Average Based upon (SAP)**

Students must maintain a term and cumulative GPA of 2.0 or higher, on a 4.0 scale. If a student’s GPA falls below the minimum, their financial aid is endangered. A student will be put on warning for the term following the term the student fails to earn a 2.0 GPA. The student has the next term of attendance to earn the minimum GPA. The student may receive financial aid while on warning or during the warning term. At the end of the warning period, if the
Transient and Transfer Students

Transient students must be in good academic standing from their parent institution in order to be eligible for financial aid at Albany Technical College. Students transferring from one program to another at this institution will continue to carry their GPA from one program to another for financial aid purposes and all credits and grades will count in the cumulative GPA requirements. Transfer students not previously enrolled at Albany Technical College will be classified as maintaining Satisfactory Academic Progress for the first term enrolled. At the end of the first term, the student’s grades will be measured in accordance with the college’s Satisfactory Academic Progress requirements. Students who previously attended Albany Technical College, transferred to another college, then returned to ATC, will have all of their coursework reviewed.

Termination of Financial Aid

Financial aid will be terminated when a student is determined by the Financial Aid Office to be ineligible, if the office has evidence that the student has falsified information on the application materials, or if federal or state funds are not provided to meet the award.

Drug Related Offense and Federal Student Aid

A student will lose eligibility for all federal financial aid (Pell, workstudy, student loans, etc.) if convicted of a drug-related offense while enrolled in school and receiving federal financial aid.

SAP Financial Aid Suspension

Once a student is on financial aid suspension, the student must pay for the next attending term at his or her own expense. Once the student has successfully earned a 2.0 cumulative and term GPA and 67% cumulative completion rate and have not completed 150% of the hours needed for the program, the student’s financial aid will be reinstated for future terms. If a student is not notified of the suspension, that in itself does not excuse a student from the financial aid suspension, nor does it exempt a student from appealing in a timely manner.

SAP Appeal Process

Students have the right to appeal their suspension of financial aid if they have mitigating circumstances that prevented them from making satisfactory academic progress. A student wishing to appeal financial aid suspension must do so in writing with supportive documentation, when possible. The written appeal must be attached to the Appeal of Financial Aid Suspension form. The form may be obtained from the Financial Aid Office or the financial aid website. The appeal form must be submitted within two days from the beginning of class the term in which the student wants to receive the appeal. Failure to adhere to this time line will delay the appeal for a term. The SAP Appeals Committee will review all appeals independently. The Office of Financial Aid will notify the student of the committee’s decision, and the results are on BannerWeb. The student can only request one appeal per calendar year. The committee’s decision is final. If the appeal is approved and it is determined that the student cannot meet SAP (67% completion rate and have 2.0 GPA) within one (1) term, then an academic plan will be written for the student. The student must meet the plan to maintain SAP.

Reinstatement of Aid

A student who has been terminated from aid due to a lack of satisfactory academic progress must pay for credit hours attempted for the term when the student returns, and must meet satisfactory academic progress requirements to be eligible to receive any further financial aid.

Learning Support and Financial Aid

Students who are enrolled only in Learning Support classes
are not eligible to receive a Federal Pell Grant or other Title IV Federal Financial Aid. A student may receive Title IV Federal Financial Aid while enrolled as a provisionally admitted student. The HOPE Grant will pay for learning support courses as a requirement for the completion of a diploma or certificate program. HOPE Scholarship will not pay for learning support classes.

Tuition Refunds
Students dropping from a course(s) by the end of the third instructional day of the term* 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 term* shall receive no refund of tuition or fees.

*The first three instructional days of the term means: the first day of classes for the term 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 term or later) must be dropped within the first 3 instructional days of the term.

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 term.

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 term, 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 should report to class before going to the bookstore to purchase books. The instructors will use the “program orientation” stamp that they have been provided to stamp each students book form, verifying that they attended class. Stamps will be provided to each instructor. Students must present some form of picture ID 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 students
Students who are taking all online classes must present their attendance confirmation form in order to purchase books. This form is produced when the student confirms attendance online. The form should be brought to the bookstore, along with the student schedule and a picture ID.

Students may also purchase books by sending an email to buybooks@albanytech.edu or through the online bookstore located on our website at www.albanytech.edu. When books are purchased using one of these methods, the attendance confirmation form must be emailed, faxed or mailed to the bookstore before the order will be processed. Orders will be processed within 24 hours of receipt of all required information. Books are shipped using UPS ground shipping and a $20.00 shipping charge is added to all orders.

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

<table>
<thead>
<tr>
<th>Credit Programs:</th>
<th>Numerical Equivalent</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>90-100%</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Support:</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>A*</td>
<td>90-100%</td>
</tr>
<tr>
<td>B*</td>
<td>80-89%</td>
</tr>
<tr>
<td>C*</td>
<td>70-79%</td>
</tr>
<tr>
<td>D*</td>
<td>60-69%</td>
</tr>
<tr>
<td>F*</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

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

IP — This indicates that a student is "in progress" in a course that requires coursework beyond the present quarter. 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 midterm 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 SAPP under Financial Aid for results against financial aid for withdrawal from a course.

WF — Students who drop a course(s) or withdraw from college after the mid-point of a term (or course) and are failing will receive a grade of "WF" (Withdraw Failing) for all courses involved. See SAPP under Financial Aid for results against financial aid for withdrawing from a course.

WP — Students who drop a course or withdraw from college after the mid-term of the semester, and are passing may receive a grade of WP (withdraw passing) for all courses dropped in the case of hardship as determined by the vice president for academic affairs or a designated representative. Verification of hardship will be required when the request is made or a "WF" will be assigned and calculated in the grade point average as an "F". The documentation must be submitted with the request. A grade of "WP" is not included in calculating the grade point average but is counted as coursework attempted. See SAPP 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.

EX — This indicates that a student has exempted a course through examination. 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.

AC — Advanced Placement/Articulated Credit may be awarded for high school coursework/Tech Prep completed under formal articulation agreements when established competencies have been achieved. A grade of AC will be given for the course(s). Credit is given but no grade points are calculated. (The official transcript from the previous secondary institution must be received before the student registers for the class and grades must be an 85 or better.) Credit must be awarded from the secondary college within 18 months of graduation. Once the student has enrolled in a particular class, transfer credit will not be granted.

### Grade Point Averages

The formula to calculate grade point average is:  
\[ \text{Credit Hours x Grade Point Equivalent} = \text{Total Points} \]

#### Example: Grade Point Equivalents

<table>
<thead>
<tr>
<th>Grade point equivalent</th>
<th>Credit hours</th>
<th>Quality points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A grade of 96= (4. 0) x</td>
<td>2.0</td>
<td>8.0</td>
</tr>
<tr>
<td>A grade of 80= (3. 0) x</td>
<td>5.0</td>
<td>15.0</td>
</tr>
<tr>
<td>A grade of 71= (2. 0) x</td>
<td>4.0</td>
<td>8.0</td>
</tr>
<tr>
<td>A grade of 65= (1. 0) x</td>
<td>5.0</td>
<td>5.0</td>
</tr>
<tr>
<td>Total</td>
<td>16.0</td>
<td>36.0</td>
</tr>
</tbody>
</table>

Total all credit hours. Divide quality points by total credit hours to equal grade point average. For example: 36 divided by 16 = 2.25 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.

The Term Grade Point Average is that average calculated based on all credit courses taken each term. The term 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 on the President’s List.

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 term to include the current term’s grades.

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

**Work Ethics**
Work ethics grades will be calculated with the academic grade. The work ethics grade 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.

**President’s List**
Students enrolled for 12 or more credit hours and earning a 4.0 average for that term’s work will have their names published on the President’s List.

**Repeating A Course**
When a course is taken more than once, the final 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 fifth 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 midterm 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 midterm 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.

**Withdrawal Procedure**
To withdraw from Albany Technical College, students should complete the following steps:
1. See the instructor for each course in which the student is enrolled to complete the withdrawal process.
2. If receiving financial aid, the student should advise the financial aid office of their intent to withdraw from a course or from the College.

**DROP PROCEDURE**
Students may drop a course or courses by the end of the third day of the term 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 term.

The first 3 instructional days of the term 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 term or later) must be dropped within the first 3 instructional days of the term.

On the 4th instructional day of the term, 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 term.

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 the appropriate Dean of Academic Affairs within five business days from the date of learning, or the date that he/she should reasonably have known, of the suspension or dismissal.

**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 term. 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 by the Registrar’s Office.

A student may appeal the suspension or dismissal by filing an Academic Appeals Request form with 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.

**Attendance**

Students are expected to be punctual and to attend all classes for which they are registered. Instructors will keep an accurate record of class attendance. Class attendance is calculated from the first officially scheduled class meeting through the last scheduled meeting. Students may not miss more than 10 percent of the scheduled class time. If a student misses more than 10 percent of the class time, the instructor can recommend that the student be dropped from the class, through the 60% attendance point of the term completed. Students will not be dropped for lack of attendance during the last 40% attendance point of the term completed. The student has earned the right to a letter grade at this point and under the satisfactory academic progress policy, a WF is counted as an F.

Any student arriving late for class or leaving early before the scheduled ending time will be marked tardy. Three tardies are equivalent to one absence from class. NOTE: Special attendance policies may be required for some programs. Students anticipating an absence or tardiness should contact the instructor in advance. If a student misses class, they should (a) provide the instructor with appropriate documentation indicating the reason for absences; (b) request make-up assignments from instructor(s) upon returning to class (es); and (c) complete make-up work within a reasonable length of time.

**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.

**"No-show" Attendance Policy**

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. Absences from class due to financial aid or non-payment count toward the 10% of allowed class absences.

**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 four 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.

STUDENT RECORDS

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. Directory information may include: the full name of student, campus address and telephone number, home address and telephone number, college e-mail address, major field of study, degrees and awards received, dates of attendance, enrollment status, name of institution last attended, participation in official sports and activities, height and weight of athletic team members, photographs, state of resident and date and place of birth. 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.

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, in writing, with student’s signature to the Registrar’s Office. 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. The first transcript is issued at no charge, a $5.00 processing fee is required for copies of each additional transcript, except those requested by administrators or instructors. No student records are released when the student has financial indebtedness to the college.

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.

GRADUATION POLICY
Graduation exercises are scheduled in the spring and fall. 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 two terms before program completion. Once the application is received, the Registrar will perform a graduation audit to determine graduation status. A graduation application processing fee of $35.00 is due at filing. 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.

In order to be eligible for graduation, each student must satisfactorily complete the program of study as outlined in the state standards. A grade point average of at least 2.0 is required for graduation. Upon request to the registrar, a student may receive a copy of their official transcript.

Residency Requirements for Graduation
To receive a credential from Albany Technical College, it is required that a student completes a minimum of 25 percent of the coursework of a particular program from Albany Technical College.
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. The student’s official grade in the course will be the second one earned. Although both grades remain on the record and are computed in the quality point average, only the final attempt will be calculated for the purpose of graduation requirements.

Diploma Reprints
The first diploma is provided at no cost. A fee of $25.00 will be charged for each additional reprint.

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 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.
PARKING GUIDE

PARKING
The authority for administering and enforcing traffic and parking regulations on the Albany Technical College campus rests with the Campus Operations Department. The administration reserves the authority to make changes as needed in parking areas, traffic flow, and other changes as related to traffic conditions. The purpose of these regulations is to facilitate safety, maintain orderly conduct of the College's business, and to provide parking facilities in support of this function within the limits of available space. These regulations are intended only to supplement the State of Georgia Motor Vehicle Laws, all provisions of which apply to this campus. These rules and regulations apply to all vehicles, which are self-propelled. The owner or person to whom the vehicle is registered is ultimately responsible for the safe operation and proper parking of the vehicle, regardless of who the operator may be. "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 term, new students are expected to obtain a parking decal from the Business Office and properly display it in their vehicle.

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 $8.00 at the beginning of Summer Term 201201. Fees for decals purchased at the beginning Fall Semester are pro-rated as follows:

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8.00</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

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.

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 Visitors 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.

<table>
<thead>
<tr>
<th>Parking Area</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prosperity Hall (PRO)</td>
<td>Visitors, Disabled</td>
</tr>
<tr>
<td>Freedom Hall (FRE)</td>
<td>Students, Faculty, Staff, Staff, Disabled</td>
</tr>
<tr>
<td>Nathanial Cross Health Technology Building (HCT)</td>
<td>Faculty, Staff, Disabled</td>
</tr>
<tr>
<td>Artisan Hall (AED)</td>
<td>(Side) Faculty, Staff (Front) Students, Visitors, Disabled</td>
</tr>
<tr>
<td>Manufacturing Technology Center (MTC)</td>
<td>Visitors, Faculty, Staff, Students, Disabled</td>
</tr>
<tr>
<td>George M. Kirkland Jr. Building (ADM)</td>
<td>Visitors, Faculty, Staff, Disabled</td>
</tr>
<tr>
<td>Child Development Demonstration Center(CDV)</td>
<td>Visitors, Faculty, Staff, Students, Disabled</td>
</tr>
<tr>
<td>Center of Excellence in Information Technology and Electronics (CEIT)</td>
<td>Faculty, Staff, Disabled</td>
</tr>
<tr>
<td>Facilities Maintenance (OPS)</td>
<td>Visitors, Faculty, Staff, Students, Disabled</td>
</tr>
<tr>
<td>Logistics Education Center (LEC)</td>
<td>Faculty, Staff, Students, Disabled</td>
</tr>
<tr>
<td>Charles B. Gillespie, M.D. Center for Emergency Responders (EMR)</td>
<td>Faculty, Staff, Disabled</td>
</tr>
</tbody>
</table>
**Policies & Procedures**

<table>
<thead>
<tr>
<th>Policy</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking in unauthorized areas.</td>
<td>10.00</td>
</tr>
<tr>
<td>Failure to display current parking permit.</td>
<td>10.00</td>
</tr>
<tr>
<td>Decal displayed on vehicle other than vehicle for which it is authorized.</td>
<td>10.00</td>
</tr>
<tr>
<td>Alteration or reproduction of parking decal.</td>
<td>10.00</td>
</tr>
<tr>
<td>Knowingly falsifies information on parking permit application.</td>
<td>10.00</td>
</tr>
<tr>
<td>Unauthorized possession of an ATC parking permit.</td>
<td>10.00</td>
</tr>
<tr>
<td>Parking in a no parking zone, service and delivery zone, yellow curb areas, and crosswalks.</td>
<td>10.00</td>
</tr>
<tr>
<td>Parking in the wrong direction on any street.</td>
<td>10.00</td>
</tr>
<tr>
<td>Not parking within a marked space.</td>
<td>10.00</td>
</tr>
<tr>
<td>Blocking or obstructing traffic, street, dumpster, sidewalk, building entrance or exit, or another vehicle.</td>
<td>10.00</td>
</tr>
<tr>
<td>Double parking or backing into a parking space.</td>
<td>10.00</td>
</tr>
<tr>
<td>Parking in unauthorized areas.</td>
<td>10.00</td>
</tr>
<tr>
<td>Students parking in faculty/staff or visitor parking areas.</td>
<td>10.00</td>
</tr>
<tr>
<td>Occupying more than one space.</td>
<td>10.00</td>
</tr>
<tr>
<td>Stopping, standing, or parking where prohibited.</td>
<td>10.00</td>
</tr>
<tr>
<td>Littering violations will be enforced for dropping litter in parking areas and on the campus grounds.</td>
<td>10.00</td>
</tr>
<tr>
<td>Parking in Disabled/ADA areas.</td>
<td>100.00</td>
</tr>
<tr>
<td>Defacing, altering, knocking down or removing any parking or traffic signal, sign or structure.</td>
<td>10.00</td>
</tr>
<tr>
<td>Littering violations will be enforced for dropping litter in parking areas and on the campus grounds.</td>
<td>10.00</td>
</tr>
<tr>
<td>Driving under the influence of drugs or alcohol.</td>
<td>25.00</td>
</tr>
<tr>
<td>Reckless driving.</td>
<td>25.00</td>
</tr>
<tr>
<td>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.</td>
<td>25.00</td>
</tr>
<tr>
<td>Failure to obey stop or yield signs.</td>
<td>25.00</td>
</tr>
<tr>
<td>Improper change of lanes.</td>
<td>25.00</td>
</tr>
<tr>
<td>Driving the wrong way on a one-way street.</td>
<td>25.00</td>
</tr>
</tbody>
</table>

**Permit/Decal Violations/Fines**

- 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. ................. 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
- 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
- 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

**Visitor Policy**

- 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 & 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.

**Student Accident Insurance**

- ATC student insurance coverage is handled through Pearce and Pearce Inc., with Mutual of Omaha as our carrier. For questions concerning insurance coverage, contact the following:

Students (credit):

**Vice President of Student Affairs & Enrollment Management**

**Randolph County Learning Center (RCLC)**

**Visitors, Faculty, Staff, Students, Disabled**

**Carlton Construction Academy (CCA)**

**Faculty, Staff, Students, Disabled**

**Randolph County Learning Center (RCLC)**

**Visitors, Faculty, Staff, Students, Disabled**

**36**
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.
- Both ATC students and the general public may use computers in the library. For library use, currently enrolled students are required to present valid ID card and other persons must present a valid Georgia driver’s license.

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

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 Jimerson at 229-430-3514 or jjimerson@albanytech.edu for more details.

The Career 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.

At present, the Career Center is located at the Dougherty County Campus in the Kirkland Building (Bldg F), Room 6158 in Student Services. The Center is open Monday, Wednesday and Thursday from 8 am to 5 pm and Tuesdays from 8 am to 7 pm. Walk-ins are welcome from 9 am to noon, Monday through Thursday. Appointments are available after 1 pm on Monday through Thursday. Students are seen on Fridays by appointment only.

Job Preparation Assistance
- Skills Assessment
- Resume
- Development of Job Resources
- Networking Tips
- Dressing for Success Tips
- Interviewing Tips
- The Follow-up to include Thank You Letters

Special Populations program
Assist economically disadvantaged, displaced homemakers and single parents to cope with the transition to post-secondary education. Contact Calvin Lee at 229-430-2753 or email clee@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 6156 in the Kirkland Building, Building F, and is open during regular business hours throughout the academic year. Contact Regina Watts 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 Coordinator of Counseling and Special Services. Please call Regina Watts, 229-430-2854 for more details.

Peer Tutorial Services
Peer tutorial services are available to any student enrolled in an occupational program at Albany Technical College. A student may receive up to 5 hours of tutorial services per week at no charge. The tutors are students that have demonstrated excellent academic and leadership skills. Contact Calvin Lee at 229-430-2753 or email clee@albanytech.edu for more details.

ACADEMIC FRESH START
The Academic Fresh Start program allows forgiveness of past academic records when the student meets the following criteria:
1. has a cumulative grade point average (GPA) below 2.0
2. has been out of school six months
3. applies in writing for the academic Fresh Start program
4. submits all official transcripts to the Office of Admissions when applying

Please contact the Office of the Registrar in the Kirkland Building, room F-6159, or via telephone at (229) 430-3510 for more information on Albany Technical College’s Fresh Start program.

RETENTION COUNSELING
The college provides support for students who request assistance with problems or who may be referred for assistance by an instructor. Students occasionally have problems with which they would like assistance, such as uncertainty of vocational choice, poor grades, lack of ability to concentrate, poor study habits, financial aid concerns, family or social situations, planning a future education, etc. Students needing assistance in making a decision should not consider any problem too small or too great to discuss with a counselor. Students are encouraged to seek the services of an advisor any time they feel that the counselor may be of assistance. Students may contact the Retention Coordinator directly, or may be referred by faculty. Contact Maranda Lee at 229-430-3558 or email mlee@albanytech.edu for more details.
ACADEMIC ACHIEVEMENT CENTER
The Academic Achievement Center is where foundations for success are reinforced. The basic skills of any course of study, Reading, English, and Mathematics – plus personalized counseling for Learning Support students – the AAC offers services for all our students.

First semester Learning Support students receive personalized counseling and academic registration by Ms. Drenda Davis-Jackson. Counseling services are available to address a multitude of barriers to student success – from transportation concerns, personal matters, time management, study skills, or simply understanding the college environment.

The Academic Achievement Center (AAC) provides an environment for Learning Support students to accelerate into their programs of study. With a combination of electronic classroom materials and personalized tutoring, students are given a plan of study to address their specific academic needs in Learning Support courses for English, Reading, and Mathematics. In addition, Student Tutors and Supplemental Instruction is available for Learning Support students. The individualized learning plan offered by the AAC has proven highly effective in advancing students from Learning Support to program-readiness.

For new applicants not satisfied with entrance exam scores, remediation is provided through the AAC. An applicant who wishes to re-take the COMPASS exam can schedule an appointment in the AAC and receive access to a program that will identify and remediate areas of need. Applicants will complete modules in the AAC that relate directly to the COMPASS exam. When the applicant achieves a targeted higher score, they are ready to re-take the COMPASS.

GEORGIA FATHERHOOD PROGRAM
The Georgia Fatherhood Program (GFP) is a partnership between the Technical College System of Georgia (TCSG) and the Georgia Department of Labor (GDOL). This program provides education, training and job placement services for non-custodial and custodial parents that are unemployed and underemployed. The GFP offers a statewide systematic delivery of services that enables participants to contribute to the economic well being of their children and the workforce development of the State. The standard is to provide a comprehensive program of services, which includes assessment, workshop competencies, and skills training concurrent with employment.

The GFP seeks to serve all parents who want to support their children/families, but lack the financial means necessary to do so. Participants are required to attend Life Skills training workshops. Referrals to adult literacy, GED preparation and short-term training (TCC) courses are also available from the Georgia Fatherhood Program.

Specifically, the Georgia Fatherhood Program targets parents who:
- are unemployed;
- are underemployed with an income less than $20,000 per year;
- have children receiving TANF benefits;
- lack a high school diploma or GED and who are seeking to increase their earning potential.

STUDENT ACTIVITIES
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. 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.

Instructors nominate outstanding students for the GOAL Program. 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.

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.

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.
Collegiate DECA (formerly Delta Epsilon Chi)
Collegiate DECA is the two-year college division of the Distributive Education Clubs of America. The purpose of Delta Epsilon Chi is to provide opportunities for students pursuing careers in business and hospitality fields. The organization encourages involvement in the college and community, and strives to develop professionalism and self-confidence in each student. There are annual competitions on the state and national levels in various business areas (including marketing, accounting, management, visual communications and hospitality areas), which are an important aspect of the student’s involvement. Membership must be established by February of the academic year to be eligible for competition.

National Technical Honor Society
The National Technical Honor Society (NTHS) is an honor organization for students enrolled in occupational vocational-technical diploma or degree programs. 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 vocational-technical colleges, business and industry; and to promote the image of vocational-technical education in America. In order to become a member of ATC’s NTHS, students must:
1. Be recommended in writing (on a special form) by an instructor in their program;
2. Have taken 12 credit hours per term for two consecutive terms in one program;
3. Have and maintain a 3.5 overall average, excluding courses in developmental studies;
4. Not make lower than a final grade of B in any course; and
5. Have good character, exhibit leadership skills, and plan to pursue a career in their program of study.

Phi Beta Lambda
The purpose of Phi Beta Lambda 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. Phi Beta Lambda 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 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.

Student Government Association (SGA)
The Student Government Association (SGA) includes senators from all program areas. The purpose of the organization is to provide 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 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. The SGA shall have at least two faculty advisors.

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.

Honor Graduate
Students will be recognized as an honor graduate by maintaining a 4.0 grade point average in their program of study.

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.

Chorus
The Albany Technical College Chorus is currently made up of talented singers from a cross-section of diploma, associate and GED programs as well as faculty and staff. The chorus performs at least one concert each term and enjoys socials and community service activities. The group specializes in gospel, patriotic and inspirational music.

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.

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.

1. Right to call witnesses and to present evidence in his/her behalf.
2. Right, upon request, to a list of witnesses who will appear against him/her.
3. Right to confront and cross-examine witnesses and/or accusers.
4. Right to request a copy of the record or the tape recording of a hearing.
5. Right to appeal to the President if the result of the hearing is suspension or expulsion.
6. Right to maintain privacy of personal possessions unless appropriate Albany Technical College personnel have reasonable cause to believe a student possesses any object or material that is prohibited by law of ATC Board policy.
7. Right to attend classes in an educational environment in which personal property is respected.

ALBANY TECHNICAL COLLEGE
STUDENT CONDUCT CODE

PREAMBLE
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.
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. 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.

ARTICLE I: DEFINITIONS

1) Appellate Board: as defined in the Student Disciplinary Policy and Procedure.

2) Faculty Member: any person hired by the Technical College to conduct teaching, service, or research activities.

3) Judicial Body: as defined in the Student Disciplinary Policy and Procedure.

4) Member of the Technical College Community: any person who is a Student, Faculty Member, contractors, Technical College Official or any other person/s involved with the Technical College or the 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, 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.

6) 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 considered “Students”.

7) Student Disciplinary Officer: as defined in the Student Disciplinary Policy and Procedure.

8) System: the Technical College System of Georgia.

9) Technical College: any college within the Technical College System of Georgia.

10) Technical College Official: any person employed by the Technical College performing assigned administrative responsibilities on a part-time, full-time or adjunct basis.

11) Technical College 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).

ARTICLE II: PROSCRIBED CONDUCT

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
   a. 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.
   b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person’s knowledge.
   c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
   d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
   e. Representing as one’s own an examination or any other written or oral work submitted for evaluation and/or a grade taken by another person.
   f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
   g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
   h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by Technical College Officials, college administrator or Faculty Member.
1. 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.

2. Plagiarism
a. Submitting another’s published or unpublished work in whole, in part or in paraphrase, as one’s own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
b. Submitting as one’s own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
c. Submitting as one’s own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

NON-ACADEMIC
1) Jurisdiction of the Technical College.
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.

2) Conduct Rules and Regulations
Any Student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure:

1. Behavior
a. Indecent Conduct: The Technical College prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
b. Violence: The Technical College prohibits mental or physical abuse of any person (including sex offenses) on Technical College Premises or at Technical College-sponsored or Technical College-supervised functions, including verbal or 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 action which endangers the peace, safety, or orderly function of the Technical College, its facilities, or persons engaged in the business of the Technical College.
c. Harassment: The Technical College prohibits any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The Technical College also prohibits stalking, or behavior which in any way interferes with another Student’s rights or an employee’s performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials.) If, in the opinion of Technical College Officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
d. Disruption: The Technical College prohibits intentional obstruction or interruption of 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.
e. Failure to Comply: Failure to comply with directions of Technical College Officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism
a. 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
a. Theft and Damage: The Technical College prohibits theft of, misuse of, or harm to Technical College Property, or theft of or damage to property of a Member of the Technical College Community or a campus visitor on Technical College Premises or at a Technical College function.
b. Occupation or Seizure: The Technical College prohibits occupation or seizure in any manner of Technical College property, a Technical College Premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
c. Presence on Technical College Premises: The Technical College prohibits unauthorized entry upon Technical College Premises; unauthorized entry into Technical College Premises or a portion thereof which has been restricted in use; unauthorized presence in Technical College Premises after closing hours; or furnishing false information to gain entry upon Technical College Premises.
d. Assembly: The Technical College prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with
4. Drugs, Alcohol and Other Substances
Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

a) Alcohol: Georgia Law and the Technical College prohibit possession or use of alcoholic beverages on Technical College Premises unless used for educational purposes or for a religious ceremony. Alcohol is also prohibited by the Technical College at Technical College-sponsored or supervised functions unless permitted by the Technical College President. College-sponsored or supervised functions will be permitted only if the event takes place at (1) a Technical College business conference center capable of accommodating more than two hundred persons or (2) at an off-campus facility and all provisions of the State Board of the Technical College System of Georgia Policy II.C.6. must be followed. The Technical College further prohibits Students being in a state of intoxication on Technical College Premises or at Technical College-sponsored or supervised functions unless permitted by the Technical College President. College-sponsored or supervised functions will be permitted only if the event takes place at (1) a Technical College business conference center capable of accommodating more than two hundred persons or (2) at an off-campus facility and all provisions of the State Board of the Technical College System of Georgia Policy II.C.6. must be followed. The Technical College further prohibits Students being in a state of intoxication on Technical College Premises or at Technical College-sponsored or supervised functions (including off-campus functions) or in a Technical College-owned vehicle.

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

c) Food: The Technical College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on Technical College Premises, unless otherwise permitted by Technical College Officials.

d) Tobacco: The Technical College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on Technical College Premises. Refer to the Albany Technical College Tobacco Policy. Albany Technical College is a tobacco-free campus.

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

b. Electronic Devices: Unless otherwise permitted by Technical College Officials, the Technical College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on Technical College Premises. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, 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.

c. Harassment: The Technical College prohibits the use of computer technology to harass another Student or Technical College Official by sending obscene, harassing or intimidating messages, jokes, or material.

d. Unacceptable Use: Use of computing facilities to interfere with the work of another Student, Faculty Member or Technical College Official. This includes the unauthorized use of another individual’s identification and password. 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 and its associated Technical Colleges are committed to providing all employees, Students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting by expressly prohibiting the possession of a firearm, weapon, or explosive compound/material on any technical college campus (including all satellite campuses/off-site work units), within the designated school safety zone, or at any technical college sanctioned function in a manner contrary to state or federal law (Policy II.C.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 failure to meet any and all financial obligations to the Technical College. All tuition and fees must be paid prior to the first day of class.
10. Violation of Technical College Policy
Violation of published 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 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. Violation of Law
a. If a Student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the Technical College's vital interests and stated mission and purpose.
b. Disciplinary proceedings may be instituted against a Student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
c. When a Student is charged by federal, state, or local authorities with a violation of law, the Technical College will not request or agree to special consideration for that individual because of his/her status as a Student. The Technical College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual Students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

d. Failure to obey the notification of a Student Disciplinary Officer, Judicial Body, Appellate Board or Technical College Official.
e. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
f. Disruption or interference with the orderly conduct of a judicial proceeding.
g. Initiating a judicial proceeding knowingly without cause.
h. Attempting to discourage an individual's proper participation in, or use of, the judicial process.
i. Attempting to influence the impartiality of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, and/or during the course of, the judicial proceeding.
j. Harassment (verbal or physical) and/or intimidation of a member of a Student Disciplinary Officer, Judicial Body, or Appellate Board prior to, during, and/or after a judicial proceeding.
k. Failure to comply with the sanction(s) imposed under the Student Code.

Created: September 7, 2001, Updated: March 22, 2010; June 3, 2010 Approved TCSG

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. 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. Appellate Board: any person or persons designated by the President to consider an appeal from a Judicial Body's determination that a Student has violated the Student Code of Conduct, other regulations, or from the sanctions imposed. The President may serve as the Appellate Board.
3. Business Days: weekdays that the Technical College administrative offices are open.
4. Continuing Relationship: any person who has been enrolled as a student and may enroll in the future as a Student at the Technical College.
5. Faculty Member: any person hired by the Technical College to conduct teaching, service, or research activities.
6. Judicial Advisor: a Technical College Official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code of Conduct. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Body and the sole member or one of the members of a Judicial Body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the “Judicial Advisor” of the Technical College may be the Student Disciplinary Officer.
7. Judicial Body: any person or persons authorized by the President of a Technical College to consider a Student’s appeal of a decision by the Student Disciplinary Officer.

8. 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.

9. 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.

10. 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.”

11. Student Disciplinary Officer: the person designated by the President to administer this procedure. This person may be the same as the Judicial Advisor.

12. Student Organization: any number of persons who have complied with the formal requirements for Technical College recognition.


15. Technical College Official: any person employed by the Technical College, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.

16. Technical College 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).

IV. ATTACHMENTS:
A. Student Code of Conduct Complaint Form
B. Disciplinary Sanction Appeal Form
These forms are available in the Vice President of Student Affairs & Enrollment Management office.

V. PROCEDURE:
A. Filing a Complaint
1. Any member of the Technical College Community may file a complaint with the Student Disciplinary Officer against any Student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer or his/her designee.

2. Academic Misconduct may be handled using this procedure or a separate Academic Misconduct Procedure at the discretion of the President.

3. Investigation and Decision
   a. Within five business days after the Student Code of Conduct Complaint Form (the “Complaint”) is filed, the Student Disciplinary Officer or his/her 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 charges. In the event that additional time is necessary, the Student will be notified. After discussing the Complaint with the Student, the Student Disciplinary Officer or his/her designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.
   b. The Student shall have 5 business days from the date contacted by the Student Disciplinary Officer to schedule the meeting. This initial meeting may only be rescheduled one time. If the Student fails to respond to the Student Disciplinary Officer within 5 business days to schedule the meeting, reschedules the meeting more than once, or fails to appear at the meeting, the Student Disciplinary Officer will consider the available evidence without Student input and make a determination.
   c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one Student, each Student’s disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
   d. If the Student Disciplinary Officer or his/her 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 Student Disciplinary Officer or his/her 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
1. After a determination that a Student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
   a. Restitution – A Student who has committed an offense against property may be required to reimburse the Technical College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
   b. Reprimand – A written reprimand may be given 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.

d. 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.

e. 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.

f. Failing or lowered grade – In cases of academic misconduct, the Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the Technical College. Reference policy V.H. Academic standards, evaluations and appeals.

g. 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.

h. Disciplinary Expulsion – Removal and exclusion from the Technical College, Technical College controlled facilities, programs, events, and activities. A record of the reason for the Student’s dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from the Technical College for any reason may apply in writing 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 Student Disciplinary Officer or his/her designee.

i. Interim Disciplinary Suspension – As a general rule, the status of a Student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer 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.

j. 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 may 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.

2. Violation of Federal, State, or Local Law

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

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

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

3. Conditions of Disciplinary Suspension and Expulsion

a. A Student who has been suspended or expelled from the Technical College shall be denied all privileges afforded a Student and shall be required to vacate Technical College Premises at a time determined by the Student Disciplinary Officer or his/her designee.

b. In addition, after vacating the Technical College Premises, a suspended or expelled Student may not enter upon the Technical College Premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary

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4. The Appellate Board 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 Appellate Board shall deliver its decision to the Student within 10 business days. The decision of the Appellate Board shall be final and binding.

D. Document Retention

The Student Disciplinary Officer or his/her 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 Student Disciplinary Officer or his/her 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 Judicial Body and Appellate Board. A record of the final decision must also be retained, in the event that the decision is appealed to the President. All records specified in this section shall be retained for a period of five years.

Adopted 3/30/10 TCGS

ACADEMIC APPEALS

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 Vice President for Academic Affairs 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.

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 (3) business days from the date the grades were posted. If talking with the appropriate 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 5 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 Vice President for Academic Affairs.

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) 430-3502.

STUDENT COMPLAINT PROCESS  
(College-Related Complaints)

- The College, in its goal to provide quality instruction and service, provides students access to appropriate College staff and administration to resolve questions, concerns, or complaints against ATC staff, policies, procedures, or other actions or inactions of the College.
- Students are strongly encouraged to resolve any concern informally through the appropriate department or division Deans.
- If needed, the Office of the Vice President of Student Affairs and Enrollment Management will direct the student to the appropriate department or division director to initiate the informal process.
- The Dean will work with the student to resolve the student’s question, concern, or complaint.
- If the student is not satisfied with the discussion and any suggested resolution, the student may file a formal complaint.
- The student may contact the Office of the Vice President of Student Affairs and Enrollment Management to proceed with a formal written complaint.

INFORMAL COMPLAINT

- The goal of the informal complaint process is to provide information to the student that answers the student’s questions and concerns and/or to come to a resolution agreeable to the student and the College.
- The student discusses the complaint informally with the division Dean. If the concern is in regards to the division Dean, the student may discuss the concern with the Vice President of Academic Affairs. The student may seek assistance through the process from the Vice President of Student Affairs and Enrollment Management.
- To address complaints in a timely fashion, students should begin the informal process within 30 college business days of the alleged complaint.
- If the student is not satisfied with the discussion and any suggested resolution, the student may file a formal complaint in the Office of the Vice President of Student Affairs and Enrollment Management.

FORMAL COMPLAINT

- Students may file a formal written complaint against the College. The formal complaint should be filed within 30 college business days of the suggested resolution of the informal complaint.
- The formal written complaint must contain the following information:
  1. Name of the student(s) filing the formal complaint.
  2. Statement of facts and nature of the formal complaint.
  3. Date(s) of the incident(s).
  4. Resolution being sought by the student(s).
  5. Student’s signature.
- The student will submit the formal written complaint to the division Dean and the appropriate Vice President. The Vice President of Student Affairs and Enrollment Management will assist students to identify the appropriate vice president.
- The division Dean will have five (5) college business days to work with all parties to affect a resolution.
- If the resolution presented by the division Dean is not agreed to, the student may appeal the resolution to the Vice President of Student Affairs and Enrollment Management. The Vice President shall, within fifteen (15) college business days after the first receipt of the complaint, cause an investigation to be made of the unresolved complaint.
- The Vice President of Student Affairs and Enrollment Management shall, within twenty (20) college business days after receipt of the formal complaint, inform the student of the results of the investigation and his/her decision. The Vice President of Student Affairs and Enrollment Management may recommend one or more of the following actions:
  • Offer a resolution to the complaint.
  • Dismiss the complaint.
  • Take appropriate action.
- The finding of the Vice President of Student Affairs and Enrollment Management is final.

NOTE: Any time limit herein may be extended by five (5) days with notice to complainant. Timelines may be further modified by mutual agreement.

DISCRIMINATION AND GRIEVANCE COMPLAINT RESOLUTION

Introduction
While the process described in this Complaint Resolution procedure is generic and therefore available to address any concerns of members of the Technical College community and employees of the Department, it is intended to be of particular use to those persons seeking to vindicate rights accorded them pursuant to the Department’s policy of Equal Opportunity. More specifically, this policy constitutes the grievance mechanism called for by the regulations implementing the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title IX (barring sex discrimination), Title VI (barring discrimination on the basis of race, color, or national origin); and Title VII (barring discrimination on the basis of race, color, religion, gender, or national origin).

This complaint resolution process is also intended to provide the Employee Grievance Procedure for the
Any member of the Technical College community or employee of Albany Technical College may submit a complaint alleging a violation of the College policy to the appropriate administrator at any time except where time constraints are stipulated by contract or law. All persons are encouraged to file their complaints as promptly as possible because the ability of the College to effectively respond may be compromised by the passage of time. Grievances should generally be filed within 30 days of the date of the conduct complained of or within 30 days of the date the conduct was discovered. Employees who are seeking relief in accordance with the provisions of the Employee Grievance Procedure for the Unclassified Service must normally file their grievance within ten workdays of the act complained of or within ten workdays following their learning of the act complained of.

Student academic complaints are not covered by this policy and procedure. Students seeking review of academic decisions may do so pursuant to the policy on Academic Standards, Evaluations, and Appeals.

Policy Advising
Individuals seeking information regarding the process of complaint resolution may consult with any of the following offices or individuals for advice and assistance.

At the Technical College
Human Resources Coordinator
Any Vice President
Sexual Harassment Issues – Vice President of Administration
Complaints regarding sexual harassment shall be handled in accordance with the procedures for handling sexual harassment complaints.
Grievance Coordinator – Vice President of Administration

Non-Grievable Issues
Performance evaluations, contract renewals, and changes in job assignments or duties are generally not grievable under this process.

Informal Resolution Procedure
Complainants are encouraged to seek informal resolution of their grievances or concerns. This informal procedure is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of what may be different perspectives regarding the complained of act or directive.

Absent extraordinary circumstances, the complainant's immediate supervisor will be responsible for the informal resolution procedure. If the immediate supervisor is the subject of the grievance the complainant may file the informal complaint with another person in the administrative chain of command. The Grievance Coordinator at each College shall assist employee-complainants in having their informal grievances heard and shall assist in fashioning an informal resolution upon
the request of the complainant, the respondent or the supervisor.

If the informal process does not result in the resolution of the complaint to the satisfaction of the complainant, the complainant may utilize the formal complaint procedure. For monitoring purposes, a record of any complaint alleging discrimination or any other violation of law shall be reported to the College Grievance Coordinator, even when the complainant is using the informal process.

**Formal Resolution Procedure**

A formal complaint shall be in writing and shall set forth a statement of the facts, the College policy(ies), procedure(s) or law allegedly violated and the specific remedy sought. The formal complaint normally shall be filed as follows:

If the complaint alleges illegal discrimination, the complaint shall be filed with the College's Equity Coordinator and/or the Director of Human Resources. All other complaints shall be filed with the College's Human Resources Representative. These individuals or their offices shall also continue to monitor and coordinate the complaint’s resolution.

The College offices shall forward the complaint to the appropriate Director for Step 1 resolution. For the sake of clarity, the term "Director" in this procedure shall mean the appropriate individual for referring such complaints to. If the complaint is against appropriate Director, Step 1 of the complaint procedure shall be by-passed and the grievance shall be filed with the appropriate Vice President.

If the complaint is against a Vice President, Step 1 and Step 2 of the complaint procedure shall be by-passed and the complaint shall be filed directly with the President.

If the complaint is against the President, Step 1, Step 2, and Step 3 of the complaint procedure shall be by-passed and the complaint shall be filed in accordance with the Appeals procedure.

**HEARINGS**

**Step 1**

Absent extraordinary circumstances, the Vice President of Administration to whom the complaint was forwarded shall, within five (5) business days, conduct a formal conference with the complainant, permitting her or him to provide any necessary information relevant to the complaint. The Vice President of Administration shall also meet with the respondent and conduct such additional investigation, as he or she deems necessary. Absent extraordinary circumstances, a written recommendation shall be rendered within five (5) business days of the formal conference unless an extension is mutually agreed to by the parties. The recommendation shall be sent to the complainant and respondent. The written recommendation shall state the background information, the rationale for the recommendation, and the recommended remedy (if any). No transcript or recording of the conference shall be made by either party. For monitoring purposes a copy of the report shall be sent to the College officer who received the initial complaint. In those cases where the grievant is seeking to vindicate rights pursuant to the Employee Grievance Procedure for the Unclassified Service, the Vice President of Administration shall function as the Agency Grievance Coordinator as well as the Agency Grievance Review Official.

**Step 2**

If the complaint is not resolved at Step 1, the complainant or respondent may, within ten (10) business days of receipt of the Step 1 recommendation, appeal to the President of the College in which the alleged policy violation/s occurred.

Absent extraordinary circumstances, the President shall hold a hearing within fifteen (15) business days of receipt of the appeal or complaint. Absent extraordinary circumstances, a written recommendation shall be rendered within ten (10) business days of such hearing. The complainant and the respondent shall be afforded the opportunity to testify, to call witnesses and to introduce documentary evidence. No transcript or recording shall be made of the hearing. For monitoring purposes a copy of the report shall be sent to the College officer who received the initial complaint.

**Step 3**

In the event that the complaint is not resolved at Step 2, the complainant or respondent may file an appeal with the Commissioner, as appropriate, within ten (10) business days of the receipt of the Step 2 recommendation.

Absent extraordinary circumstances, the Commissioner shall, within five (5) business days refer the complainant or respondent to a Grievance Hearing Officer. The Step 3 hearing shall be held as soon as practicable and normally within twenty (20) business days of referral of the complaint to the Grievance Hearing Officer by the Commissioner. The complainant and the respondent shall have the right to call witnesses, to testify and to present relevant documentary evidence. The complainant and the respondent shall have the right to cross-examine all witnesses. A tape recording of the proceeding shall be made and a copy shall be provided, at cost, to the complainant and to the respondent. Following the hearing, the Grievance Hearing Officer shall, absent extraordinary circumstances, render a report and recommendation to the Commissioner within twenty business days following the hearing. The report shall contain specific findings of fact and recommendations. Upon consideration of the report and recommendation, the Commissioner shall render a decision in writing and communicate the same to the complainant, the respondent, and to the College or monitoring officer.

**Mediation**

At any point in the procedure, a grievance may be referred to mediation upon the concurrence of the parties. The Grievance Coordinator shall assist the parties in locating
either an in-house or external mediator.

APPEALS
Absent extraordinary circumstances, the President or Commissioner’s decision shall be final. However, a grievant may file an appeal of a President’s decision to the Commissioner and thence to the State Board and a grievant may file an appeal of a Commissioner’s decision to the State Board. In addition, the decision of a President to non-renew an employee’s contract may not be appealed.

DISCRIMINATION
The Albany Technical College Board of Directors, recognizing that certain rights, privileges, and immunities accompany the educational process, declares its abhorrence of discrimination in any and all forms including race, color, sex, age, national origin, handicap, or disability.

The Board, in filling its responsibilities to the educational process, obligates itself to and guarantees that:

- It shall make every reasonable effort to protect its students, teachers, and employees from exposure to conditions that are embarrassing or disparaging.

- It shall make every effort to ensure that no student, teacher, or employee be excluded from participation in or denied the benefits of any course, program, or activity because of race, color, sex, national origin, handicap, or disability.

- It shall prohibit its students, teachers, and employees from appearing in, accepting invitations to, or participating in events between institutions, which practice discrimination.

Albany Technical College (ATC) does not discriminate against otherwise qualified persons on the basis of race, color, political affiliation, religion, national origin, sex, age, handicap, or disability in its recruitment, admission, employment, facility and program accessibility or services.

Title IV – Shirley Armstrong, Prosperity Hall, Room 123, 430-3511, ADA/Section 504 – Regina Watts, Kirkland Building, 430-2854.

Albany Technical College does not tolerate sexual harassment. Sexual harassment is a form of sex discrimination and is in violation of state and federal law. It is the intent of Albany Technical College to provide an academic and work environment free of any type of harassment including sexual harassment for all students and employees.

Employees are instructed not to date students or employees they supervise or make unwelcomed advances toward any student or employee. A pervasive sexual harassing, abusive and/or demeaning atmosphere may be created by off-color jokes, teasing and name calling, picture pin-ups and other types of words, acts, or displays. A violation of this policy will constitute grounds for disciplinary action up to and including immediate termination.

Sexual harassment of any student is prohibited. Students who engage in sexual harassment on College premises or any off campus institutional sponsored activity will be subject to appropriate discipline including suspension or expulsion from the institute. In most circumstances, it is best for all parties that complaints of harassment be resolved at the lowest possible organizational level with a minimum of formality. Sexual harassment complaints shall be handled in accordance with the sexual harassment procedure. Confidentiality and privacy of those involved will be respected during all complaint procedures to the degree the procedure and the law will allow. If an employee of student wishes to bring a complaint and remain anonymous, the ability of Albany Technical College to respond will be limited. To the extent permitted by law, information shared in confidence shall be maintained as confidential.

Normal College disciplinary procedures will be followed in determining the appropriate consequences. In the event suspension or expulsion is recommended, local due process procedures will be followed.

Sexual Harassment Complaint Procedure
The following procedure is designed specifically for the reporting of complaints of sexual harassment. This procedure is equally applicable to students and Albany Technical College employees.

Complaints:
Any student or employee who alleges a violation of this policy shall notify Albany Technical College’s Vice President of Administration, Kathy Skates, Kirkland Building Room 6135, 430-3524 within seven (7) business days following the alleged incident or as soon thereafter as reasonably possible. If the complaint is oral, the Vice President of Administration shall prepare a written record of the complaint and ask the Complaining Party to sign the statement, indicating that it accurately reflects the essentials of the complaint.

Sexual harassment is a form of gender discrimination and is a violation of State and Federal law. Sexual harassment is defined to include: unwelcomed sexual advances, requests for sexual favors and other verbal or physical in nature. Such conduct is prohibited when the behavior is directed to an individual because of his or her gender and (1) when submission to such conduct is made either explicitly or implicitly a term of condition of instruction, employment or otherwise full participation in department or college life; (2) submission to or rejection of such conduct is considered in evaluating a person’s academic work or job performance; or (3) such conduct has the purpose or effect of interfering with a person’s academic or job performance; creating
a sexually intimidating, hostile, or offensive working or educational environment; or interfering with one’s ability to participate in or benefit from an educational program or activity.

Examples of conduct that violate this policy include, but are not limited to:
1. Physical assault
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
3. Sexual advances, physical or implied, or direct propositions of a sexual nature, which may include inappropriate/unnecessary touching or rubbing against another; sexually suggestive or degrading jokes or comments; remarks of sexual nature about one’s clothing and/or body; preferential treatment in exchange for sexual activity; and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that serve no academic purpose.
4. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliate another.
5. Remarks speculating about a person’s sexual activities or remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history, that serve no medical or academic purpose.

Other violations of this policy include: (1) retaliating against a person who reports alleged harassment or participates as a witness in a harassment investigation; (2) disregarding, failing to investigate adequately or delaying investigations of harassment allegations when responsibility or report and/or investigation harassment complaints comprises part of one’s supervisory responsibilities; or (3) deliberately making a false allegation of sexual or other improper harassment. However, failure to prove a claim of harassment does not constitute proof of false accusation.

Violations of this policy by employees will constitute grounds for disciplinary action up to and including immediate termination.

Assurances

Title IX Compliance

Albany Technical College complies with the rules and regulations concerning sex discrimination in education as set forth by the federal government under Title IX.

The College has designated Kathleen Skates, the Vice President of Administration to coordinate Title IX activities. For information, contact Albany Technical College, 1704 South Slappey Blvd, Albany, GA 31701, or at (229) 430-3524.

Title IX Grievance Procedure

Pursuant to meeting the regulations for the establishment of a grievance procedure as set forth in Section 86.8(b) of the rules and regulations of Title IX, “Prohibiting Sex Discrimination,” the following procedure is to be used by students, parents of students, or employees in the resolution of grievances. The President shall ensure that no student or employee will be subject to any form of retaliation or discipline as a result of submitting a Title IX complaint.

Step 1
Any grievance concerning possible sex discrimination should be presented to the College Title IX coordinator in writing. An answer, in writing, will be presented to the aggrieved party with thirty (30) college business days.

Step 2
If satisfaction is not received by the aggrieved party, he/she may, within fifteen (15) college business days, appeal in writing to the school President. The President will answer the appeal in writing within thirty (30) college business days.

Step 3
The last of the procedure would be written appeal to the State Board of Technical and Adult Education, the Technical College System of Georgia requesting a hearing or review.

Section 504 Compliance and ADA Compliance

Assurances

Albany Technical College complies with the rules and regulations concerning handicap or disabilities discrimination in education as set by the federal government under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The College has designated Regina Watts, the Special Needs Coordinator, Kirkland Building 430-2854, as the coordinator of Section 504 and ADA. For information, contact Albany Technical College, 1704 South Slappey Blvd, Albany, GA 31701, or at (229) 430-2854.

Section 504 and ADA Grievance Procedure

Pursuant to meeting the regulations for the establishment of a grievance procedure set forth in Section 84.7 (b) of the rules and regulations of Section 504, “Non Discrimination on Basis of Handicap,” and Title II of the Americans with Disabilities Act, P.L. 101-336 which prohibits discrimination on the basis of disability in services, programs, or activities, the following procedure is to be used by students, parents of students, or employees in the resolution of grievances. The President shall ensure that no student or employee will be subject to any form of retaliation or discipline as a result of submitting a Section 504 or ADA complaint.
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Any grievance concerning possible handicap or disability discrimination should be presented to the schools 504 or ADA coordinator in writing. An answer, in writing will be presented to the aggrieved party within thirty (30) college business days.

Step 2
If satisfaction is not received by the aggrieved party he/she may, within fifteen (15) college business days, appeal in writing to the school President. The President will answer the appeal in writing within thirty (30) college business days.

Step 3
The last of the procedure would be written appeal to the Commissioner requesting a hearing or review.

ECONOMIC DEVELOPMENT PROGRAMS

Albany Technical College’s Economic Development Programs (EDP) division promotes economic development within the eight county service delivery areas. The division 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, EDP plays an integral part in promoting economic development by providing low-cost technical training to ensure the availability of an effective workforce. EDP’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. Albany Technical College is a certified ACT Center with a full range of services. For additional information on Economic Development Programs please call (229) 430-3563.

Business and Industry Services
Technical Certificates of Credit are short-term credit programs that provide entry-level skills to those seeking employment in technical or occupational fields. Certificate programs are usually one quarter in length and are offered days or evenings, on campus or at the worksite. EDP also offers Microsoft Office certification testing in addition to a Microsoft Office Specialist technical certificate. Customized training to fit the needs of the workforce is a large component of EDP’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. EDP 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. Many training options are available that include: training in the 20,000-square foot technology center, in integrated, networked computer lab rooms, on in a portable trainers/techmobile that can travel to company sites. EDP is also certified to provide strategic planning, team-building, leadership, and communication training through the use of the Myers-Briggs Type Indicator. These valuable workshops can be tailored to your specific needs.

Continuing Education
Continuing Education, offered through EDP 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 EDP@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.

ACT Center
State-of-the-art computerized training and testing/evaluating services are available at Albany Technical College's ACT Center. These are valuable services for individuals, employers, and professional organizations using computer-based technologies and the Internet. It is a comprehensive and dynamic resource for developing a community’s workforce and economy. ATC services offer a "corporate university" for small and medium-sized businesses interested in keeping their workforce competitive, but lacking the technology or financial resources to develop and administer their own training programs.

There currently are close to 4,000 courses available that can be taken either in the ACT Center’s well-equipped computer lab, exported directly to business work stations, or in a private home. Courses are offered in the following areas:
- Adult Literacy/Employability Skills
- Computer Basics
• English as a Second Language
• Industrial Technology, Occupational Training, and Safety Skills
• Information Technology
• Management and Leadership
• Personal and Professional Development

The ACT Center offers tests and certifying exams. EDP is a certified (ACT) Work Keys® Service Center. Employers in businesses nationwide use Work Key®s. Utilizing a standardized, metric scale, Work Keys® measures and compares the skill levels of individuals with the skill levels needed for successful performance of specific jobs. Work Keys® Benefits include such items as reducing the costs of poor employee selection and turnover, satisfying Equal Employment Opportunity (EEO) laws with documented comparison of employee skills to required job skill levels, and identifying and communicating specific training needs, while eliminating guesswork through the established library of job tasks or job profiling of your specific positions. For more information, call (229) 430-6612.

Conference Center
The George M. Kirkland Jr. Conference Center is available for companies or organizations that need space for training, meetings, or family reunions. Assistance in pre-planning, technical assistance, and other special needs is available. For more information, call (229) 430-3563.

GENERAL ADMISSION REQUIREMENTS FOR ACADEMIC PROGRAMS

Associate of Applied Science Degree Programs
Albany Technical College (ATC) offers an associate of applied science degree (AAS) 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.

GENERAL ADMISSION REQUIREMENTS FOR THE ASSOCIATE DEGREE PROGRAMS

Age
The minimum age for students applying to Albany Technical College is 16; 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 ASSET or COMPASS instruments 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 ASSET or COMPASS 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:

<table>
<thead>
<tr>
<th>Test</th>
<th>Writing</th>
<th>Reading</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET</td>
<td>42</td>
<td>42</td>
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</tr>
<tr>
<td>COMPASS</td>
<td>62</td>
<td>81</td>
<td>37</td>
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</table>

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 ASSET or COMPASS tests, 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.)
Environmental Science

<table>
<thead>
<tr>
<th>Required:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition and Rhetoric 3</td>
</tr>
</tbody>
</table>

Selectives offered at ATC:
| ENGL 1102 | Literature and Composition 3 |
| SPCH 1101 | Public Speaking 3 |
| ENGL 1105 | Technical Communications 3 |
Area II  Social/Behavioral Science (3 cr. min.)
Economics
Psychology
Sociology
Ethnology/Ethnic Studies
Political Science
History
Choose from these courses offered at ATC:
ECON 1101 Principles of Economics 3
PSYC 1101 Introductory Psychology 3
SOCI 1101 Introduction to Sociology 3

Area III  Natural Science/Mathematics (3 cr. min.)
Mathematics
Astronomy
Biology
Chemistry
Physics
Computer Science
Required:
MATH 1111 College Algebra 3
Choose from these courses offered at ATC:
BIOL 2113 Anatomy & Physiology I 3
BIOL 2113L Anatomy & Physiology Lab I 1
BIOL 2114 Anatomy & Physiology II 3
BIOL 2114L Anatomy & Physiology Lab II 1
MATH 1113 Pre-Calculus 3
PHYS 1110 Introductory Physics 3

Area IV  Humanities/Fine Arts (3 cr. min.)
Art Appreciation
Humanities
American Literature
English Literature
Film Studies/Criticism
Literature/Cultural Studies
Music Appreciation
Theater Appreciation
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.

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.

GENERAL ADMISSION REQUIREMENTS
FOR THE DIPLOMA PROGRAMS:

Age
The minimum age for students applying to Albany Technical College is 16, 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 ASSET or COMPASS instruments 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 ASSET or COMPASS 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 and wishes to apply for federal financial aid 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 offered 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 & Professional Development 2
- PSYC 1010 Basic Psychology 3

**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:
   (a) the student has completed all of the requirements for the TCC,
   (b) the student requests the TCC, or
   (c) 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.

**GENERAL ADMISSION REQUIREMENTS FOR THE CERTIFICATE PROGRAMS:**

**Age**

The minimum age for students applying to Albany Technical College is 16; 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 ASSET or COMPASS instruments 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 ASSET or COMPASS 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 and wishes to apply for federal financial aid 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.

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 more than 80 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 College (GVTC). Online courses 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 the GVTC coordinator at (229) 430-3500, 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.
## Advising Schedule

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<thead>
<tr>
<th>Program</th>
<th>Advisor’s Name</th>
<th>(430-xxxx) Ext.</th>
<th>Location</th>
<th>First Letter of Student’s Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Daniel Jenkins</td>
<td>3519</td>
<td>Prosperity Hall - 103</td>
<td>A-Z</td>
</tr>
<tr>
<td>Air Conditioning</td>
<td>Kenneth Delong</td>
<td>3531</td>
<td>Construction Academy</td>
<td>A-Z</td>
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<tr>
<td>Auto Collision</td>
<td>Bill Underwood</td>
<td>3567</td>
<td>Artisan Hall - 427</td>
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<tr>
<td>Automotive Tech.</td>
<td>Cliff Kyle</td>
<td>3535</td>
<td>Freedom Hall - 216</td>
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<td>Business Logistics</td>
<td>Steve Edison</td>
<td>6619</td>
<td>Econ. Dev. - 510</td>
<td>A-Z</td>
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<td>Building Maintenance</td>
<td>Joseph Trumbull</td>
<td>1850</td>
<td>Construction Academy</td>
<td>A-Z</td>
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<td>Business Administration</td>
<td>Emma Johnson</td>
<td>3572</td>
<td>Prosperity Hall - 107</td>
<td>A-F (Day &amp; Evening)</td>
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<td>Theresa West</td>
<td>3583</td>
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<td>G-R (Day &amp; Evening)</td>
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<td>Qualametrius Mims</td>
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<td>S-Z (Day &amp; Evening)</td>
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<td>Bus. Logistics Mgmt.</td>
<td>Steve Eidson</td>
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<td>John Klemm</td>
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<td>Itoe Peter Valentine</td>
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<td>Commercial Truck Driving</td>
<td>David Ratliff</td>
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<td>Comp. Inform. Systems</td>
<td>Tim Edwards</td>
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<td>Comp. Support Spec.</td>
<td>Dan Johnson</td>
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<td>PC Maintenance</td>
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<td>Information Tech - 8201</td>
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<tr>
<td>Internet Spec- Web Design</td>
<td>Bob Nichols</td>
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<td>Information Tech - 8207</td>
<td>N-R &amp; Web Design</td>
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<td>J.D. Willard</td>
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<td>Carpentry/Construction</td>
<td>Wayne Barnette</td>
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<td>Civil Engineering Tech.</td>
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<td>Nancy Wright</td>
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<td>Dental Assisting</td>
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<td>Linda Cauley</td>
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<td>Learning Support</td>
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<td>Ryan Phillips</td>
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<td>Marla Jackson</td>
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<td>Early Childhood Care &amp; Educ.</td>
<td>Charlene Duncan</td>
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<td>Child Dev. Center - 728</td>
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<td>Angela Robinson</td>
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<td>Child Dev. Center - 705</td>
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<td>Pamela Moore</td>
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<td>Corene Hughley</td>
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<td>Child Dev. Center - 701</td>
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<td>Econom. Dev. Programs</td>
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<td>Econ. Dev. - 510</td>
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<td>(430-xxxx) Ext.</td>
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<td>Darryl West</td>
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<td>Electronics</td>
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<td>3614</td>
<td>Information Tech - 8204</td>
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<td>Kaven Williams</td>
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<td>Sylvester Patterson</td>
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<td>Information Tech - 8122</td>
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<tr>
<td>Electromech. Engineering</td>
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<td>Econ. Dev. - 514</td>
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<td>EMSP/Paramedicine</td>
<td>Charles Proctor</td>
<td>3093</td>
<td>Charles Gillespie Ctr - 120</td>
<td>A-Z</td>
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<td>Environ. Horticulture</td>
<td>George Paul</td>
<td>3540</td>
<td>Maintenance Building I</td>
<td>A-Z</td>
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<td>Health Information Tech.</td>
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<td>Nathaniel Cross Health - 346</td>
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<td>Hotel/Restaurant/Tourism</td>
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<td>Latonya Harris</td>
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<td>Pharmacy</td>
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<td>Nathaniel Cross Health - 347</td>
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<td>Plumbing</td>
<td>Mark Crawford</td>
<td>2780</td>
<td>Construction Academy</td>
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<td>Practical Nursing</td>
<td>Mattie Buchannon</td>
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<td>Nathaniel Cross Health - 312</td>
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<td>Kortney Harvey</td>
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<td>Leona Laster</td>
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<td>Sandy McCullough</td>
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<td>Katrenia Shiver</td>
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<td>Kelley Castro</td>
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<td>Southern PolyTech Articul.</td>
<td>Chase Mumford</td>
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<td>Econ. Dev. - 514</td>
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<tr>
<td>Surgical Technology</td>
<td>Lori Day</td>
<td>3552</td>
<td>Nathaniel Cross Health - 339</td>
<td>A-M</td>
</tr>
<tr>
<td></td>
<td>Marilyn Solomon</td>
<td>1770</td>
<td>Nathaniel Cross Health - 339</td>
<td>N-Z</td>
</tr>
<tr>
<td>Telecomm. Engineering</td>
<td>Kaven Williams</td>
<td>3612</td>
<td>Information Tech - 8202</td>
<td>A-Z</td>
</tr>
<tr>
<td>Welding</td>
<td>Carlos Salter</td>
<td>3530</td>
<td>Freedom Hall - 210</td>
<td>A-Z</td>
</tr>
</tbody>
</table>
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ACCOUNTING DIPLOMA – AC12

Program Description:
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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 42

ACCOUNTING DIPLOMA CURRICULUM

ESSENTIAL COURSES CREDITS

Basic Skills Courses 8
ENGL 1010 Fundamentals of English I 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)

Select one of Math courses for a minimum of 3 credits
MATH 1011 Business Mathematics (3)
MATH 1012 Foundations of Mathematics (3)

Occupational Courses 33
ACCT 1100 Financial Accounting I 4
BUSN 1440 Document Production 4
COMP 1000 Introduction to Computers 3
ACCT 1105 Financial Accounting II 4
ACCT xxxx Accounting Elective 3
ACCT 1115 Computerized Accounting 3
ACCT 1120 Spreadsheet Applications 3
ACCT 1125 Individual Tax Accounting 3
ACCT 1130 Payroll Accounting 3

Select courses from list below for min. of 3 credits
ACCT 1110 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 1420 Database Applications (3)
BUSN 2110 Advanced Word Processing (3)
MGMT 1110 Employment Law (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)
MKGT 1160 Professional Selling (3)

ACCOUNTING ASSOCIATE DEGREE – AC13

Program Description:
The Accounting Associate Degree program is a sequence of courses that prepares students for a variety of careers in accounting in today’s technology-driven workplaces. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive an Associate of Applied Science Degree in Accounting.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37

High School diploma or equivalent required for admission.
Credits required for graduation: 63

ACCOUNTING ASSOCIATE DEGREE CURRICULUM

ESSENTIAL COURSES CREDITS

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.

Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3

Area II - Social/Behavioral Sciences
XXXX xxxx Social/Behavioral Science course (3)

Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3

Area IV - Humanities/Fine Arts
XXXX xxxx Humanities/Fine Arts course 3

Program-Specific Gen. Ed. Course Requirements (3)
An additional 3 cr. must be taken from Area I, II, III or IV

Occupational Courses 48
ACCT 1100 Financial Accounting I 4
BUSN 1440 Document Production 4
COMP 1000 Introduction to Computers 3
ACCT 1105 Financial Accounting II 4
ACCT 1110 Managerial Accounting 3
ACCT 1115 Computerized Accounting 3
ACCT 1120 Spreadsheet Applications 3
ACCT 1125 Individual Tax Accounting 3
ACCT 1130 Payroll Accounting 3

Select courses from list below for min. of 6 credits
ACCT 1110 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 1420 Database Applications (3)
BUSN 2110 Advanced Word Processing (3)

MKGT 1162 Customer Service Skills (3)
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.

OFFICE ACCOUNTING SPECIALIST CERTIFICATE – OA31
(Embedded in Accounting Diploma)
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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 14

OFFICE ACCOUNTING SPECIALIST CERTIFICATE
CURRICULUM ESSENTIAL COURSES  CREDITS
ACCT 1100  Financial Accounting I  4
COMP 1000  Introduction to Computers  3
ACCT 1105  Financial Accounting II  4
ACCT 1115  Computerized Accounting  3

BUSINESS ADMINISTRATIVE TECHNOLOGY DIPLOMA – BA22
Program Description:
The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative 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 word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology. Graduates of the program receive a Business Administrative Technology Diploma with a specialization in one of the following: Business Administrative Assistant or Medical Administrative Assistant.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 52

BUSINESS ADMINISTRATIVE TECHNOLOGY DIPLOMA
CURRICULUM ESSENTIAL COURSES  CREDITS
Basic Skills Courses 8
ENGL 1010  Fundamentals of English I 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
Select one of Math courses for a minimum of 3 credits
MATH 1011  Business Mathematics 3
MATH 1012  Foundations of Mathematics 3
Occupational Courses 18
COMP 1000  Introduction to Computers 3
BUSN 1400  Word Processing Applications 4
BUSN 1440  Document Production 4
BUSN 2190  Business Doc. Proofreading & Editing 3
ACCT 1100  Financial Accounting I 4
AND
Completion of one specialization is required:

Business Administrative Assistant Specialization 24
BUSN 1190  Digital Technologies in Business 2
BUSN 1240  Office Procedures 3
BUSN 1410  Spreadsheet Concepts & Applic. 4
BUSN 1430  Desktop Publishing and Presentation Applications 4
BUSN 2160  Electronic Mail Applications 2
BUSN 2210  Applied Office Procedures 3
Select courses from list below for min. of 6 credits:
BUSN 1100  Introduction to Keyboarding 3
BUSN 1300  Introduction to Business 3
BUSN 1310  Introduction to Business Culture 3
BUSN 1320  Business Interaction Skills 3
BUSN 1330  Personal Effectiveness 3
BUSN 1340  Customer Service Effectiveness 3
BUSN 1420  Database Applications 4
BUSN 2240  Business Administrative Assistant
## Academic Programs

### BUSINESS ADMINISTRATIVE TECHNOLOGY ASSOCIATE DEGREE – BA23

**Program Description:**

The Business Administrative Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative 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 word processing, spreadsheet, and presentation applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

**Entrace date:** Each semester

**Program admission requirements:**

- **Minimum Test Scores**
  - ASSET – Writing 42
  - COMPASS – Writing 62
  - Reading 42
  - Algebra 42
  - Reading 81
  - Algebra 37

- High School diploma or equivalent required for admission.

- **Credits required for graduation:** 64

### BUSINESS ADMINISTRATIVE TECHNOLOGY ASSOCIATE DEGREE CURRICULUM

#### Essential Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>XXXX xxxx</td>
<td>Social/Behavioral Science course</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1111</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>XXXX xxxx</td>
<td>Humanities/Fine Arts course</td>
<td>3</td>
</tr>
</tbody>
</table>

#### General Education Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 1100</td>
<td>Introduction to Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1190</td>
<td>Digital Technologies in Business</td>
<td>2</td>
</tr>
<tr>
<td>BUSN 1240</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1310</td>
<td>Introduction to Business Culture</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1320</td>
<td>Business Interaction Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1330</td>
<td>Personal Effectiveness</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1340</td>
<td>Customer Service Effectiveness</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1410</td>
<td>Spreadsheet Concepts and Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1420</td>
<td>Database Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1430</td>
<td>Desktop Publishing and Presentation Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2160</td>
<td>Electronic Mail Applications</td>
<td>2</td>
</tr>
<tr>
<td>BUSN 2320</td>
<td>Medical Document Processing/Transcription</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2330</td>
<td>Adv Medical Document Processing/Transcription</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2380</td>
<td>Medical Administrative Assistant Internship I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2390</td>
<td>Medical Administrative Assistant Internship II</td>
<td>6</td>
</tr>
<tr>
<td>MAST 1010</td>
<td>Legal &amp; Ethical Concerns in the Medical Office</td>
<td>2</td>
</tr>
<tr>
<td>HRTM 1130</td>
<td>Business Etiquette and Commun.</td>
<td>3</td>
</tr>
</tbody>
</table>

### Select courses from list below for min. of 6 credits:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 2250</td>
<td>Business Administrative Assistant Internship I</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2270</td>
<td>Medical Office Billing/Coding/Ins.</td>
<td>3</td>
</tr>
<tr>
<td>ALHS 1090</td>
<td>Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>MGMT 1125</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Medical Administrative Assistant Specialization

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAST 1120</td>
<td>Human Pathological Conditions in the Medical Office</td>
<td>3</td>
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</tbody>
</table>

### Select courses from list below for min. of 9 credits:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 1100</td>
<td>Introduction to Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1190</td>
<td>Digital Technologies in Business</td>
<td>2</td>
</tr>
<tr>
<td>BUSN 1240</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1300</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1310</td>
<td>Introduction to Business Culture</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1320</td>
<td>Business Interaction Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1330</td>
<td>Personal Effectiveness</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1340</td>
<td>Customer Service Effectiveness</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1410</td>
<td>Spreadsheet Concepts and Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1420</td>
<td>Database Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1430</td>
<td>Desktop Publishing and Presentation Applications</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2160</td>
<td>Electronic Mail Applications</td>
<td>2</td>
</tr>
<tr>
<td>BUSN 2210</td>
<td>Applied Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2320</td>
<td>Medical Document Processing/Transcription</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 2330</td>
<td>Adv Medical Document Processing/Transcription</td>
<td>4</td>
</tr>
<tr>
<td>MGMT 1100</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1100</td>
<td>Financial Accounting I</td>
<td>4</td>
</tr>
</tbody>
</table>

### Entrance date:

- Each semester

**Program admission requirements:**

- **Minimum Test Scores**
  - ASSET – Writing 42
  - COMPASS – Writing 62
  - Reading 42
  - Algebra 42
  - Reading 81
  - Algebra 37

- High School diploma or equivalent required for admission.

- **Credits required for graduation:** 64

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Academic Programs

MGMT 2215 Team Project (3)
BUSN 1300 Introduction to Business (3)
BUSN 2240 Business Administrative Assistant Internship I (4)
BUSN 2250 Business Administrative Assistant Internship II (6)
ACCT 1105 Financial Accounting II (4)
ACCT 1115 Computerized Accounting (3)
MKTG 1100 Principles of Marketing (3)
MGMT 1115 Leadership (3)
HRTM 1130 Business Etiquette and Commun. (3)

 COMPUTE R SUPPORT SPECIALIST DIPLOMA – CS14
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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
Algebra 38 Algebra 29
High School diploma or equivalent required for admission.
Cred it s Required for Graduation: 55

COMPUTER SUPPORT SPECIALIST DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS

Basic Skills Courses 8
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2

Occupational Courses 47
COMP 1000 Introduction to Computers 3
CIST 1001 Computer Concepts 4
CIST 1130 Operating Systems Concepts 3
CIST 1305 Program Design and Development 3
CIST 1122 Hardware Installation and Maint. 4
CIST 1601 Information Security Fundamentals 3
CIST 2921 IT Analysis, Design, and Project Management 4
CIS xxxx CIS Elective 4
CIS xxxx CIS Elective 4
CIS xxxx CIS Elective 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 2442 Cisco Working at a Small-to-Medium Business or ISP (4)
CIST 2451 Cisco Network Fundamentals (4)

COMPUTER SUPPORT SPECIALIST ASSOCIATE DEGREE – CS23
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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37
High School diploma or equivalent required for admission.
Credits required for graduation: 62

COMPUTER SUPPORT SPECIALIST ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES CREDITS
General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
XXXX xxxx Social/Behavioral Science course (3)
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts
XXXX xxxx Humanities/Fine Arts course 3
Program-Specific Gen. Ed. Course Requirements (3)
An additional 3 cr. must be taken from Area I, II, III or IV

Occupational Courses 47
COMP 1000 Introduction to Computers 3
CIST 1001 Computer Concepts 4
CIST 1130 Operating Systems Concepts 3
CIST 1305 Program Design and Development 3
CIST 1122 Hardware Installation and Maint. 4
CIST  1601 Information Security Fundamentals  3  
CIST  2921 IT Analysis, Design, and Project Management  4  
CIST  2127 Comprehensive Wordprocessing Techniques  4  
CIST  2128 Comprehensive Spreadsheet Techn.  4  
CIST  2129 Comprehensive Database Techn.  4  
CIST  xxxx CIS Elective  4  
CIST  xxxx CIS Elective  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  2442 Cisco Working at a Small-to-Medium Business or ISP (4)  
CIST  2451 Cisco Network Fundamentals (4)  

MICROSOFT OFFICE APPLICATION SPECIALIST, CERTIFICATE – MF51  
(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  
ASSET – Writing  37  COMPASS – Writing  32  
Reading  38  Reading  70  
Pre-Algebra  35  Pre-Algebra  26  
Algebra  38  Algebra  29  
High School diploma or equivalent required for admission.  
Credits required for graduation: 16

MICROSOFT OFFICE APPLICATION SPECIALIST CERTIFICATE CURRICULUM ESSENTIAL COURSES  CREDITS  
COMP 1000 Introduction to Computers  3  
CIST  2126 Comprehensive Presentations and Email Techniques  3  
CIST  2127 Comprehensive Wordprocessing Techniques  3  
CIST  2128 Comprehensive Spreadsheet Tech.  3  
CIST  2129 Comprehensive Database Tech.  4  

PC MAINTENANCE SPECIALIST DIPLOMA - PMS2  
Program Description:  
The Computer Information System PC Maintenance 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. Program graduates are to be competent in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive a Computer Information Systems - PC Maintenance Specialist diploma.

Entrance date: Each semester  
Program admission requirements:  
Minimum Test Scores  
ASSET – Writing  37  COMPASS – Writing  32  
Reading  38  Reading  70  
Pre-Algebra  35  Pre-Algebra  26  
Algebra  38  Algebra  29  
High School diploma or equivalent required for admission.  
Credit Required for Graduation: 50

PC MAINTENANCE SPECIALIST DIPLOMA CURRICULUM ESSENTIAL COURSES  CREDITS  
Basic Skills Courses  
ENGL  1010 Fundamentals of English I  3  
MATH 1013 Algebraic Concepts  3  
EMPL  1000 Interpersonal Relations and Professional Development  2  
Occupational Core Courses  42  
COMP 1000 Introduction to Computers  3  
CIST  1001 Computer Concepts  4  
CIST  1122 Hardware Installation and Mainten.  4  
CIST  1130 Operating Systems Concepts  3  
CIST  1305 Program Design and Development  3  
CIST  2120 Supporting Application Software  4  
CIST  1141 Network+ Preparation  4  
CIST  2130 Desktop Support Concepts  2  
CIST  1121 Microcomputer Troubleshooting  4  
CIST  2122 A+ Preparation  3  
Select one of two courses below for MS Class for a min. of 4 cr.:  
CIST  1401 Computer Networking Fundamentals(4)  
CIST  2442 Cisco Working at a Small-to-Medium Business or ISP (4)  
CIST  2451 Cisco Network Fundamentals (4)  
Select one of two courses below for MS Class for a min. of 4 cr.:  
CIST  2411 Microsoft Client  (4)  
CIST  2412 Microsoft Server Directory Services (4)  

PC MAINTENANCE SPECIALIST ASSOCIATE DEGREE – PMS3  
Program Description:  
The Computer Information System PC Maintenance Associate Degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and
computer networking. Program graduates receive a Computer Information Systems - PC Maintenance Specialist Associate of Applied Technology degree and are qualified for employment as PC Maintenance Specialist.

Entrance date: Each semester
Program admission requirements:

Minimum Test Scores
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37

High School diploma or equivalent required for admission.
Credit Required for Graduation: 60

PC MAINTENANCE SPECIALIST ASSOCIATE DEGREE
CURRICULUM ESSENTIAL COURSES CREDITS

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
XXXX xxxx Social/Behavioral Science course (3)
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts
XXXX xxxx Humanities/Fine Arts course 3
Program-Specific Gen. Ed. Course Requirements (3)
An additional 3 cr. must be taken from Area I, II, III or IV

Occupational Core Courses 45
COMP 1000 Introduction to Computers 3
CIST 1001 Computer Concepts 4
CIST 1130 Operating Systems Concepts 3
CIST 1305 Program Design and Development 3
CIST 2120 Supporting Application Software 4
CIST 1122 Hardware Installation and Mainten. 4
CIST 1141 Network+ Preparation 4
CIST 2122 A+ Preparation 3
CIST 1121 Microcomputer Troubleshooting 4
CIST 2130 Desktop Support Concepts 2

Select one of three courses below for Introductory-Level Networking Class for a min. of 4 cr.:
CIST 1401 Computer Networking Fundamentals (4)
CIST 2442 Cisco Working at a Small-to-Medium Business or ISP (4)
CIST 2451 Cisco Network Fundamentals (4)

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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 24

HELP DESK SPECIALIST CERTIFICATE CURRICULUM
ESSENTIAL COURSES CREDITS
CIST 1001 Computer Concepts 4
CIST 1130 Operating Systems Concepts 3
CIST 1122 Hardware Installation and Mainten. 4
COMP 1000 Introduction to Computers 3

CIS Elective (select one of preferred electives from list below) for a min. 4 cr.:
CIST 2127 Comprehensive Word Processing Techniques (4)
CIST 2128 Comprehensive Spreadsheet Tech. (4)
CIST 2129 Comprehensive Database Tech. (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 2442 Cisco Working at a Small-to-Medium Business or ISP (4)
CIST 2451 Cisco Network Fundamentals (4)

COMPUTER HARDWARE & NETWORK TECHNICIAN CERTIFICATE- CHA1
(Embedded in PC Maintenance 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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 33

COMPUTER HARDWARE & NETWORK TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
COMP 1000 Introduction to Computers 3
CIST 1001 Computer Concepts 4
CIST 1130 Operating Systems Concepts 3
CIST 1122 Hardware Installation and Mainten. 4
CIST 1401 Computer Networking Fund. 4
COMP TIA A+ CERTIFIED TECHNICIAN PREPARATION CERTIFICATE – CA71
(Stand-alone and Embedded in PC Maintenance 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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 18

COMP TIA A+ CERTIFIED TECHNICIAN PREPARATION CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
COMP 1000 Introduction to Computers 3
CIST 1001 Computer Concepts 4
CIST 1122 Hardware Installation and Mainten. 4
CIST 1130 Operating Systems Concepts 3
CIST Elective (Preferred CIST 2122) 4

NETWORKING SPECIALIST DIPLOMA– NS14
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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70

Pre-Algebra 35 Pre-Algebra 26
Algebra 38 Algebra 29

High School diploma or equivalent required for admission.
Credits required for graduation: 54

NETWORKING SPECIALIST DIPLOMA CURRICULUM ESSENTIAL COURSES CREDITS
Basic Skills Courses 8
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2

Occupational Courses 48
COMP 1000 Introduction to Computers 3
CIST 1001 Computer Concepts 4
CIST 1601 Information Security Fundamentals 3
CIS 1130 Operating Systems Concepts 3
CIST 1122 Hardware Installation and Mainten. 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 2442 Cisco Working at a Small-to-Medium Business or ISP (4)
CIST 2451 Cisco Network Fundamentals (4)

See advisor for list of approved CIS elective courses for min. 14 cr.:
CIST xxxx CIS Elective (3)
CIST xxxx CIS Elective (3)
CIST xxxx CIS Elective (4)
CIST xxxx CIS Elective (4)

AND
Completion of one of three Specializations
Microsoft Specialization
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 Discovery Specialization
CIST 2441 Cisco Networking for Home and Small Businesses 4
CIST 2442 Cisco Working at a Small-to-Medium Business or ISP 4
CIST 2443 Cisco Routing and Switching 4
CIST 2444 Cisco Designing and Supporting Computer Networks 4

Cisco Exploration Specialization
CIST 2451 Cisco Network Fundamentals 4
CIST 2452 Cisco Routing Protocols and Concepts 4
CIST 2453 Cisco LAN Switching and Wireless 4
CIST 2454 Cisco Accessing the WAN 4

NETWORKING SPECIALIST ASSOCIATE DEGREE – NS13
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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42  COMPASS – Writing 62
Reading 42  Reading 81
Algebra 42  Algebra 37
High School diploma or equivalent required for admission.
Credits required for graduation: 66

NETWORKING SPECIALIST ASSOCIATE DEGREE CURRICULUM

**ESSENTIAL COURSES**  
**CREDITS**

<table>
<thead>
<tr>
<th>General Education Core Courses</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact program advisor for program-specific courses, and see course options for each Area on page 55.</td>
<td></td>
</tr>
<tr>
<td>Area I - Language Arts/Communications</td>
<td></td>
</tr>
<tr>
<td>ENGL 1101 Composition and Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>Area II - Social/Behavioral Sciences</td>
<td></td>
</tr>
<tr>
<td>XXXX xxxx Social/Behavioral Science course</td>
<td>(3)</td>
</tr>
<tr>
<td>Area III - Natural Sciences/Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1111 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Area IV - Humanities/Fine Arts</td>
<td></td>
</tr>
<tr>
<td>XXXX xxxx Humanities/Fine Arts course</td>
<td>3</td>
</tr>
<tr>
<td>Program-Specific Gen. Ed. Course Requirements</td>
<td>(3)</td>
</tr>
<tr>
<td>An additional 3 cr. must be taken from Area I, II, III or IV</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Courses</th>
<th>51</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 1000 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1001 Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1130 Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1122 - Hardware Installation and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1601 - Information Security Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of three courses below for Introductory-Level Networking Class for a min. of 4 cr.:
- CIST 1401 Computer Networking Fundamentals(4)
- CIST 2442 Cisco Working at a Small-to-Medium Business or ISP (4)
- CIST 2451 Cisco Network Fundamentals (4)

See advisor for list of approved CIS elective courses for min. 14 cr.:
- CIST xxxx CIS Elective (3)
- CIST xxxx CIS Elective (3)
- CIST xxxx CIS Elective (4)
- CIST xxxx CIS Elective (4)

AND

Completion of one of three Specializations

Microsoft Specialization
- 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 Discovery Specialization
- CIST 2441 Cisco Networking for Home and Small Businesses 4
- CIST 2442 Cisco Working at a Small-to-Medium Business or ISP 4
- CIST 2443 Cisco Routing and Switching 4
- CIST 2444 Cisco Designing and Supporting Computer Networks 4

Cisco Exploration Specialization
- CIST 2451 Cisco Network Fundamentals 4
- CIST 2452 Cisco Routing Protocols and Concepts 4
- CIST 2453 Cisco LAN Switching and Wireless 4
- CIST 2454 Cisco Accessing the WAN 4

NETWORK ADMINISTRATOR CERTIFICATE- NAC1  
(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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 30

NETWORK ADMINISTRATOR CERTIFICATE CURRICULUM

**ESSENTIAL COURSES**  
**CREDITS**

<table>
<thead>
<tr>
<th>COMP 1000 Introduction to Computers</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 1001 Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1130 Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIST 1122 - Hardware Installation and Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>CIST 1601 - Information Security Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of three courses below for Introductory-Level Networking Class for a min. of 4 cr.:
- CIST 1401 Computer Networking Fundamentals(4)
- CIST 2442 Cisco Working at a Small-to-Medium Business or ISP (4)
- CIST 2451 Cisco Network Fundamentals (4)

See advisor for list of approved CIS elective courses for min. 14 cr.:
- CIST xxxx CIS Elective (3)
- CIST xxxx CIS Elective (3)
- CIST xxxx CIS Elective (4)
- CIST xxxx CIS Elective (4)
See advisor for list of approved CIS elective courses for min. 4 cr.:

CIST  xxxx  CIS Elective  4

HOME & SMALL BUSINESS NETWORKING CERTIFICATE - HA31
(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
ASSET – Writing  37  COMPASS – Writing  32
Reading  38  Reading  70
Pre-Algebra  35  Pre-Algebra  26
High School diploma or equivalent required for admission.
Credits required for graduation: 11

CISCO CERTIFIED ENTRY NETWORK TECHNICIAN CERTIFICATE – CC41
(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
ASSET – Writing  37  COMPASS – Writing  32
Reading  38  Reading  70
Pre-Algebra  35  Pre-Algebra  26
High School diploma or equivalent required for admission.
Credits required for graduation: 12

CISCO CERTIFIED ENTRY NETWORK TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 1001</td>
<td>Computer Concepts</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2441</td>
<td>Cisco Networking for Home and Small Businesses</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2442</td>
<td>Cisco Working at a Small-to-Medium Business or ISP</td>
<td>4</td>
</tr>
</tbody>
</table>

CISCO NETWORK SPECIALIST CERTIFICATE - CN71
(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
ASSET – Writing  37  COMPASS – Writing  32
Reading  38  Reading  70
Pre-Algebra  35  Pre-Algebra  26
High School diploma or equivalent required for admission.
Credits required for graduation: 16

CISCO NETWORK SPECIALIST CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIST 2441</td>
<td>Cisco Networking for Home and Small Businesses</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2442</td>
<td>Cisco Working at a Small-to-Medium Business or ISP</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2443</td>
<td>Cisco Routing and Switching</td>
<td>4</td>
</tr>
<tr>
<td>CIST 2444</td>
<td>Cisco Designing and Supporting Computer Networks</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one of two Tracks:
Cisco Discovery Track
CIST 2441  Cisco Networking for Home and Small Businesses  4
CIST 2442  Cisco Working at a Small-to-Medium Business or ISP  4
CIST 2443  Cisco Routing and Switching  4
CIST 2444  Cisco Designing and Supporting Computer Networks  4

Cisco Exploration Track
CIST 2451  Cisco Network Fundamentals  4
CIST 2452  Cisco Routing Protocols and Concepts  4
CIST 2453  Cisco LAN Switching and Wireless  4
CIST 2454  Cisco Accessing the WAN  4

MICROSOFT NETWORK ADMINISTRATOR CERTIFICATE – MS11
(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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 15

MICROSOFT NETWORK ADMINISTRATION CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
CIST 2411 Microsoft Client 4
CIST 2412 Microsoft Server Directory Services 4
CIST 2413 Microsoft Server Infrastructure 4
Microsoft Elective – (CIST 2414 Recommended) 3

PREPARATION FOR A+ CERTIFICATE – PFA1 (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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 18

PREPARATION FOR A+ CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
COMP 1000 Introduction to Computers 3
CIST 1001 Computer Concepts 4
CIST 1122 Hardware Installation and Mainten. 4
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 2442 Cisco Working at a Small-to-Medium Business or ISP (4)
CIST 2451 Cisco Network Fundamentals (4)

INTERNET SPECIALIST – WEB SITE DESIGN DIPLOMA – IS64
Program Description:
The Computer Information Systems Internet Specialist Web Site Design 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 Internet Specialists Web Site Designers.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
Algebra 38 Algebra 29
High School diploma or equivalent required for admission.
Credits required for graduation: 54

INTERNET SPECIALIST – WEB SITE DESIGN DIPLOMA CURRICULUM ESSENTIAL COURSES CREDITS
Basic Skills Courses
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2

PC REPAIR AND NETWORK TECHNICIAN CERTIFICATE - PR21 (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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
Credits required for graduation: 18

PC REPAIR AND NETWORK TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
CIST 1001 Computer Concepts 4
CIST 1122 Hardware Installation and Mainten. 4
COMP 1000 Introduction to Computers 3
CIST 1130 Operating Systems Concepts 3

INTERNET SPECIALIST – WEB SITE DESIGN DIPLOMA CURRICULUM ESSENTIAL COURSES CREDITS
Basic Skills Courses
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2
### INTERNET SPECIALIST – WEB SITE DESIGN
#### DEGREE – IS53

**Program Description:**
The Computer Information Systems Internet Specialist Web Site Design 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 Internet Specialists Web Site Designers.

**Entrance Date:** Each semester

**Program Admission Requirements:**
- Minimum Test Scores
  - ASSET – Writing: 42
  - COMPASS – Writing: 62
  - Reading: 42
  - Algebra: 42
- High School diploma or equivalent required for admission.

**Credits Required for Graduation:** 64

### INTERNET SPECIALIST – WEB SITE DESIGN DEGREE CURRICULUM ESSENTIAL COURSES CREDITS

<table>
<thead>
<tr>
<th>General Education Core Courses</th>
<th>15</th>
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<td>Area I - Language Arts/Communications</td>
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<tr>
<td>ENGL 1101 Composition and Rhetoric I</td>
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</tr>
<tr>
<td>Area II - Social/Behavioral Sciences</td>
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</tr>
<tr>
<td>XXXX xxxx Social/Behavioral Science course</td>
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<tr>
<td>Area III - Natural Sciences/Mathematics</td>
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<tr>
<td>MATH 1111 College Algebra</td>
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</tr>
<tr>
<td>Area IV - Humanities/Fine Arts</td>
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</tr>
<tr>
<td>XXXX xxxx Humanities/Fine Arts course</td>
<td>3</td>
</tr>
<tr>
<td>Program-Specific Gen. Ed. Course Requirements</td>
<td>(3)</td>
</tr>
</tbody>
</table>

An additional 3 cr. must be taken from Area I, II, III or IV

### INTERNET SPECIALIST WEB SITE DEVELOPER CERTIFICATE – ISE1

(Stand-alone and Embedded in Internet Specialist Web Design Diploma and Degree)

**Program Description:**
The Web Application and Services Developer Certificate teach students to develop web sites which include front end scripting and back end server programs. This training includes both Microsoft based and open source web programming techniques. In addition, students learn to provide interactivity to databases and web services. The purpose of this certificate is to provide training opportunities for persons already either employed in the IT industry or have already have IT training to upgrade their skill with advanced courses and skills.

**Entrance Date:** Each semester

**Program Admission Requirements:**
- Minimum Test Scores
  - ASSET – Writing: 37
  - COMPASS – Writing: 32
  - Reading: 38
  - Pre-Algebra: 35
- High School diploma or equivalent required for admission.

**Credits Required for Graduation:** 35

### INTERNET SPECIALIST WEB SITE DEVELOPER CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS

| CIST 1305 Program Design and Development | 3 |
| CIST 1220 Structured Query Language (SQL) | 4 |
| CIST 1510 Web Development I | 3 |
| CIST 1520 Scripting Technologies | 3 |
| CIST 1530 Web Graphics I | 3 |
| CIST 1540 Web Animation I | 3 |
| CIST 1601 Information Security Fundamentals | 3 |
| CIST 2510 Web Technologies | 3 |
| CIST 2531 Web Graphics II | 3 |
| CIST 2550 Web Development II | 3 |
| CIST 2921 IT Analysis, Design, and Project Management | 4 |
| CIST 2381 Mobile Application Development | 4 |
| CIST 2950 Web Systems Project | 3 |
BUSINESS MANAGEMENT DIPLOMA –MD12

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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 49

BUSINESS MANAGEMENT DIPLOMA CURRICULUM

ESSENTIAL COURSES CREDITS

Basic Skills Courses 8
ENGL 1010 Fundamentals of English I 3
MATH 1011 Business 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
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
MGMT 2215 Team Project 3
COMP 1000 Introduction to Computers 3
ACCT 1100 Fund Financial Accounting I 4
MGMT 1110 Employment Law 3
Select courses from list below for min. of 6 credits
MGMT 2120 Labor Management Relations (3)
MGMT 2130 Employee Training and Development(3)
MGMT 2135 Management Comm. Tech. (3)
MGMT 2140 Retail Management (3)
MGMT 2150 Small Business Management (3)
MGMT 2205 Service Sector Management (3)

BUSINESS MANAGEMENT ASSOCIATE DEGREE – MD13

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
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37
High School diploma or equivalent required for admission.
Credits required for graduation: 64

BUSINESS MANAGEMENT ASSOCIATE DEGREE CURRICULUM

ESSENTIAL COURSES CREDITS

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
PSYC 1101 Introduction to Psychology 3
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts
HUMN 1101 Humanities 3
Program-Specific Gen. Ed. Course Requirements
An additional 3 cr. must be taken from Area I, II, III or IV
ECON 1101 Economics 3

Occupational Courses 37
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
MGMT 2215 Team Project 3
COMP 1000 Introduction to Computers 3
ACCT 1100 Financial Accounting I 4
MGMT 1110 Employment Law 3

AND
completion of one of five Specializations:

General Management Specialization 12
MGMT 2120 Labor Management Relations 3
MGMT 2130 Employee Training and Development 3
Academic Programs

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Select one of the following two Courses for 3 cr.:
- MGMT 2140 Retail Management 3
- MGMT 2150 Small Business Management (3)
- MGMT 2220 Management Occupation-Based Instruction (3)

Human Resources Management Specialization 12
- MGMT 2120 Labor Management Relations 3
- MGMT 2130 Employee Training and Development 3

Select one of two following classes for 3 cr.:
- MGMT 2205 Service Sector Management (3)
- MGMT 2210 Project Management (3)

Select one of two following classes for 3 cr.:
- MGMT 2155 Quality Management Principles (3)
- MGMT 2220 Management Occupation-Based Instruction (3)

Operations Management Specialization 12
- MGMT 2130 Employee Training and Development 3
- MGMT 2200 Production/Operations Management 3
- MGMT 2210 Project Management 3

Select one of two following classes for 3 cr.:
- MGMT 2120 Labor Management Relations (3)
- MGMT 2220 Management Occupation-Based Instruction (3)

Service Sector Management Specialization 12
- MGMT 2130 Employee Training and Development 3
- MGMT 2140 Retail Management 3
- MGMT 2205 Service Sector Management 3

Select one of two following classes for 3 cr.:
- MGMT 2120 Labor Management Relations (3)
- MGMT 2220 Management Occupation-Based Instruction (3)

Small Business Management Specialization 12
- MGMT 2140 Retail Management 3
- MGMT 2145 Business Plan Development 3
- MGMT 2150 Small Business Management 3

Select one of two following classes for 3 cr.:
- MGMT 2120 Labor Management Relations (3)
- MGMT 2220 Management Occupation-Based Instruction (3)

SUPERVISOR/MANAGER SPECIALIST CERTIFICATE – SS31
(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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 12

SUPERVISOR/MANAGER SPECIALIST CERTIFICATE
CURRICULUM ESSENTIAL COURSES 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 Law (3)
- MKTG 1130 Business Regulations and Compliance (3)
- MGMT 2120 Labor Management Relations (3)

MARKETING MANAGEMENT DIPLOMA – MM12
Program Description:
The Marketing Management program is designed to prepare students for employment in a variety of positions in today’s marketing and management fields. The Marketing Management program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of marketing management. Graduates of the program receive a Marketing Management diploma with specializations in marketing management, entrepreneurship, and retail management.

Entrance date: Each semester

Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 55

MARKETING MANAGEMENT DIPLOMA CURRICULUM

ESSENTIAL COURSES CREDITS
- Basic Skills Courses 8
  ENGL 1010 Fundamentals of English I 3
  MATH 1011 Business 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 47
- COMP 1000 Introduction to Computers 3
- ACCT 1100 Financial Accounting I 4
MARKETING MANAGEMENT ASSOCIATE DEGREE
– MM13

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

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42 COMPASS – Writing 62

Credits Required for Graduation: 62
High School diploma or equivalent required for admission.

AND
Completion of one of three specializations is required.

Marketing Management Specialization 9
MKTG 1370 Consumer Behavior 3
Select one of two following courses for min. 3 cr.:
MKTG 1210 Services Marketing (3)
MKTG 2070 Buying and Merchandising (3)

Entrepreneurship Specialization 12
MKTG 2210 Entrepreneurship 6
MKTG 2010 Small Business Management 3
Select one of two following courses for min. 3 cr.:
MKTG 1210 Services Marketing (3)
MKTG 2070 Buying and Merchandising (3)

Retail Management Specialization 12
MKTG 1270 Visual Merchandising 3
MKTG 2070 Buying and Merchandising 3
MKTG 2270 Retail Operations Management 3
MKTG 1370 Consumer Behavior 3

MKTG 1190 Digital Technologies in Business 2
MKTG 1100 Principles of Marketing 3
MKTG 1190 Integrated Marketing Communications 3
MKTG 2090 Marketing Research 3
MKTG 1160 Professional Selling 3
MKTG 1130 Business Regulations and Compliance 3
MKTG 2300 Marketing Management 3
Select one of two following courses for min. 3 cr.:
BUSN 1300 Introduction to Business (3)
MGMT 1100 Principles of Management (3)
Select one of two following courses for min. 3 cr.:
MKTG 2000 International Marketing (3)
MKTG 2290 Marketing Internship/Practicum (3)

AND
Completion of one of three specializations is required.

Marketing Management Specialization 9
MKTG 1370 Consumer Behavior 3
Select one of two following courses for min. 3 cr.:
MKTG 1210 Services Marketing (3)
MKTG 2070 Buying and Merchandising (3)

Entrepreneurship Specialization 12
MKTG 2210 Entrepreneurship 6
MKTG 2010 Small Business Management 3
Select one of two following courses for min. 3 cr.:
MKTG 2070 Buying and Merchandising (3)
MKTG 1210 Services Marketing (3)

Retail Management Specialization 12
MKTG 1270 Visual Merchandising 3
MKTG 2070 Buying and Merchandising 3
MKTG 2270 Retail Operations Management 3

Program-specific Gen. Ed. Course Requirements (3)
An additional 3 cr. must be taken from Area I, II, III or IV

Occupational Courses 47
COMP 1000 Introduction to Computers 3
ACCT 1100 Financial Accounting I 4
BUSN 1190 Digital Technologies in Business 2
MKTG 1100 Principles of Marketing 3
MKTG 1190 Integrated Marketing Communications 3
MKTG 2090 Marketing Research 3
MKTG 1160 Professional Selling 3
MKTG 1130 Business Regulations and Compliance 3
MGMT 1100 Principles of Management 3
MKTG 2300 Marketing Management 3
Select one of two following courses for min. 3 cr.:
MKTG 2000 International Marketing (3)
MKTG 2290 Marketing Internship/Practicum (3)

AND
Completion of one of three specializations is required.

Marketing Management Specialization 9
MKTG 1370 Consumer Behavior 3
MKTG 2060 Marketing Channels 3
Select one of two following courses for min. 3 cr.:
MKTG 1370 Consumer Behavior (3)
MKTG 2060 Marketing Channels (3)

Entrepreneurship Specialization 12
MKTG 2210 Entrepreneurship 6
MKTG 2010 Small Business Management 3
Select one of two following courses for min. 3 cr.:
MKTG 2070 Buying and Merchandising (3)
MKTG 1210 Services Marketing (3)

Retail Management Specialization 12
MKTG 1270 Visual Merchandising 3
MKTG 2070 Buying and Merchandising 3
MKTG 2270 Retail Operations Management 3
ENTREPRENEURSHIP CERTIFICATE– EN11
(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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits Required for Graduation: 12

ENTREPRENEURSHIP CERTIFICATE CURRICULUM

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<td>MKTG 2210</td>
<td>Entrepreneurship 6</td>
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Select one of two following courses for min. 3 cr.:
| MKTG 1100         | Principles of Marketing (3) |
| MKTG 2010         | Small Business Management (3) |
CONSTRUCTION ACADEMY

Air Conditioning Technology Diploma ............................................................ 78
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AIR CONDITIONING TECHNOLOGY DIPLOMA – ACT2

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.

Entrance date: Each semester

Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 51

AIR CONDITIONING TECHNOLOGY DIPLOMA CURRICULUM

ESSENTIAL COURSES CREDITS
Basic Skills Courses 8
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2

Occupational Courses 43
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 & 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 Introduction to Computers 3

AIR CONDITIONING TECHNICIAN ASSISTANT CERTIFICATE – AZ31

(Embedded in the Air Conditioning Diploma)

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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 12

AIR CONDITIONING TECHNICIAN ASSISTANT CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
AIRC 1005 Refrigeration Fundamentals 4
AIRC 1010 Refrigeration Principles and Practices 4
AIRC 1020 Refrigeration Systems Components 4

INDUSTRIAL/COMMERCIAL AIR CERTIFICATE – IA21

(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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 39 Pre-Algebra 45

High School diploma or equivalent required for admission.

Credits Required for Graduation: 32

INDUSTRIAL/COMMERCIAL AIR CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
AIRC 1005 Refrigeration Fundamentals 4
AIRC 2070 Commercial Refrigeration Design 3
AIRC 2091 Industrial Refrigeration Level I 4
AIRC 2101 Industrial Refrigeration Level II 2
COMP 1000 Introduction to Computers 3
IDSY 1120 Basic Industrial PLC’s 6
IDSY 1220 Intermediate Industrial PLC’s 6
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 Computers 3

BUILDING MAINTENANCE DIPLOMA – BM22

Program Description:
The Building and Facilities 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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 56

BUILDING MAINTENANCE DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS

Basic Skills Courses 8
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2

Occupational Courses 48
AIRC 1005 Refrigeration Fundamentals 4
AIRC 1010 Refrigeration Principles and Practices 4
IDFC 1007 Industrial Safety Procedures 2
IDFC 1011 Direct Current I 3
AIRC 1020 Refrigeration Systems Components 4
BFMT 1030 Fundamentals of Structured Maintenance 4

COMP 1000 Introduction to Computers 3
IDFC 1012 Alternating Current I 3
BFMT 1040 Building Climate Controls 3
BFMT 1050 Fundamentals of Plumbing 2
ELTR 1080 Commercial Wiring I 6
ELTR 1205 Residential Wiring I 4
IDSY 1150 DC and AC Motors 3
IDSY 1180 Magnetic Starters and Braking 3

GENERAL MAINTENANCE MECHANIC CERTIFICATE– GM41
(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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 29

GENERAL MAINTENANCE MECHANIC CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
MATH 1012 Foundations of Mathematics 3

IDFC 1007 Industrial Safety Procedures 2
AIRC 1005 Refrigeration Fundamentals 4
AIRC 1030 HVACR Electrical Fundamentals 4
AIRC 1040 HVACR Electrical Motors 4
BFMT 1030 Fundamentals of Structured Maintenance 4
BFMT 1050 Fundamentals of Plumbing 2
ELTR 1080 Commercial Wiring I 6

CARPENTRY DIPLOMA – CA22
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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 35  Reading 60
Pre-Algebra 33  Pre-Algebra 22
Credits required for graduation: 50

CARPENTRY DIPLOMA CURRICULUM ESSENTIAL COURSES CREDITS

Basic Skills Courses 8
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2

Occupational Courses 42
COFC 1000 Safety 2
COFC 1010 Introduction to Construction 2
COFC 1020 Professional Tool Use and Safety 3
COFC 1030 Materials and Fasteners 2
COFC 1050 Construction Print Reading Fundamentals 3
CARP 1070 Site Layout, Footings and Foundations 3
CARP 1105 Floor and Wall Framing 4
CARP 1110 Ceiling and Roof Framing Covering 6
CARP 1112 Exterior Finishes and Trim 4
CARP 1114 Interior Finishers I 5
COMP 1000 Introduction to Computers 3

AND
Completion one of the following two specializations:
Residential Specialization 5
CARP 1190  Interior Finishes II  2  
CARP 1210  Cornice and Soffit  1  
CARP 1260  Stairs  2  

Commercial Specialization  6  
CARP 1310  Doors and Door Hardware  2  
CARP 1320  Site Development, Concrete Forming, and Rigging and Reinforcing  4  

**FRAMING CARPENTER CERTIFICATE – FC71**  
(Embedded in Carpentry Diploma)  
Program Description:  
The Framing Carpenter certificate program prepares students for employment as framing carpenters. Program graduates are trained in the use of hand and power tools, materials, blueprint reading, and floor, wall, ceiling and roof framing.  
Enterance date: Each semester  
Program admission requirements:  
Minimum Test Scores  
ASSET – Writing  37  COMPASS – Writing  32  
Reading  38  Reading  70  
Pre-Algebra  35  Pre-Algebra  26  

Credits required for graduation: 13  

**CERTIFIED CONSTRUCTION WORKER CERTIFICATE – CCW1**  
(Stand-alone and Embedded in Construction Diploma)  
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.  
Enterance date: Each semester  
Program admission requirements:  
Minimum Test Scores  
ASSET – Writing  37  COMPASS – Writing  32  
Reading  38  Reading  70  
Pre-Algebra  35  Pre-Algebra  26  

Credits required for graduation: 12  

**FINISH CARPENTER CERTIFICATE – FC31**  
(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.  
Enterance date: Each semester  
Program admission requirements:  
Minimum Test Scores  
ASSET – Writing  37  COMPASS – Writing  32  
Reading  38  Reading  70  
Pre-Algebra  35  Pre-Algebra  26  

Credits required for graduation: 12  

COFC 1050  Construction Print Reading Fundamentals  3  

**SITE LAYOUTS, FOOTINGS AND FOUNDATION CERTIFICATE – SL11**  
(Embedded in Carpentry Diploma)  
Program Description:  
The Site Layouts, Footings, and Foundations certificate program prepares students for careers in the carpentry industry. Emphasis is placed on basic carpentry skills and laying foundations and footings for residential and commercial structures.  
Enterance date: Each semester  
Program admission requirements:  
Minimum Test Scores  
ASSET – Writing  37  COMPASS – Writing  32  
Reading  38  Reading  70  
Pre-Algebra  35  Pre-Algebra  26  

Credits required for graduation: 15  

**FINISH CARPENTER CERTIFICATE CURRICULUM**  
**ESSENTIAL COURSES**  
**CREDITS**  
CARP 1070  Site Layout, Footings & Foundations  3  
CARP 1105  Floor and Wall Framing  4  
CARP 1110  Ceiling and Roof Framing Covering  6  

**SITE LAYOUTS, FOOTINGS AND FOUNDATION CERTIFICATE CURRICULUM**  
**ESSENTIAL COURSES**  
**CREDITS**  
COFC 1000  Safety  2  
COFC 1010  Introduction to Construction  2  
COFC 1020  Professional Tool Use and Safety  3  
COFC 1030  Materials and Fasteners  2  
COFC 1050  Construction Print Reading Fundamentals  3  
CARP 1070  Site Layout, Footings & Foundations  3  

**FINISH CARPENTER CERTIFICATE CURRICULUM**  
**ESSENTIAL COURSES**  
**CREDITS**  
CARP 1112  Exterior Finishes and Trim  4  
CARP 1114  Interior Finishers I  5  
CARP 1190  Interior Finishers II  2  
CARP 1210  Cornice and Soffit  1  

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CONSTRUCTION MANAGEMENT DEGREE – CM13

Program Description:
The Construction Management degree program is designed to prepare students for a career in some aspect of construction supervision. Basic carpentry skills include laying footings and foundations, framing, roofing, and interior and exterior finishing. Management skills include principles of accounting, construction drafting, code review, scheduling, and contracting. Program graduates receive an Associate of Applied Science Degree in Construction Management.

Entrance date: Each semester

Program admission requirements:
- ASSET – Writing 42
- COMPASS – Writing 62
- Reading 42
- Algebra 37

High School diploma or equivalent required for admission.
Credits required for graduation: 72

CONSTRUCTION MANAGEMENT DEGREE CURRICULUM

ESSENTIAL COURSES CREDITS

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.

Area I - Language Arts/Communications
- ENGL 1101 Composition and Rhetoric I 3

Area II - Social/Behavioral Sciences
- XXXX xxxx Social/Behavioral Science course (3)

Area III - Natural Sciences/Mathematics
- MATH 1111 College Algebra 3

Area IV - Humanities/Fine Arts
- HUMN 1101 Humanities 3

Program-Specific Gen. Ed. Course Requirements 3
An additional 3 cr. must be taken from Area I, II, III or IV

Occupational Courses 57
- COFC 1000 Safety 2
- COFC 1010 Introduction to Construction 2
- COFC 1020 Professional Tool Use and Safety 3
- COFC 1030 Materials and Fasteners 2
- COFC 1050 Construction Print Reading Fundamentals 3
- CARP 1070 Site Layout, Footings & Foundations 3
- CARP 1105 Floor and Wall Framing 4
- CARP 1110 Ceiling and Roof Framing Covering 6
- CARP 1112 Exterior Finishes and Trim 4
- CARP 1114 Interior Finishers I 5
- COMP 1000 Introduction to Computers 3
- ACCT 1100 Financial Accounting I 4
- CMTT 2010 Residential Estimating Review 3
- CMTT 2020 Construction Drafting I 3
- CMTT 2050 Residential Code Review 3
- CMTT 2130 Computerized Constr. Scheduling 3
- CMTT 2170 Construction Contracting 4

ELECTRICAL SYSTEMS TECHNOLOGY DIPLOMA – ES12

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: Fall semester (Day & Evening)

Program admission requirements:
- Minimum Test Scores
  - ASSET – Writing 37
  - COMPASS – Writing 32
  - Reading 38
  - Pre-Algebra 26

Credits required for graduation: 55

ELECTRICAL SYSTEMS TECHNOLOGY DIPLOMA CURRICULUM

ESSENTIAL COURSES CREDITS

Basic Skills Courses 8
- ENGL 1010 Fundamentals of English I 3
- MATH 1012 Foundations of Mathematics 3
- EMPL 1000 Interpersonal Relations and Professional Development 2

Occupational Core 35
- COMP 1000 Introduction to Computers 3
- IDFC 1007 Industrial Safety Procedures 2
- IDFC 1011 Direct Current I 3
- ELTR 1020 Electrical Systems Basics I 3
- ELTR 1060 Electrical Prints, Schematics, and Symbols 3
- ELTR 1080 Commercial Wiring I 6
- ELTR 1090 Commercial Wiring II 6
- ELTR 1110 Electric Motors 4
- ELTR 1120 Variable Speed/Low Voltage Controls 2
- ELTR 1180 Electrical Controls 3

And

Completion of one of the following two specializations:

Electrical Construction and Maintenance Specialization 12
- ELTR 1205 Residential Wiring I 4
- ELTR 1210 Residential Wiring II 4
- ELTR 1520 Grounding and Bonding 2
- ELTR 1530 Conduit Sizing 2

Industrial Electrical Technology Specialization 12
- ELTR 1220 Industrial PLC’s 4
- ELTR 1250 Diagnostic Troubleshooting 2
- ELTR 1260 Transformers 3
- ELTR 1270 National Electrical Code Industrial Applications 3
COMMERCIAL WIRING CERTIFICATE – CW31
(Embedded in Electrical Systems Technology Diploma)
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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 17

COMMERCIAL WIRING CERTIFICATE CURRICULUM
ESSENTIAL COURSES CREDITS
IDFC 1007 Industrial Safety Procedures 2
ELTR 1060 Electrical Prints, Schematics, and Symbols 3
ELTR 1080 Commercial Wiring I 6
ELTR 1090 Commercial Wiring II 6

MASONRY DIPLOMA – MA12
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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits Required for Graduation: 46

MASONRY DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS
Basic Skills Courses 8
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2

Occupational Courses 60
COFC 1000 Safety 2
COFC 1010 Introduction to Construction 2
COFC 1020 Professional Tool Use and Safety 3
COFC 1030 Materials and Fasteners 2
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
COMP 1000 Introduction to Computers 3

AND
Completion of one of the following two specializations:
Brick and Block Mason Specialization 11
MSNR 2105 Brick and Block I 4
MSNR 2205 Brick and Block II 4
MSNR 2500 Masonry Internship/Practicum 3

Tile Setter Specialization 11
MSNR 2110 Tile Setting I 4
MSNR 2210 Tile Setting II 4
MSNR 2500 Masonry Internship/Practicum 3

ELECTRICAL SYSTEMS ASSISTANT CERTIFICATE – ESA1
(Embedded in Electrical Systems Technology diploma)
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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High school diploma or equivalent required for admission.
Credits required for graduation: 11

ELECTRICAL SYSTEMS ASSISTANT CERTIFICATE CURRICULUM
ESSENTIAL COURSES CREDITS
IDFC 1007 Industrial Safety Procedures 2
IDFC 1011 Direct Current I 3
ELTR 1020 Electrical Systems Basics I 3
MATH 1012 Foundations of Mathematics 3

AND
Completion of one of the following two specializations:
Brick and Block Mason Specialization 11
MSNR 2105 Brick and Block I 4
MSNR 2205 Brick and Block II 4
MSNR 2500 Masonry Internship/Practicum 3

Tile Setter Specialization 11
MSNR 2110 Tile Setting I 4
MSNR 2210 Tile Setting II 4
MSNR 2500 Masonry Internship/Practicum 3

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PLUMBING DIPLOMA– PL12

Program Description:
The Plumbing Technology 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 Technology diploma and have the qualification of an apprentice plumber.

Entrance date: Each semester
Admissions requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26

Credits required for graduation: 47

PLUMBING DIPLOMA CURRICULUM
ESSENTIAL COURSES  CREDITS

Basic Skills Courses  8
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2

Occupational Courses  66
PLBG 1000 Introduction to Plumbing 3
PLBG 1160 Plumbing Drawings 3
PLBG 1210 Pipes, Valves, and Fittings 3
PLBG 1220 Drainage Systems 3
PLBG 1240 Water Supply Systems 3
PLBG 1260 Plumbing Fixtures and Appliances 3
PLBG 1280 Gas Piping, Venting, and Appliances 3
PLBG 1310 Special Plumbing Systems 3
PLBG 1320 Plumbing Service 3
PLBG 1330 Plumbing Codes 3
COMP 1000 Introduction to Computers 3

Completion of 6 credit hours from the following list of electives:
PLBG 1070 Physical Science and Mechanics for the Pipe Trades (3)
PLBG 2160 Advanced Drawing & Plan Reading (3)
PLBG 2330 Advanced Plumbing Code Appl. (3)
PLBG 1500 Backflow Prevention and Cross-Connection Control (3)
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DESIGN AND MEDIA PRODUCTION TECHNOLOGY
DIPLOMA – DEM2

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, Printing Operations, and Web Interface Design.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 52

DESIGN AND MEDIA PRODUCTION TECHNOLOGY DIPLOMA
CURRICULUM ESSENTIAL COURSES  CREDITS

Basic Skills Courses 8
ENGL 1010 Fundamentals of English I 3
MATH 1011 Business 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 23
COMP 1000 Intro to Computers 3
DMPT 1000 Intro to Design & Media Production 6
DMPT 1005 Vector Graphics 5
DMPT 1010 Raster Imaging 5
DMPT 2930 Exit Review 4

AND
Completion of one of three specializations is required.

Graphic Design and Prepress Specialization 20
DMPT 2100 Identity Design 4
DMPT 2105 Page Layout 4
DMPT 2120 Prepress and Output 4
Select two of three courses below for min. of 8 cr.:
DMPT 2110 Publication Design (4)
DMPT 2115 Advertising and Promotional Design (4)
DMPT xxxx Elective (4)

Printing Operations Specialization 20
DMPT 2200 Intro to Printing Industry 4
DMPT 2205 Basic Printing Operations 4
DMPT 2210 Intermed. Printing & Finishing Oper. 4
DMPT 2215 Advanced Printing & Post Prod. Oper. 4
DMPT 2905 Practicum/Internship II 4

Web Interface Design Specialization 20
DMPT 2300 Foundations of Interface Design 4
DMPT 2305 Web Interface Design 4

Select three of four courses below for min. of 12 cr.:
DMPT 2310 Animation for Web (4)
DMPT 2315 Dynamic Web Design (4)
DMPT 2320 Interactive Multimedia for Web (4)
DMPT xxxx Elective (4)

DESIGN AND MEDIA PRODUCTION TECHNOLOGY
DEGREE – DAM3

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, Printing Operations, and Web Interface Design.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42  COMPASS – Writing 62
Reading 42  Reading 81
Algebra 42  Algebra 37

High School diploma or equivalent required for admission.
Credits required for graduation: 66

DESIGN AND MEDIA PRODUCTION TECHNOLOGY DEGREE
CURRICULUM ESSENTIAL COURSES  CREDITS

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
XXXX xxxx Social/Behavioral Science course (3)
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts
XXXX xxxx Humanities/Fine Arts course 3
Program-Specific Gen. Ed. Course Requirements (3)
An additional 3 cr. must be taken from Area I, II, III or IV

Occupational Courses 23
COMP 1000 Intro to Computers 3
DMPT 1000 Intro to Design & Media Production 6
DMPT 1005 Vector Graphics 5
DMPT 1010 Raster Imaging 5
DMPT 2930 Exit Review 4

AND
Completion of one of three specializations is required.

Graphic Design and Prepress Specialization 28
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 xxxx Elective 4
DMPT 2905 Practicum/Internship II 4

Printing Operations Specialization 22
DMPT 2200 Intro to Printing Industry 4
DMPT 2205 Basic Printing Operations 4
DMPT 2210 Intermed. Printing & Finishing Oper. 4
DMPT 2215 Advanced Printing & Post Prod. Oper. 4

Practicum/Internships- Select a minimum of 6 cr. from courses below:
DMPT 2900 Practicum/Internship I (3)
DMPT 2905 Practicum/Internship II (4)
DMPT 2910 Practicum/Internship III (5)
DMPT 2920 Practicum/Internship IV (6)

Web Interface Design Specialization 28
DMPT 2300 Foundations of Interface Design 4
DMPT 2305 Web Interface Design 4

Select five of six courses below for min. of 20 cr.:
DMPT 2310 Animation for Web (4)
DMPT 2315 Dynamic Web Design (4)
DMPT 2320 Interactive Multimedia for Web (4)
DMPT xxxx Elective (4)
DMPT xxxx Elective (4)
DMPT xxxx Elective (4)

ADVERTISING LAYOUT SPECIALIST CERTIFICATE—AL61
(Stand-alone and Embedded in Design and Media Production Technology Diploma and Degree)
Program Description:
The Advertising Layout Specialist TCC provides entry-level training in advertising layout with courses in identity design, page layout, advertising and promotional design. Students will have the opportunity to choose from electives in advertising, photography and commercial photography. 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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 35

ADVERTISING LAYOUT SPECIALIST CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
Courses 35
DMPT 1000 Intro to Design & Media Production 6
DMPT 1005 Vector Graphics 5
DMPT 1010 Raster Imaging 5
DMPT 2100 Identity Design 4
DMPT 2105 Page Layout 4
DMPT 2115 Advertising and Promotional Design 4

Select two of three courses below for a min. of 7 cr.:
DMPT 1020 Intro to Photography (4)
DMPT 1025 Production Photography (4)
MKTG 1190 Promotional & Marketing Commun. (3)

DESIGN AND MEDIA PRODUCTION SPECIALIST CERTIFICATE—DAM1
(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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 16

DESIGN AND MEDIA PRODUCTION SPECIALIST CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
Courses 16
DMPT 1000 Intro to Design & Media Production 6
DMPT 1005 Vector Graphics 5
DMPT 1010 Raster Imaging 5

DIGITAL ILLUSTRATION SPECIALIST CERTIFICATE—DI21
(Stand-alone and Embedded in Design and Media Production Technology Diploma and Degree)
Program Description:
The Digital Illustration Specialist TCC provides entry-level skills in traditional and digital illustration with courses in drawing, beginning and advanced vector graphics, raster imaging and identity design. 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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 22

DIGITAL ILLUSTRATION SPECIALIST CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
Academic Programs

GRAPHIC DESIGN & PREPRESS TECHNICIAN CERTIFICATE– GD21
(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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 24

PHOTOGRAPHER TCC– PH11
(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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 27

PRINTING OPERATIONS CERTIFICATE– PP41
(Stand-alone and Embedded in Design and Media Production Technology Diploma)

Program Description:
The Printing Operations TCC provides an overview of the printing industry and emphasizes hands on training in beginning, intermediate and advanced printing and finishing operations.

Entrance date: Varies
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 16

WEB INTERFACE DESIGN TECHNICIAN CERTIFICATE– WI11
(Stand-alone and Embedded in Design and Media Production Technology Diploma and Degree)

Program Description:
The Web Interface Design Technician prepares training for employment as a member of the Web Development Team as a Web Production Artist, Assistant Web Designer, or Assistant Web Interface Specialist. This program of study provides students training in navigation design, page composition and layout, design principles, photographic manipulation, graphic creation, informative architecture, vector animation, style sheets, and multimedia file creation. Graduates will receive a Web Interface Design Technical technical certificate.

Entrance date: Varies
Program admission requirements:
Minimum Test Scores
WEB INTERFACE DESIGN TECHNICIAN CERTIFICATE
CURRICULUM ESSENTIAL COURSES CREDITS

Courses 35
DMPT 1000 Intro to Design & Media Production 6
DMPT 1010 Raster Imaging 5
DMPT 2300 Foundations of Interface Design 4
DMPT 2305 Web Interface Design 4
Select four of five courses below for a min. of 16 cr.:
DMPT 2310 Animation for Web (4)
DMPT 2315 Dynamic Web Design (4)
DMPT 2320 Interactive Multimedia for Web (4)
DMPT Elective(s) (8)
_______________________________

DRAFTING TECHNOLOGY DIPLOMA – DT12
Program Description:
The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field, such as drafter, CAD operator or Civil 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.

Entrance date: Fall and Spring semester
Program admission requirements:
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 50

DRAFTING TECHNOLOGY DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS

Basic Skills Courses 11
MATH 1013 Algebraic Concepts 3
ENGL 1010 Fundamentals of English I 3
EMPL 1000 Interpersonal Relations and Professional Development 2
Choose one of the two following courses for min. 3 cr.
DFTG 1015 Practical Geometry and Trigonometry for Drafting Technology (3)
MATH 1015 Geometry and Trigonometry (3)
Occupational Courses 11
DFTG 1101 CAD Fundamentals 4
DFTG 1103 Technical Drawing I 4
COMP 1000 Introduction to Computers 3
AND
Completion one of the three Specializations:
Mechanical Drafting Specialization 28
DFTG 1105 3D Mechanical Modeling 4
DFTG 1107 Technical Drawing II 3
DFTG 1109 Technical Drawing III 4
DFTG 1111 Technical Drawing IV 4
DFTG 1113 Technical Drawing V 4
Select Minimum of 9 Credits from the Following courses:
DFTG 2010 Engineering Graphics (4)
DFTG 2100 Blueprint Reading for Technical Drawing I (2)
DFTG 2300 Drafting Technology Practicum/Internship 3 (3)
DFTG 2400 Drafting Technology Practicum/Internship 4 (4)
DFTG 2500 Drafting Technology Exit Review (3)
DFTG 2600 Drafting Technology Practicum/Internship 6 (6)
DFTG 2020 Visualization and Graphics (3)
DFTG 2030 Advanced 3D Modeling Architectural (4)
DFTG 2040 Advanced 3D Modeling Mechanical (4)
DFTG 2120 Print Reading for Architecture (3)
DFTG 2130 Manual Drafting Fundamentals (2)
DFTG 2210 Blueprint Reading for Technical Drawing II (2)
*Program Advisor may recommend other specialization-related courses
Architectural Drafting Specialization 28
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
Select Minimum of 8 Credits from the Following courses:
DFTG 2010 Engineering Graphics (4)
DFTG 2110 Blueprint Reading for Technical Drawing I (2)
DFTG 2300 Drafting Technology Practicum/Internship 3 (3)
DFTG 2400 Drafting Technology Practicum/Internship 4 (4)
DFTG 2500 Drafting Technology Exit Review (3)
DFTG 2600 Drafting Technology Practicum/Internship 6 (6)
*Program Advisor may recommend other specialization-related courses
DRAFTING TECHNOLOGY ASSOCIATE DEGREE – DT13

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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42  COMPASS – Writing 62
Reading 42  Reading 81
Algebra 42  Algebra 37
High School diploma or equivalent required for admission.
Credits required for graduation: 96

DRAFTING TECHNOLOGY ASSOCIATE DEGREE CURRICULUM

ESSENTIAL COURSES  CREDITS

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.

Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3

Area II - Social/Behavioral Sciences
XXXX xxxx Social/Behavioral Science course (3)

Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3

Area IV - Humanities/Fine Arts
XXXX xxxx Humanities/Fine Arts course 3

Program-Specific Gen. Ed. Course Requirements (3)
Select one of the two following Mathematics electives
MATH 1112 College Trigonometry (3)
MATH 1113 Precalculus (3)

Occupational Courses 32
DFTG 1101 CAD Fundamentals 4
DFTG 1103 Technical Drawing I 4
COMP 1000 Introduction to Computers 3

AND
Completion of one of two Specializations:

Mechanical Drafting Specialization 34
DFTG 1105 3D Mechanical Modeling 4
DFTG 1107 Technical Drawing II 3
DFTG 1109 Technical Drawing III 4
DFTG 1111 Technical Drawing IV 4
DFTG 1113 Technical Drawing V 4

Choose Min. of 15 Credits from the Following courses:
DFTG 2110 Blueprint Reading for Technical Drawing I (2)
DFTG 2300 Drafting Technology Practicum/Internship 3 (3)
DFTG 2400 Drafting Technology Practicum/Internship 4 (4)
DFTG 2500 Drafting Technology Exit Review (3)
DFTG 2600 Drafting Technology Practicum/Internship 6 (6)
DFTG 2020 Visualization and Graphics (3)
DFTG 2030 Advanced 3D Modeling Architectural (4)
DFTG 2040 Advanced 3D Modeling Mechanical (4)
DFTG 2120 Print Reading for Architecture (3)
DFTG 2130 Manual Drafting Fundamentals (2)
DFTG 2210 Blueprint Reading for Technical Drawing II (2)

*Program Advisor may recommend other specialization-related courses

Architectural Drafting Specialization
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

Choose a Min. of 14 Credits from the following courses:
DFTG 2010 Engineering Graphics (4)
DFTG 2110 Blueprint Reading for Technical Drawing I (2)
DFTG 2300 Drafting Technology Practicum/Internship 3 (3)
DFTG 2400 Drafting Technology Practicum/Internship 4 (4)
DFTG 2500 Drafting Technology Exit Review (3)
DFTG 2600 Drafting Technology Practicum/Internship 6 (6)
DFTG 2020 Visualization and Graphics (3)
DFTG 2030 Advanced 3D Modeling Architectural (4)
DFTG 2040 Advanced 3D Modeling Mechanical (4)
DFTG 2120 Print Reading for Architecture (3)
DFTG 2130 Manual Drafting Fundamentals (2)
DFTG 2210 Blueprint Reading for Technical Drawing II (2)

*Program Advisor may recommend other specialization-related courses

AUTOCAD REFRESHER CERTIFICATE - AR11
(Stand Alone and Embedded in Drafting Diploma and Degree)
Program Description:
All of the courses included in the AutoCAD Refresher TCC program are embedded in the Drafting Technology diploma. 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 purposed.

Entrance date: Varies
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 12

AUTOCAD REFRESHER CERTIFICATE CURRICULUM
ESSENTIAL COURSES CREDITS
DFTG 1101 CAD Fundamentals 4
DFTG 1103 Technical Drawing I 4
DFTG 1105 3D Mechanical Modeling 4

ENVIRONMENTAL HORTICULTURE DIPLOMA – EH12
Program Description:
The Environmental Horticulture 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.

Entrance date: Each semester, day classes only
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
Credits required for graduation: 44

ENVIRONMENTAL HORTICULTURE DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS
Basic Skills Courses 8
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2
Occupational Courses 24
COMP 1000 Introduction to Computers 3
HORT 1000 Horticulture Science 3
HORT 1010 Woody Ornamental Plant Identification 3
HORT 1020 Herbaceous Plant Identification 3
HORT 1080 Pest Management 3
XXXX xxxx Elective 3
HORT 1150 Environmental Horticulture Internship 3
AND Completion of one of three specializations:
General Horticulture Specialization 15
XXXX xxxx Guided Elective 3
Select from the following courses for a min. 12 cr.:
HORT 1040 Landscape Installation (3)
HORT 1060 Landscape Design (3)
HORT 1120 Landscape Management (3)
HORT 1720 Introductory Floral Design (3)
HORT 1750 Interiorscaping (3)
HORT 1030 Greenhouse Management (3)
HORT 1050 Nursery Production and Mgmt. (3)
HORT 1140 Horticulture Business Management (3)
HORT 1160 Landscape Contracting (3)
HORT 1310 Irrigation (3)
HORT 1330 Turfgrass Management (3)
HORT 1410 Soils (3)
HORT 1420 Golf Course Design Construction and Management (3)
HORT 1440 Landscape Grading and Drainage (4)
HORT 1500 Small Gas Engine Repair and Maint. (3)
HORT 1560 Computer-Aided Landscape Design (3)
HORT 1730 Advanced Floral Design (3)
HORT 2249 Flower Shop Management (3)
HORT 2500 Specialty Landscape Construction (3)
Landcape Management Specialization 15
HORT 1040 Landscape Installation 3
HORT 1060 Landscape Design 3
HORT 1120 Landscape Management 3
HORT 1330 Turfgrass Management 3
HORT 1310 Irrigation 3
Floral Management Specialization 15
HORT 1720 Introductory Floral Design 3
HORT 1750 Interiorscaping 3
HORT xxxx Horticulture Elective 3
HORT 1730 Advanced Floral Design 3
HORT 2249 Flower Shop Management 3

FLORAL ASSISTANT CERTIFICATE – FA11
(Embedded in Environmental Horticulture Diploma)
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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 12

FLORAL ASSISTANT CERTIFICATE CURRICULUM
ESSENTIAL COURSES CREDITS
HORT 1020 Herbaceous Plant Identification 3
HORT 1030 Greenhouse Management 3
HORT 1720 Introductory Floral Design 3
HORT 1730 Advanced Floral Design 3

GARDEN CENTER TECHNICIAN CERTIFICATE – GC31
(Embedded in Environmental Horticulture Diploma)
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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 12

GARDEN CENTER TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
HORT 1010 Woody Ornamental Plant Identific. 3
HORT 1020 Herbaceous Plant Identification 3
HORT 1140 Horticulture Business Management 3
HORT 1080 Pest Management 3

NURSERY/GREENHOUSE TECHNICIAN CERTIFICATE – PPS1
(Embedded in Environmental Horticulture Diploma)
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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 15

NURSERY/GREENHOUSE TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
HORT 1000 Horticulture Science 3
HORT 1010 Woody Ornamental Plant Identific. 3
HORT 1020 Herbaceous Plant Identification 3
HORT 1030 Greenhouse Management 3
HORT 1050 Nursery Production and Management 3

LANDSCAPE DESIGN TECHNICIAN CERTIFICATE – LDT1
(Embedded in Environmental Horticulture Diploma)
Program Description:
Prepare graduates for challenging careers in the expanding field of Landscaping and Garden Centers. Students will design and construct landscapes using a variety of different techniques and construction materials. 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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 18

LANDSCAPE DESIGN TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
HORT 1010 Woody Ornamental Plant Identific. 3
HORT 1020 Herbaceous Plant Identification 3
HORT 1040 Landscape Installation 3
HORT 1060 Landscape Design 3
HORT 1430 Advanced Landscape Design 3
HORT 1560 Computer-Aided Landscape Design 3

LANDSCAPE SPECIALIST CERTIFICATE – LS11
(Embedded in Environmental Horticulture Diploma)
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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 15

LANDSCAPE SPECIALIST CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
HORT 1000 Horticulture Science 3
HORT 1010 Woody Ornamental Plant Identific. 3
HORT 1040 Landscape Installation 3
HORT 1080 Pest Management 3
HORT 1120 Landscape Management 3

HORTICULTURE PESTICIDE APPLICATOR – HP21
(Stand-Alone or Embedded in Environmental Horticulture Diploma)
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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
High school diploma or equivalent required for admission.
Credits required for graduation: 12

HORTICULTURE PESTICIDE APPLICATOR CURRICULUM

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</tr>
<tr>
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<td>3</td>
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CENTRAL STERILE PROCESSING TECHNICIAN
CERTIFICATE– CSB1
HEALTH CARE TECHNOLOGY

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Radiologic Technology Degree..........................................................104-105

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Academic Programs

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
ASSET – Writing 37 COMPASS – Writing 32
Reading 41 Reading 79
Pre-Algebra 42 Pre-Algebra 50

High School diploma or equivalent required for admission. Applicant must be at least 17 years old.
Credits required for graduation: 12

CENTRAL STERILE PROCESSING TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
ALHS 1090 Medical Terminology for Allied Health Sciences 2
CSSP 1010 Central Sterile Supply Processing Technician 5
EMPL 1000 Interpersonal Relations and Professional Development 2
COMP 1000 Introduction to Computers 3

*NOTE: Students completing this TCC will be eligible to apply to take the IAHCSMM certification exam.

DENTAL ASSISTING DIPLOMA – DA12
Program Description:
The Dental Assisting accredited program prepares students for employment in a variety of 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 to retrain in the area of dental assisting. Graduates of the program receive a Dental Assisting diploma and are eligible to sit for a national certification examination.

Entrance date:
Core courses: Each semester
Occupationally specific courses: Fall semester, day classes only

Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 41 Reading 79
Pre-Algebra 42 Pre-Algebra 50

High School diploma or equivalent required for admission. Applicant must be at least 17 years old.
Credits Required for Graduation: 56

The program 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.

DENTAL ASSISTING DIPLOMA CURRICULUM ESSENTIAL COURSES CREDITS
Basic Skills Courses 9
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
PSYC 1010 Basic Psychology 3

Occupational Courses 47
COMP 1000 Introduction to Computers 3
ALHS 1040 Introduction to Health Care 3
DENA 1010 Basic Human Biology 1
DENA 1050 Microbiology and Infection Control 2
DENA 1080 Dental Biology 5
DENA 1340 Dental Assisting I: General Chairside 2
DENA 1030 Preventive Dentistry 2
DENA 1070 Oral Pathology & Therapeutics 2
DENA 1350 Dental Assisting II: Dental Specialties and EFDA Skills 7
DENA 1390 Dental Radiology 4
DENA 1460 Dental Practicum I 1
DENA 1090 Dental Assisting National Board Examination Preparation 2
DENA 1400 Dental Practice Management 3
DENA 1470 Dental Practicum II 1
DENA 1480 Dental Practicum III 5

HEALTH INFORMATION CODING DIPLOMA CURRICULUM- HI12
Program Description:
The Health Information Coding Associate prepares students to be medical coders and billers to classify medical records according to accepted standards. The classification of diagnoses and treatments is required for Medicare and insurance reimbursement in hospitals, outpatient clinics and medical offices. The program offers training in anatomy and physiology, medical terminology, diagnostic coding, and medical procedural coding.

Entrance date:
Core courses: Each semester
Occupationally specific courses: Fall, Spring semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing   37 COMPASS – Writing   32
Reading 41 Reading 79
Pre-Algebra 42 Pre-Algebra 50

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 : 49

HEALTH INFORMATION CODING CURRICULUM ESSENTIAL COURSES CREDITS
Basic Skills Courses 9
ENGL 1010 Fundamentals of English I 3
MATH 1013 Algebraic Concepts 3
PSYC 1010 Basic Psychology 3

Occupational Courses 40
ALHS 1011 Anatomy and Physiology 5
HIMT 1100 Introduction to Health Information Technology 3
MAST 1120 Human Pathological Conditions in the Medical Office 3
HIMT 1350 Pharmacotherapy 2
HIMT 1250 Health Record Content & Structure 2
HIMT 1400 Coding & Classification I - ICD Coding 4
COMP 1000 Introduction to Computers 3
HIMT 1410 Coding & Classification II - ICD Advanced Coding 3
HIMT 1200 Legal Aspects of Healthcare 2
HIMT 2410 Revenue Cycle Management 2
HIMT 2400 Coding & Classification System III - CPT/HCPCS Coding 3
HIMT 1150 Computer Applications in Healthcare 2
HIMT 2500 Certification Seminar 4
ALHS 1090 Medical Terminology for Allied Health Sciences 2

HEALTH INFORMATION TECHNOLOGY ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES CREDITS
General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
PSYC 1101 Introduction to Psychology 3
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts
HUMN1101 Introduction to Humanities 3
Program-Specific Gen. Ed. Course Requirements
SPCH 1101 Speech 3

Occupational Courses 49
HIMT 1100 Introduction to Health Information Technology 3
HIMT 1350 Pharmacotherapy 2
COMP 1000 Introduction to Computers 3
BIOL 2113 Anatomy and Physiology I 3
BIOL 2113L Anatomy and Physiology Lab I 1
HIMT 1250 Health Record Content & Structure 2
BIOL 2114 Anatomy and Physiology II 3
BIOL 2114L Anatomy and Physiology Lab II 1
HIMT 1150 Computer Applications in Healthcare 2
HIMT 2200 Performance Improvement 2
HIMT 1200 Legal Aspects of Healthcare 2
MAST 1120 Human Pathological Conditions in the Medical Office 3
HIMT 1400 Coding & Classification I - ICD Coding 4
HIMT 2300 Healthcare Management 3
HIMT 2150 Healthcare Statistics 2
HIMT 1410 Coding & Classification II - ICD Advanced Coding 3
HIMT 2400 Coding & Classification System III - CPT/HCPCS Coding 3
HIMT 2410 Revenue Cycle Management 2
HIMT 2460 Health Information Technology Practicum 3
ALHS 1090 Medical Terminology for Allied Health Sciences 2

The Health Information 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.
**Academic Programs**

**MEDICAL ASSISTING DIPLOMA – MA22**

Program Description:

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: Each semester, offered both day and evening

Program admission requirements:

Minimum Test Scores

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<tr>
<th>Test</th>
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<th>Reading</th>
<th>Pre-Algebra</th>
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<tr>
<td>COMPASS</td>
<td>32</td>
<td>79</td>
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</table>

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.

Applicant must provide documentation of a physical and dental examination. Documentation of a negative tuberculosis skin test or chest X-ray and immunization record is required before entering the clinical component of program. 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.

Applicant must submit a satisfactory criminal background check and pass drug screening before student attends a clinical practicum. 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.

Graduates are required to take the American Association of Medical Assistants Certification Examination to become a Certified Medical Assistant (CMA).

Students must attend program orientation.

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;

Credits required for graduation: 61

**MEDICAL ASSISTING DIPLOMA CURRICULUM**

<table>
<thead>
<tr>
<th>Essential Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skills Courses</td>
<td>9</td>
</tr>
<tr>
<td>ENGL 1010 Fundamentals of English I</td>
<td>3</td>
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<tr>
<td>MATH 1012 Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 1010 Basic Psychology</td>
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</tr>
<tr>
<td>Occupational Courses</td>
<td>52</td>
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<tr>
<td>MAST 1010 Legal &amp; Ethical Concerns in the Medical Office</td>
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<tr>
<td>MAST 1030 Pharmacology in the Medical Office</td>
<td>4</td>
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<tr>
<td>MAST 1060 Medical Office Procedures</td>
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</tr>
<tr>
<td>MAST 1080 Medical Assisting Skills I</td>
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</tr>
<tr>
<td>MAST 1090 Medical Assisting Skills II</td>
<td>4</td>
</tr>
<tr>
<td>MAST 1100 Medical Insurance Management</td>
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<tr>
<td>MAST 1110 Admin. Practice Management</td>
<td>3</td>
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<tr>
<td>MAST 1170 Medical Assisting Externship</td>
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<tr>
<td>MAST 1180 Medical Assisting Seminar</td>
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<tr>
<td>MAST 1120 Human Pathological Conditions in the Medical Office</td>
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<tr>
<td>COMP 1000 Introduction to Computers</td>
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<tr>
<td>ALHS 1040 Introduction to Health Care</td>
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<tr>
<td>ALHS 1090 Medical Terminology for Allied Health Sciences</td>
<td>2</td>
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<tr>
<td>BUSN 1440 Document Production</td>
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<tr>
<td>ALHS 1011 Anatomy and Physiology</td>
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</tbody>
</table>

**MEDICAL LANGUAGE SPECIALIST CERTIFICATE – MLS1**

(Stand- Alone)

Program Description:

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

Entrance date: Varies

Program admission requirements:

Minimum Test Scores

<table>
<thead>
<tr>
<th>Test</th>
<th>Writing</th>
<th>Reading</th>
<th>Pre-Algebra</th>
</tr>
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<tr>
<td>COMPASS</td>
<td>32</td>
<td>70</td>
<td>26</td>
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</tbody>
</table>

High School diploma or equivalent required for admission.

Credits required for graduation: 32

**MEDICAL LANGUAGE SPECIALIST CERTIFICATE CURRICULUM**

<table>
<thead>
<tr>
<th>Essential Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Basic Skills Courses</td>
<td>9</td>
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<tr>
<td>ENGL 1010 Fundamentals of English I</td>
<td>3</td>
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<tr>
<td>MATH 1012 Foundations of Mathematics</td>
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<tr>
<td>PSYC 1010 Basic Psychology</td>
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<td>Occupational Courses</td>
<td>52</td>
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<tr>
<td>MAST 1010 Legal &amp; Ethical Concerns in the Medical Office</td>
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<tr>
<td>MAST 1030 Pharmacology in the Medical Office</td>
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<tr>
<td>MAST 1060 Medical Office Procedures</td>
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<td>MAST 1080 Medical Assisting Skills I</td>
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<tr>
<td>MAST 1090 Medical Assisting Skills II</td>
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<tr>
<td>MAST 1100 Medical Insurance Management</td>
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<tr>
<td>MAST 1110 Admin. Practice Management</td>
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<tr>
<td>MAST 1170 Medical Assisting Externship</td>
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<tr>
<td>MAST 1180 Medical Assisting Seminar</td>
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<tr>
<td>MAST 1120 Human Pathological Conditions in the Medical Office</td>
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<tr>
<td>COMP 1000 Introduction to Computers</td>
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<td>ALHS 1040 Introduction to Health Care</td>
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<tr>
<td>ALHS 1090 Medical Terminology for Allied Health Sciences</td>
<td>2</td>
</tr>
<tr>
<td>BUSN 1440 Document Production</td>
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<tr>
<td>ALHS 1011 Anatomy and Physiology</td>
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</table>
COMP 1000 Introduction to Computers 3
MAST 1120 Human Pathological Conditions in the Medical Office 3
ENGL 1010 Fundamentals of English I 3
BUSN 1440 Document Production 4
BUSN 2320 Medical Document Processing/Transcription 4
BUSN 2330 Adv. Medical Document Processing/Transcription 4
ALHS 1011 Anatomy and Physiology 5
ALHS 1090 Medical Terminology for Allied Health Sciences 2
Choose a min. of 4 cr. from the following BUSN courses:
BUSN 1410 Spreadsheet Concepts and Applications (4)
BUSN 1430 Desktop Publishing and Presentation Applications (4)

PARAMEDICINE DIPLOMA – PT12
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.

Entrance date:
Core course: Each semester
Occupationally specific courses: Spring semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 41 Reading 79
Pre-Algebra 42 Pre-Algebra 50
High School diploma or equivalent required for admission.
Applicant must be at least 18 years old.

Documentation of certification as an EMT.
Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.
Credits required for graduation: 60

PARAMEDICINE TECHNOLOGY DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS

Basic Skills Courses 6
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3

Occupational Courses 47
ALHS 1011 Anatomy and Physiology 5
ALHS 1090 Medical Terminology for Allied Health Sciences 2
COMP 1000 Introduction to Computers 3
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 DEGREE - PT13
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.

Entrance date:
Core course: Each semester
Occupationally specific courses: Spring semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42  COMPASS – Writing 62
Reading 42  Reading 81
Algebra 42  Algebra 37
High School diploma or equivalent required for admission. Applicant must be at least 18 years old.
Health Care Provider CPR Certification, Physical Exam, Immunization Records, Dental Exam, Drug Toxicology, Criminal background checks, drug screens, PPD, and valid Georgia Drivers License may be required based on the requirements for participation in clinical experiences. Applicants must be a current EMT or Paramedic from the National Registry of EMT’s or Georgia Department of Human Resources or Paramedicine diploma program graduate.
Credits required for graduation: 70

PARAMEDICINE DEGREE CURRICULUM

ESSENTIAL COURSES  CREDITS

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 1101</td>
<td>Composition and Rhetoric I</td>
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<td>MATH 1111</td>
<td>College Algebra</td>
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<td>PSYC 1101</td>
<td>Introduction to Psychology</td>
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<td>HUMN 1101</td>
<td>Introduction to Humanities</td>
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<td>BIOL 2113</td>
<td>Anatomy and Physiology I</td>
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<td>Anatomy &amp; Physiology Lab I</td>
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<td>BIOL 2114</td>
<td>Anatomy and Physiology II</td>
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<td>BIOL 2114L</td>
<td>Anatomy &amp; Physiology Lab II</td>
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Occupational Courses  73

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<td>EMSP 2110</td>
<td>Foundations of Paramedicine</td>
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<td>EMSP 2120</td>
<td>Applications of Pathophysiology for Paramedics</td>
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<td>EMSP 2130</td>
<td>Advanced Resuscitative Skills for Paramedics</td>
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<td>EMSP 2140</td>
<td>Advanced Cardiovascular Concepts</td>
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<td>EMSP 2310</td>
<td>Therapeutic Modalities of Cardiovascular Care</td>
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<td>Therapeutic Modalities for Special Patient Populations</td>
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<td>EMSP 2510</td>
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<td>EMSP 2570</td>
<td>Clinical Applications for the Paramedic - VII</td>
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<td>EMSP 2710</td>
<td>Field Internship for the Paramedic</td>
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<td>EMSP 2720</td>
<td>Practical Applications for the Paramedic</td>
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<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
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</table>

EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATE – EMJ1
(Stand Alone or Embedded EMH1 TCC)
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: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 38 COMPASS – Writing 32
Reading 41 Reading 79
Pre-Algebra 42 Pre-Algebra 50
High School diploma or equivalent required for admission. Applicant must be at least 18 years old.
Criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.
Credits required for graduation: 16

ADVANCED EMERGENCY MEDICAL TECHNICIAN- CERTIFICATE
CURRICULUM ESSENTIAL COURSES CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<td>EMSP 1110</td>
<td>Introduction to the EMT Profession</td>
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<tr>
<td>EMSP 1120</td>
<td>EMT Assessment/Airway Management and Pharmacology</td>
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<tr>
<td>EMSP 1130</td>
<td>Medical Emergencies for the EMT</td>
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<tr>
<td>EMSP 1140</td>
<td>Special Patient Populations</td>
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<td>EMSP 1150</td>
<td>Shock and Trauma for the EMT</td>
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<tr>
<td>EMSP 1160</td>
<td>Clinical and Practical Applications for the EMT</td>
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<td>EMSP 1510</td>
<td>Advanced Concepts for the AEMT</td>
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<td>Advanced Patient Care for the AEMT</td>
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<td>EMSP 1540</td>
<td>Clinical and Practical Applications for the AEMT</td>
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</table>

PATIENT CARE ASSISTANT CERTIFICATE – PC21
(Certificate)
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission. Applicant must be at least 17 years old.
Credits required for graduation: 23

PATIENT CARE ASSISTANT CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
PHARMACY TECHNOLOGY DIPLOMA – PT22

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 an entry level pharmacy technician.

Entrance date:
Core courses: Summer semester
Occupationally specific courses: Fall semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 41  Reading 79
Pre-Algebra 42  Pre-Algebra 50
High School diploma or equivalent required for admission. Applicant must be at least 16 years old.
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: 54

PHARMACY TECHNOLOGY DIPLOMA ESSENTIAL COURSES

Basic Skills Courses
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
PSYC 1010 Basic Psychology 3

Occupational Courses
ALHS 1011 Anatomy and Physiology 5
COMP 1000 Introduction to Computers 3
ALHS 1090 Medical Terminology for Allied Health Sciences 2
PHAR 1000 Pharmaceutical Calculations 4
PHAR 1010 Pharmacy Technology Fundamentals 3
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

PHARMACY TECHNOLOGY ASSOCIATE DEGREE – PT23

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: Summer semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42  COMPASS – Writing 62
Reading 42  Reading 81
Algebra 42  Algebra 37
High School diploma or equivalent required for admission. Applicant must be at least 16 years old.
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: 63

PHARMACY TECHNOLOGY ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES

General Education Core Courses 15
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
PSYC 1101 Introduction to Psychology 3
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts
HUMN1101 Introduction to Humanities 3
Program-Specific Gen. Ed. Course Requirements
SPCH 1101 Speech 3

Non General Education Courses 8
BIOL 2113 Anatomy and Physiology I 3
BIOL 2113L Anatomy & Physiology Lab I 1
BIOL 2114 Anatomy and Physiology II 3
BIOL 2114L Anatomy & Physiology Lab II 1

Occupational Courses 40
COMP 1000 Introduction to Computers 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 3
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

PRACTICAL NURSING DIPLOMA – PN14
(TRANSITIONAL)- Summer Term Admission
Program Description:
The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of 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.

Entrance date: Summer term only
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 41  Reading 79
Pre-Algebra 42  Pre-Algebra 50
High School diploma or equivalent required for admission. Applicant must be at least 18 years of age.
Applicant must provide documentation of a physical and dental examination. Documentation of negative tuberculosis skin test or chest X-ray, birth certificate and immunization record is required.
Submission of an acceptable Nursing Aptitude Test score of “35” or better is required. The NAT can be repeated once, and potential students must wait sixty days after the initial test date before retesting. If the potential candidate seeking admission into the program is unsuccessful in passing the NAT after two (2) attempts, the candidate may retake the test after five (5) years.
Students must interview and attend orientation.

Credits required for graduation: 73

PRACTICAL NURSING DIPLOMA CURRICULUM

ESSENTIAL COURSES CREDITS

Basic Skills Courses 9
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
PSYC 1010 Basic Psychology 3

Occupational Courses 64
ALHS 1090 Medical Terminology for Allied Health Sciences 2
ALHS 1011 Anatomy and Physiology 5
ALHS 1040 Introduction to Health Care 3
PNSG 1020 Pharmacology for Clinical Calc. 2
PNSG 1030 Clinical Nutrition 2
PNSG 1100 Nursing Fundamentals 7
PNSG 1120 Medical Surgical Nursing I 7
PNSG 1122 Medical Surgical Nursing Practicum I 6
PNSG 1130 Medical Surgical Nursing II 7
PNSG 1132 Medical Surgical Nursing Practicum II 6
PNSG 2120 Pediatric Nursing 4
PNSG 2122 Pediatric Nursing Practicum 1
PNSG 2130 Obstetric Nursing 4
PNSG 2132 Obstetric Nursing Practicum 2
PNSG 2150 Nursing Leadership 1
PNSG 2152 Nursing Leadership Practicum 2
COMP 1000 Introduction to Computers 3

*Requirements to advance:
A GPA of 2.7 is required to advance from the first term to the second term.
The GPA will be calculated using the following courses:
ENGL 1010, MATH 1012, PSYC 1010, COMP 1000, ALHS 1011 and ALHS 1040.
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 reenter for five (5) years.

PRACTICAL NURSING DIPLOMA – PN12
(SEMESTERS)- Fall Semester Admission
Program Description:
The Practical Nursing program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of 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.

Entrance date: Fall, Spring semesters
Program admission requirements:
Minimum Test Scores
ASSET – Writing  37  COMPASS – Writing  32
Reading  41  Reading  79
Pre-Algebra  42  Pre-Algebra  50
High School diploma or equivalent required for admission.
Applicant must be at least 18 years of age.
Applicant must provide documentation of a physical and dental examination. Documentation of negative tuberculosis skin test or chest X-ray, birth certificate and immunization record is required.
Submission of an acceptable Nursing Aptitude Test score of “35” or better is required. The NAT can be repeated once, and potential students must wait sixty days after the initial test date before retesting. If the potential candidate seeking admission into the program is unsuccessful in passing the NAT after two (2) attempts, the candidate may retake the test after five (5) years.

Credits required for graduation: 60

PRACTICAL NURSING DIPLOMA CURRICULUM

ESSENTIAL COURSES
Basic Skills Courses 9
ENGL 1010 Fundamentals of English I 3
MATH 1012 Foundations of Mathematics 3
PSYC 1010 Basic Psychology 3

Occupational Courses 51
ALHS 1011 Anatomy and Physiology 5
ALHS 1060 Diet and Nutrition for Allied Health Sciences 2
PNSG 2010 Intro to Pharmacology and Clinical Calculations 2
PNSG 2030 Nursing Fundamentals 6
PNSG 2035 Nursing Fundamentals Clinical 2
PNSG 2210 Medical Surgical Nursing I 4
PNSG 2310 Medical Surgical Nursing Clinical I 2
PNSG 2220 Medical Surgical Nursing II 4
PNSG 2320 Medical Surgical Nursing Clinical II 2
PNSG 2230 Medical Surgical Nursing III 4
PNSG 2330 Medical Surgical Nursing Clinical III 2
PNSG 2240 Medical Surgical Nursing IV 4
PNSG 2340 Medical Surgical Nursing Clinical IV 2
PNSG 2250 Maternity Nursing 3
PNSG 2255 Maternity Nursing Clinical 1
PNSG 2410 Nursing Leadership 1
PNSG 2415 Nursing Leadership Clinical 2
COMP 1000 Introduction to Computers 3

*Requirements to advance:
A GPA of 2.7 is required to advance from the first semester to the second semester.
The GPA will be calculated using the following courses:
ENGL 1010, MATH 1012, PSYC 1010, COMP 1000, and ALHS 1011.
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 reenter for five (5) years.

RADIOLOGIC TECHNOLOGY ASSOCIATE DEGREE – RT23

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

Competitive Admission:
Admission to the Radiologic Technology program is competitive. The competitive admission process begins each year in January. All applicants to the program who have completed the applications process by January (which includes completing entrance exam and PSB exam) will be contacted to submit specific documentation (health exam, TB skin test, immunization record, dental exam, drug screen, etc.). Applicants to the program will be ranked for enrollment based on the entrance exam scores, PSB exam score, and submitted documentation. The students will the highest scores and all completed required documentation will fill the seats available. For more detailed information, please contact a program instructor.

Entrance date:
Core courses: Each semester
Occupationally specific courses: Summer semester only
Program admission requirements:
Minimum Test Scores
ASSET – Writing  42  COMPASS – Writing  62
Reading  42  Reading  81
Academic Programs

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High School diploma or equivalent required for admission.
Applicant must be at least 18 years old.
Applicant must pass the PSB test with a score of “50” or better.
Applicant must provide documentation of a physical and dental examination. Documentation of a negative tuberculosis skin test or chest X-ray and immunization record is required before entering the clinical component of program.

Students must attend program orientation.
Graduates are employable as registered radiologic technologists upon successfully passing the ARRT certification exam. The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). JRCERT can be contacted by mail at 20 Wacker Drive, Suite 2850, Chicago, IL 60606-3182, by phone at (312) 704-5300, or by web site www.jrcert.org.

Credits required for graduation: 93

RADIOLOGIC TECHNOLOGY ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES CREDITS

General Education Core Courses 15
Area I - Language Arts/Communications
  ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
  Choose 1 of the 3 courses below:
  PSYC 1101 Introductory Psychology (3)
  SOCI 1101 Introduction to Sociology (3)
  ECON 1101 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)
  Choose one of the following courses for minimum 3 cr.:
  SPCH 1101 Public Speaking (3)
  SOCI 1101 Introduction to Sociology (3)
  ECON 1101 Economics (3)
  PSYC 1101 Introductory Psychology (3)
  MATH 1113 Pre-Calculus (3)

Non-General Education Degree Courses 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 70
  RADT 1010 Introduction to Radiology 4
  RADT 1030 Radiographic Procedures I 3
  RADT 1070 Principles of Imaging I 6
  RADT 1320 Clinical Radiography I 4
  RADT 1060 Radiographic Procedures II 3
  RADT 1160 Principles of Imaging II 6
  RADT 1330 Clinical Radiography II 7
  RADT 2090 Radiographic Procedures III 2
  RADT 2340 Clinical Radiography III 6
  COMP 1000 Introduction to Computers 3
  RADT 1200 Principles of Radiation Biology and Protection 3
  RADT 2190 Radiographic Pathology 2
  RADT 2350 Clinical Radiography IV 7
  RADT 2260 Radiologic Technology Review 3
  RADT 2360 Clinical Radiography V 9
  ALHS 1090 Medical Terminology for Allied Health Sciences 2

SURGICAL TECHNOLOGY DIPLOMA – ST12

Program Description:
The Surgical Technology diploma program prepares students for employment in a variety of positions in the surgical field. The Surgical Technology diploma 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 to retrain in Surgical Technology. Graduates of the program receive a Surgical Technology diploma and are qualified for employment as surgical technologists.

Competitive Admission:
Admission to the Surgical Technology program is competitive. General Core Courses (ENGL 1010 and MATH 1012) and designated Occupational Courses (ALHS 1011, ALHS 1040, and ALHS 1090) must be completed in order to be evaluated for admission into the Surgical Technology program. Students will be ranked for enrollment in the Surgical Technology program. Specialization will be based on their GPA in MATH 1012, ALHS 1090, and ALHS 1011. The applicants with the highest scores will be accepted to fill the 25 seats available. COMP 1000 will need to be completed but will not be used during the competitive admission process.

Entrance date:
Core courses: Summer and Fall semester
Occupationally specific courses: Spring semester
Program admission requirements:
Minimum Test Scores
  ASSET – Writing 37  COMPASS – Writing 32
  Reading 41  Reading 79
  Pre-Algebra 42  Pre-Algebra 50

High School diploma or equivalent required for admission. Applicant must be at least 17 years old. Applicant must pass required score of “40” or better on PBS exam.

Credits required for graduation: 62
For more information regarding this process, please contact the Admissions Office at (229) 430-0649 or 430-0653.

Employment Opportunities: Surgical technicians are in demand for employment in hospitals, operating rooms,
Academic Programs

physicians’ offices, emergency rooms, ambulatory and day surgery centers, central sterile processing departments, and managerial roles, and more.

SURGICAL TECHNOLOGY DIPLOMA CURRICULUM

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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. A student may not repeat a core or program course that he/she 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 reenter within 6 months. Readmits beyond the established timelines must repeat all program course work with the exception of core.

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 1040, 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 may be required by some agencies before a student attends a clinical practicum. For more information, contact the appropriate program advisor.
- Student activities associated with the curriculum, especially while students are completing his or her clinical rotations, will be educational in nature. Students will not be receiving any monetary remuneration during this educational experience, nor will he or she 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 National Certification Examination for Surgical Technologist prior to graduation.
ELECTRONICS, ENGINEERING, & MANUFACTURING TECHNOLOGIES

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ELECTRONICS FUNDAMENTALS DIPLOMA – EF12
Program Description:
The Electronics Fundamentals program is 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 theory and practical application necessary for successful employment. Program graduates receive an Electronics Fundamentals diploma which prepares them for entry-level positions in the electronics field and qualifies them for admission to the Electronics Technology program.

Entrance date:
Core: Each semester
Occupational Specific Courses: Fall and Spring semesters
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
Algebra 38 Algebra 29
High School diploma or equivalent required for admission.
Credits required for graduation: 40

ELECTRONICS FUNDAMENTALS DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS
Basic Skills Courses 11
MATH 1013 Algebraic Concepts 3
EMPL 1000 Interpersonal Relations and Professional Development 2
ENGL 1010 Fundamentals of English I 3
Chose one of the following two courses for min. 3 cr.:
MATH 1015 Geometry and Trigonometry (3)
MATH 1017 Trigonometry (3)
Occupational Courses 29
ELCR 1005 Soldering Technology 1
ELCR 1010 Direct Current Circuits 5
COMP 1000 Introduction to Computers 3
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

ELECTRONICS TECHNOLOGY DIPLOMA – ET14
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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
Algebra 38 Algebra 29
High School diploma or equivalent required for admission.
Credits required for graduation: 56

ELECTRONICS TECHNOLOGY DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS
Basic Skills Courses 11
MATH 1013 Algebraic Concepts 3
EMPL 1000 Interpersonal Relations and Professional Development 2
ENGL 1010 Fundamentals of English I 3
Chose one of the following two courses for min. 3 cr.:
MATH 1015 Geometry and Trigonometry (3)
MATH 1017 Trigonometry (3)
Occupational Courses 29
COMP 1000 Introduction to Computers 3
ELCR 1005 Soldering Technology 1
ELCR 1010 Direct Current Circuits 5
ELCR 1020 Alternating Current Circuits 7
ELCR 1030 Solid State Devices 5
ELCR 1040 Digital and Microprocessor Fundamentals 5
ELCR 1060 Linear Integrated Circuits 3
And completion of one of the following specializations:
Biomedical Instrumentation Technology Specialization
ALHS 1010 Introduction to Anatomy and Physiology 4
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
*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.

Communications Electronics Technology Specialization 17
ELCR 2210 Advanced Circuit Analysis 5
ELCR 2220 Advanced Modulation Techniques 3
ELCR 2230 Antenna and Transmission Lines 3
ELCR 2240 Microwave Communications & Radar 3
ELCR 2250 Optical Communications Techniques 3

Industrial Electronics Technology Specialization 16
ELCR 2110 Process Control 3
ELCR 2120 Motor Controls 3
ELCR 2130 Programmable Controllers 3
ELCR 2140 Mechanical Devices 2
ELCR 2150 Fluid Power 2
ELCR 2160 Advanced Microprocessors and Robotics 3

Field Occupation Specialization 16
Choose from courses listed below for min. 16 cr.:
CIST 1001 Computer Concepts (4)
CIST 1122 Hardware Installation and Maint. (4)
CIST 1130 Operating Systems Concepts (3)
CIST 1401 Computer Networking Fund. (4)
CIST 2122 A+ Preparation (3)
DIET 1010 Diesel Electrical and Electronic Systems (7)
DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems (3)
ELCR 2600 Telecommunications and Data

*Program Advisor may recommend other specialization-related courses

ELECTRONICS TECHNOLOGY ASSOCIATE DEGREE – ET13

Program Description:
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.

Entrance date: Each semester

Program admission requirements:
Minimum Test Scores
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37

High School diploma or equivalent required for admission.
Credits required for graduation: 60

ELECTRONICS TECHNOLOGY ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES CREDITS
General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
XXXX xxxx Social/Behavioral Science course (3)
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts
XXXX xxxx Humanities/Fine Arts course 3
Program-Specific Gen. Ed. Course Requirements (3)
Choose from one of two courses below for min. 3 cr.:
MATH 1112 College Trigonometry (3)
MATH 1113 Precalculus (3)

Occupational Courses 29
COMP 1000 Introduction to Computers 3
ELCR 1005 Soldering Technology 1
ELCR 1010 Direct Current Circuits 5
ELCR 1020 Alternating Current Circuits 7
ELCR 1030 Solid State Devices 5
ELCR 1040 Digital and Microprocessor Fundamentals 5
ELCR 1060 Linear Integrated Circuits 3

AND
Completion of one of the following specializations.

Biomedical Instrumentation Technology Specialization 17
ELCR 1060 Linear Integrated Circuits 3
ALHS 1010 Introduction to Anatomy and Physiology 4
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

*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.
Communications Electronics Technology
Specialization 17
ELCR 2210 Advanced Circuit Analysis 5
ELCR 2220 Advanced Modulation Techniques 3
ELCR 2230 Antenna and Transmission Lines 3
ELCR 2240 Microwave Communications & Radar 3
ELCR 2250 Optical Communications Techniques 3

Industrial Electronics Technology
Specialization 16
ELCR 2110 Process Control 3
ELCR 2120 Motor Controls 3
ELCR 2130 Programmable Controllers 3
ELCR 2140 Mechanical Devices 2
ELCR 2150 Fluid Power 2
ELCR 2160 Advanced Microprocessors & Robotics 3

Field Occupation Specialization 16
Choose from courses listed below for min. 16 cr.:
CIST 1001 Computer Concepts (4)
CIST 1122 Hardware Installation and Maint. (4)
CIST 1130 Operating Systems Concepts (3)
CIST 1401 Computer Networking Fund. (4)
CIST 2122 A+ Preparation (3)
DIET 1010 Diesel Electrical and Electronic Systems (7)
DIET 1040 Diesel Truck and Heavy Equipment HVAC Systems (3)
ELCR 2600 Telecommunications and Data Cabling (3)

*Program Advisor may recommend other specialization-related courses

MOBILE ELECTRONICS TECHNICIAN CERTIFICATE – ME61
(Stand-alone and Embedded in Electronics Fundamentals)
Program Description:
The Mobile Electronics Technician Technical Certificate of Credit is designed to provide students with short term training to prepare them for entry level employment in the field of car audio systems installation. Topics include direct and alternating current principles, soldering techniques, and system installation procedures.

Entrance date: Varies
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26

Credits required for graduation: 10

MOBILE ELECTRONICS TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
IDFC 1011 Direct Current I 3
IDFC 1012 Alternating Current I 3
ELCR 1005 Soldering Technology 1
ELCR 1300 Mobile Audio and Video Systems 3

CONVERGENT TELECOMMUNICATIONS TECHNOLOGY DIPLOMA – CT4
Program Description:
The Convergent Telecommunications Technology program prepares students to work in the next generation of converged telecommunications services. Graduates will be proficient in voice and network technologies including VoIP and packetized switching, and will be able to install and maintain the current legacy systems.

Entrance date: Fall semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 35  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Algebra 38  Algebra 29

High school diploma or equivalent required for admission. Credits required for graduation: 56

CONVERGENT TELECOMMUNICATIONS TECHNOLOGY DIPLOMA CURRICULUM ESSENTIAL COURSES CREDITS
Basic Skills Courses 8
MATH 1013 Algebraic Concepts 3
EMPL 1000 Interpersonal Relations and Professional Development 2
ENGL 1010 Fundamentals of English I 3

Occupational Courses 48
CIST 2441 Cisco Networking for Home and Small Businesses 4
COMP 1000 Introduction to Computers 3
ELCR 1010 Direct Current Circuits 5
CIST 2442 Cisco Working at a Small-to-Medium Business or ISP 4
ELCR 1020 Alternating Current Circuits 7
TELE 1600 Digital Transmission Systems 2
CIST 2443 Cisco Designed and Supporting Computer Networks 4
ELCR 2620 Telecommunications Systems Installation, Programming and Data Transmission 4
CIST 2444 Fiber Optics Transmission Systems 4
CIST 1122 Hardware Installation and Maint. 4
TELE 1160 Telecommunications Cabling Specialist Certificate - TC61
(Stand Alone and Embedded in Convergent Telecommunications Diploma)
Program Description:
The Telecommunications Cable Specialist Certificate program is designed to give students marketable skills to gain entry level employment in installing cabling, including
fiber optics, for telecommunications systems. The technical certificate provide both classroom and hands-on learning in the areas of safety, cable installation, and fiber optics systems.

Entrance date: Fall semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 16

TELECOMMUNICATIONS CABBING SPECIALIST CERTIFICATE
CURRICULUM ESSENTIAL COURSES  CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELCR 2600</td>
<td>Telecommunication and Data Cabling</td>
<td>3</td>
</tr>
<tr>
<td>TEL 1160</td>
<td>Fiber Optics Transmission Systems</td>
<td>4</td>
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<tr>
<td>ELCR 1010</td>
<td>Direct Current Circuits</td>
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<tr>
<td>ELCR 2620</td>
<td>Telecommunications Systems Installation, Programming and Data Transmission</td>
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</tr>
</tbody>
</table>

TELECOMMUNICATIONS NETWORK SPECIALIST CERTIFICATE – TN11  **PENDING APPROVAL**
(Stand Alone and Embedded in Convergent Telecommunications Diploma)

Program Description:
The Telecommunications Network Specialist Certificate provide training opportunities for persons to gain entry-level employment in the field of convergent telecommunications. Courses give students marketable skills in, building and maintaining basic telecommunications and computer networks.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42  COMPASS – Writing 62
Reading 42  Reading 81
Algebra 42  Algebra 37
High School diploma or equivalent required for admission.
Credits Required for Graduation: 67

TELECOMMUNICATIONS ENGINEERING TECHNOLOGY DEGREE – TET3
Program Description:
Our Telecommunications program prepares students to enter the rapidly expanding field of Telecommunications. Program graduates receive an Associate of Applied Science Degree in Telecommunications Engineering Technology. Our programs consist of classroom lectures and hands on training. This program gives students marketable skills in designing, building and maintaining Converged Networks, preparing students to operate, test, install, troubleshoot, maintain, and repair a wide variety of data and telecommunications devices and systems for voice, data and video transmission. At program completion, students will be prepared for careers in the dynamic telecommunications industry with courses accepted at other institutions offering advance degrees in Electronics Engineering Technology and Telecommunications Engineering Technology.

Entrance date: Each semester
Admission requirements:
Minimum Test Scores
ASSET – Writing 42  COMPASS – Writing 81
Reading 42  Reading 81
Algebra 42  Algebra 37
High School diploma or equivalent required for admission.
Credits required for graduation: 67

TELECOMMUNICATIONS ENGINEERING TECHNOLOGY DEGREE CURRICULUM ESSENTIAL COURSES  CREDITS

| General Education Core Courses | 19 |
| Area I - Language Arts/Communications | 3 |
| ENGL 1101 Composition and Rhetoric I | 3 |
| Area II - Social/Behavioral Sciences | 10 |
| XXXX xxxx Social/Behavioral Science course | (3) |
| Area III - Natural Sciences/Mathematics | 3 |
| MATH 1111 College Algebra | 3 |
| MATH 1113 Precalculus | 3 |
| PHYS 1111 Introductory Physics I | 3 |
| PHYS 1111L Introductory Physics Lab I | 1 |
| Area IV - Humanities/Fine Arts | (3) |
| XXXX xxxx Humanities/Fine Arts course | (3) |

Occupational Courses 48

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECET 1101</td>
<td>Circuit Analysis I</td>
</tr>
<tr>
<td>ECET 1210</td>
<td>Networking Systems I</td>
</tr>
<tr>
<td>ECET 1110</td>
<td>Digital Systems I</td>
</tr>
<tr>
<td>ECET 2101</td>
<td>Circuit Analysis II</td>
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<tr>
<td>ECET 2120</td>
<td>Electronic Circuits I</td>
</tr>
<tr>
<td>ECET 2210</td>
<td>Networking Systems II</td>
</tr>
<tr>
<td>TEL 1000</td>
<td>Introduction to Telecommunications Concepts</td>
</tr>
<tr>
<td>TEL 1210</td>
<td>Communications Transmission Concepts</td>
</tr>
</tbody>
</table>

Contact program advisor for program-specific courses, and see course options for each Area on page 55.
TELE 2210  Data Communications  4
TELE 2230  Fiber Optics  3
TELE 2220  Telecommunications Platform  4
ENGT 1000  Introduction to Engineering Techn.  3

Choose from one of the three following programming courses for a min. of 3 cr.:
ECET 1191  Computer Programming Fund. (3)
CIST 2361  C++ Programming I (4)
CIST 2371  Java Programming I (4)

Choose from one of the two following courses for a min. of 1 cr.:
ENGT 2300  Capstone Project (1)
TELE 2240  Telecommunications Internship (2)

____________________________________

ELECTROMECHANICAL ENGINEERING TECHNOLOGY ASSOCIATE DEGREE – EET3
**PENDING APPROVAL**

Program Description:
The Electromechanical Engineering Technology program is a sequence of courses that prepares students for entry-level positions in engineering and maintenance fields of business and industries. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of technology, theory, and basic academic instruction necessary for successful employment. Program graduates receive a Electromechanical Engineering Technology Degree, have the qualification of a Engineering Technician and are eligible for ISA certification.

Entrance date:  Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing  42  COMPASS – Writing  62
Reading  42  Reading  81
Algebra  42  Algebra  37

High School diploma or equivalent is required for admission.
Credits required for graduation:  72

ELECTROMECHANICAL ENGINEERING TECHNOLOGY ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES
CREDITS

General Education Core Courses  19
Contact program advisor for program-specific courses, and see course options for each Area on page 55.

Area I - Language Arts/Communications
ENGL 1101  Composition and Rhetoric I  3

Area II - Social/Behavioral Sciences
ECON 1101  Principles of Economics  3

Area III - Natural Sciences/Mathematics
MATH 1111  College Algebra  3
MATH 1113  Precalculus  3
PHYS 1111  Introductory Physics I  3
PHYS 1111L  Introductory Physics Lab I  1

Area IV - Humanities/Fine Arts

XXX  xxxx  Humanities/Fine Arts course  (3)

Occupational Courses  53
MEGT 2080  Strength of Materials  4
DFTG 2010  Engineering Graphics  4
ENGT 1000  Introduction to Engineering Techn.  3
ECET 1101  Circuit Analysis I  4
ICET 2010  Electromechanical Devices  3
MEGT 2260  Fluid Power  3
PHYS 1112  Introductory Physics II  3
PHYS 1112L  Introductory Physics Lab II  1
MEGT 2030  Statics  3
MEGT 1010  Manufacturing Processes  3
EMET 2060  Controls I  4
ECET 2101  Circuit Analysis II  4
ECET 2120  Electronic Circuits I  4
MEGT 2090  Machine Design  4
EMET 2900  Capstone Project  3

Select one of the three following courses for a min. of 3 cr.:
DFTG 1105  3D Mechanical Modeling (4)
EMET 2070  Controls II (3)
MATH 1131  Calculus I (4)

CIVIL ENGINEERING TECHNOLOGY ASSOCIATE DEGREE – CE13

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.

Entrance date:  Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing  42  COMPASS – Writing  62
Reading  42  Reading  81
Algebra  42  Algebra  37

High School diploma or equivalent is required for admission.
Credits required for graduation:  69

CIVIL ENGINEERING TECHNOLOGY ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES
CREDITS

General Education Core Courses  18
Contact program advisor for program-specific courses, and see course options for each Area on page 55.

Area I - Language Arts/Communications
ENGL 1101  Composition and Rhetoric I  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
Academic Programs

Area IV - Humanities/Fine Arts

XXXX xxxx Humanities/Fine Arts course (3)
Program-Specific Gen. Ed. Course Requirements (3)
Choose from one of two courses below for min. 3 cr.:
   MATH 1112 College Trigonometry (3)
   MATH 1113 Precalculus (3)

Occupational Courses 51
   DFTG 1101 CAD Fundamentals 4
   CETC 1114 Intermediate Computer Aided Design 4
   DRFT 2050 Surveying I 2
   ENGT 1000 Introduction to Engineering Tech. 3
   CETC 1113 Engineering Economics 2
   PHYS 1111 Introductory Physics I 3
   PHYS 1111L Introductory Physics Lab I 1
   MEGT 2030 Statics 3
   MEGT 2080 Strength of Materials 4
   CETC 1115 Advanced Computer Aided Design 4
   CETC 1111 Fundamentals of Hydrology 4
   CETC 1112 Fundamentals of Soil Mechanics 3
   CETC 1117 Fundamentals of Road Design 3

And

Completion of one of two specializations:

General Specialization 11
   CETC 1118 Construction Materials 3
   CETC 1121 Hydraulics and Fluid 3
   ENGT 2300 Capstone Project 1
Select PHYS (must take lecture and lab) or Surveying II course below for min. 4 cr.:
   PHYS 1112 Introductory Physics II (3)
   PHYS 1112L Introductory Physics Lab II (1)
   CETC 1116 Surveying II 4

Surveying Specialization 12
   CETC 1116 Surveying II 4
   CETC 1119 Surveying with Global Positioning Systems 3
   CETC 1120 Evidence and Procedures for Boundary Locations 4
   ENGT 2400 Evidence and Procedures for Boundary Locations Internship 1

INDUSTRIAL SYSTEMS TECHNOLOGY DIPLOMA – IST4

Program Description:
The Industrial Systems Technology Diploma program is designed for the student who wishes to prepare for a career as an Industrial Systems technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The diploma program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC’s, instrumentation, fluidpower, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems technology diploma that qualifies them for employment as industrial electricians or industrial systems technicians.

Entrance date: Each semester
Core courses: Each semester
Occupationally specific courses: Fall and Spring semester

Program admission requirements:
Minimum Test Scores
   ASSET – Writing 37  COMPASS – Writing 32
   Reading 38  Reading 70
   Pre-Algebra 39  Pre-Algebra 45
   Algebra 38  Algebra 29
High School diploma or equivalent required for admission.
Credits required for graduation: 60

INDUSTRIAL SYSTEMS TECHNOLOGY DIPLOMA CURRICULUM ESSENTIAL COURSES CREDITS

Basic Skills Courses 8
   MATH 1013 Algebraic Concepts 3
   ENGL 1010 Fundamentals of English I 3
   EMPL 1000 Interpersonal Relations and Professional Development 2

Occupational Courses 52
   IDSY 1100 Basic Circuit Analysis 5
   IDSY 1170 Industrial Mechanics 6
   COMP 1000 Introduction to Computers 3
   IDSY 1110 Industrial Motor Controls I 5
   IDSY 1210 Industrial Motor Controls II 5
   IDSY 1120 Basic Industrial PLC’s 6
   IDSY 1220 Intermediate Industrial PLC’s 6
   IDSY 1130 Industrial Wiring 4
   IDSY 1190 Fluid Power and Piping Systems 6
   IDSY 1230 Industrial Instrumentation 6

INDUSTRIAL SYSTEMS TECHNOLOGY ASSOCIATE DEGREE - IS13

Program Description:
The Industrial Systems Technology Degree program is designed for the student who wishes to prepare for a career as an Industrial Systems technician/electrician. The program provides learning opportunities that introduce, develop and reinforce academic and technical knowledge, skill, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skill. The Degree program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLC’s, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems technology Degree that qualifies them for employment as industrial electricians or industrial systems technicians.
Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37
High School diploma or equivalent required for admission. Credits required for graduation: 67

INDUSTRIAL SYSTEMS TECHNOLOGY ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES CREDITS

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
ECON 1101 Economics 3
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts
HUMN 1101 Humanities 3
Program-Specific Gen. Ed. Course Requirements (3)
An additional 3 cr. must be taken from Area I, II, III or IV
Occupational Courses 52
IDSY 1100 Basic Circuit Analysis 5
IDSY 1130 Industrial Wiring 4
IDSY 1170 Industrial Mechanics 6
IDSY 1110 Industrial Motor Controls I 5
IDSY 1210 Industrial Motor Controls II 5
IDSY 1230 Industrial Instrumentation 6
IDSY 1120 Basic Industrial PLC’s 6
IDSY 1220 Intermediate Industrial PLC’s 6
COMP 1000 Introduction to Computers 3
IDSY 1190 Fluid Power and Piping Systems 6

INDUSTRIAL FLUID POWER TECHNICIAN CERTIFICATE – IF11
(Embedded in Industrial Systems Technology Diploma)
Program Description:
The Industrial Fluid Power Technician certificate program prepares students to inspect, maintain, service, and repair industrial mechanical systems, fluid power systems, and pumps and piping systems. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance.

Entrance date: Each semester
Admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 39 Pre-Algebra 45
High School diploma or equivalent required for admission. Credits required for graduation: 12

INDUSTRIAL FLUID POWER TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
IDSY 1170 Industrial Mechanics 6
IDSY 1190 Fluid Power and Piping Systems 6

INDUSTRIAL MOTOR CONTROL TECHNICIAN CERTIFICATE – IM41
(Embedded in Industrial Systems Technology Diploma)
Program Description:
The Industrial Motor Control Technician Technical Certificate of Credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 39 Pre-Algebra 45
High School diploma or equivalent required for admission. Credits required for graduation: 10

INDUSTRIAL MOTOR CONTROL TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
IDSY 1110 Industrial Motor Controls I 5
IDSY 1210 Industrial Motor Controls II 5

PROGRAMMABLE CONTROL TECHNICIAN CERTIFICATE – PC81
(Embedded in Industrial Systems Technology Diploma)
Program Description:
The Programmable Controller Technician I certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLC’s.

Entrance Date: Varies
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 39 Pre-Algebra 45
High School diploma or equivalent required for admission. Credits required for graduation: 17

PROGRAMMABLE CONTROL TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
IDSY 1110 Industrial Motor Controls I 5
IDSY 1120 Basic Industrial PLC’s 6
IDSY 1220 Intermediate Industrial PLC’s 6

Entrance date: Each semester
Admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 39 Pre-Algebra 45
High School diploma or equivalent required for admission. Credits required for graduation: 12

INDUSTRIAL FLUID POWER TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
IDSY 1170 Industrial Mechanics 6
IDSY 1190 Fluid Power and Piping Systems 6

INDUSTRIAL MOTOR CONTROL TECHNICIAN CERTIFICATE – IM41
(Embedded in Industrial Systems Technology Diploma)
Program Description:
The Industrial Motor Control Technician Technical Certificate of Credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 39 Pre-Algebra 45
High School diploma or equivalent required for admission. Credits required for graduation: 10

INDUSTRIAL MOTOR CONTROL TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
IDSY 1110 Industrial Motor Controls I 5
IDSY 1210 Industrial Motor Controls II 5

PROGRAMMABLE CONTROL TECHNICIAN CERTIFICATE – PC81
(Embedded in Industrial Systems Technology Diploma)
Program Description:
The Programmable Controller Technician I certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals, and instruction in basic and advanced PLC’s.

Entrance Date: Varies
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 39 Pre-Algebra 45
High School diploma or equivalent required for admission. Credits required for graduation: 17

PROGRAMMABLE CONTROL TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
IDSY 1110 Industrial Motor Controls I 5
IDSY 1120 Basic Industrial PLC’s 6
IDSY 1220 Intermediate Industrial PLC’s 6
ECONOMIC DEVELOPMENT (EDP) & DISTRIBUTION - MATERIALS MANAGEMENT

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BUSINESS LOGISTICS MANAGEMENT DIPLOMA – BL12
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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
Algebra 38 Algebra 29
High School diploma or equivalent required for admission.
Credits required for graduation: 54

BUSINESS LOGISTICS MANAGEMENT DIPLOMA CURRICULUM ESSENTIAL COURSES CREDITS
Basic Skills Courses 12
ENGL 1010 Fundamentals of English I 3
ENGL 1012 Fundamentals of English II 3
MATH 1013 Algebraic Concepts 3
PSYC 1010 Basic Psychology 3
Occupational Courses 42
COMP 1000 Introduction to Computers 3
MGMT 1105 Organizational Behavior 3
MGMT 1115 Leadership 3
MGMT 2130 Employee Training and Development 3
MGMT 1120 Introduction to Business 3
MGMT 2205 Service Sector Management 3
MGMT 2410 Change and Career Management 3
SCMA 1000 Introduction to Supply Chain Mgmt. 3
SCMA 1015 E-Commerce in Supply Chain Mgmt. 3
SCMA 1020 Research and Case Studies in Supply Chain Management 3
LOGI 1000 Business Logistics 3
LOGI 1010 Purchasing 3
LOGI 1020 Materials Management 3
LOGI 1030 Product Lifecycle Management 3

BUSINESS LOGISTICS MANAGEMENT ASSOCIATE DEGREE – BL13
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
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37
High School diploma or equivalent required for admission.
Credits required for graduation: 60

BUSINESS LOGISTICS MANAGEMENT ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES CREDITS
General Education Core Courses 18
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 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
Area IV - Humanities/Fine Arts
HUMN 1101 Introduction to Humanities 3
Occupational Courses 42
COMP 1000 Introduction to Computers 3
MGMT 1105 Organizational Behavior 3
MGMT 1115 Leadership 3
MGMT 2130 Employee Training and Development 3
SCMA 1000 Introduction to Supply Chain Mgmt. 3
SCMA 1015 E-Commerce in Supply Chain Mgmt. 3
SCMA 1020 Research and Case Studies in Supply Chain Management 3
LOGI 1000 Business Logistics 3
LOGI 1010 Purchasing 3
LOGI 1020 Materials Management 3
LOGI 1030 Product Lifecycle Management 3
MGMT 1120 Introduction to Business 3
MGMT 2205 Service Sector Management 3
MGMT 2410 Change and Career Management 3

LOGISTICS SPECIALIST CERTIFICATE – LS21
(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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Credits required for graduation: 12

LOGISTICS SPECIALIST CERTIFICATE CURRICULUM
ESSENTIAL COURSES CREDITS
LOGI 1000 Business Logistics 3
LOGI 1010 Purchasing 3
LOGI 1020 Materials Management 3
LOGI 1030 Product Lifecycle Management 3

SUPPLY CHAIN MANAGEMENT CERTIFICATE –
SC31
(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: Varies
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Credits required for graduation: 9

SERVICE SUPERVISION SPECIALIST CERTIFICATE –
SS71
(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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Applicant must be at least 18 years of age.
High school diploma or equivalent required for admission.
Credits required for graduation: 9

CUSTOMER CONTACT SPECIALIST CERTIFICATE –
CCQ1
(Stand-alone and Embedded in Business Logistics 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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Applicant must be at least 18 years of age.
High school diploma or equivalent required for admission.
Credits required for graduation: 9

CERTIFIED MANUFACTURING SPECIALIST CERTIFICATE –CMS1
(Stand-alone)
Program Description:
The Certified Manufacturing Specialist Technical Certificate of Credit prepares students for entry level employment in a manufacturing environment. Topics include organization principles, workplace skills, manufacturing production, automated manufacturing skills, and representative manufacturing skills.

Entrance date: Each semester
Program admission requirements:
### Minimum Test Scores

<table>
<thead>
<tr>
<th>Test</th>
<th>Writing</th>
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<td>70</td>
</tr>
<tr>
<td>Reading</td>
<td>35</td>
<td>26</td>
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</table>

Credits required for graduation: 11

### CERTIFIED MANUFACTURING SPECIALIST CERTIFICATE

#### CURRICULUM ESSENTIAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUMF 1520</td>
<td>Manufacturing Organizational Principles</td>
<td>1</td>
</tr>
<tr>
<td>AUMF 1540</td>
<td>Manufacturing Workforce Skills</td>
<td>2</td>
</tr>
<tr>
<td>AUMF 1560</td>
<td>Manufacturing Production Requirements</td>
<td>1</td>
</tr>
<tr>
<td>AUMF 1580</td>
<td>Automated Manufacturing Skills</td>
<td>3</td>
</tr>
<tr>
<td>AUMF 1660</td>
<td>Representative Manufacturing Skills</td>
<td>4</td>
</tr>
</tbody>
</table>

### CERTIFIED CUSTOMER SERVICE SPECIALIST

#### CERTIFICATE – CC81

(Stand-alone)

Program Description:

*The Certified Customer Service Specialist (CCSS) program provides training in the core interpersonal and technical skills required to deliver exceptional customer service in a broad range of customer contact jobs.*

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

<table>
<thead>
<tr>
<th>Test</th>
<th>Writing</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET</td>
<td>37</td>
<td>32</td>
</tr>
<tr>
<td>COMPASS</td>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>Reading</td>
<td>35</td>
<td>26</td>
</tr>
</tbody>
</table>

Credits required for graduation: 11

### CERTIFIED WAREHOUSING AND DISTRIBUTION SPECIALIST CERTIFICATE

#### CURRICULUM ESSENTIAL COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWDS 1540</td>
<td>Working in the Warehouse Environment</td>
<td>2</td>
</tr>
<tr>
<td>CWDS 1560</td>
<td>Warehousing Core and Workforce Skills</td>
<td>4</td>
</tr>
<tr>
<td>CWDS 1580</td>
<td>Warehousing &amp; Distribution Process</td>
<td>2</td>
</tr>
<tr>
<td>CWDS 1600</td>
<td>Warehousing Technology Skills</td>
<td>2</td>
</tr>
</tbody>
</table>

### QUALITY ASSURANCE SPECIALIST- QA31

(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.*

Entrance date: Each semester

Program admission requirements:

Minimum Test Scores

<table>
<thead>
<tr>
<th>Test</th>
<th>Writing</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET</td>
<td>37</td>
<td>32</td>
</tr>
<tr>
<td>COMPASS</td>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>Reading</td>
<td>35</td>
<td>26</td>
</tr>
</tbody>
</table>

High school diploma or equivalent required for admission.

Credits required for graduation: 9

### QUALITY ASSURANCE PROFESSIONAL- QA21

(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

<table>
<thead>
<tr>
<th>Test</th>
<th>Writing</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET</td>
<td>37</td>
<td>32</td>
</tr>
<tr>
<td>COMPASS</td>
<td>38</td>
<td>70</td>
</tr>
<tr>
<td>Reading</td>
<td>35</td>
<td>26</td>
</tr>
</tbody>
</table>
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

**QUALITY ASSURANCE PROFESSIONAL CERTIFICATE CURRICULUM**  
**ESSENTIAL COURSES**  
**CREDITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MGMT 1340</td>
<td>Quality Assurance Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 1350</td>
<td>Quality Assurance Tools</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 1360</td>
<td>Advanced Quality Assurance Process</td>
<td>3</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES
TECHNOLOGIES

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Culinary Arts Diploma ........................................................................ 123
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Hotel/Restaurant/Tourism Management Diploma .......................... 126-127
Hotel/Restaurant/Tourism Management Degree .............................. 127
COSMETOLOGY DIPLOMA – CO12

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

Entrance dates:
Occupationally specific courses:
Days: Fall, Spring semester
Evenings: Check with Admissions office for availability

Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 54

COSMETOLOGY DIPLOMA CURRICULUM

ESSENTIAL COURSES CREDITS

Basic Skills Courses 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
COSM 1000 Introduction to Cosmetology Theory 4
COSM 1010 Chemical Texture Services 3
COSM 1020 Hair Care and Treatment 2
COSM 1030 Haircutting 3
COSM 1040 Styling 3
COMP 1000 Introduction to Computers 3
COSM 1050 Hair Color 3
COSM 1060 Fundamentals of Skin Care 3
COSM 1070 Nail Care and Advanced Techniques 3
COSM 1080 Cosmetology Practicum I 4
COSM 1090 Cosmetology Practicum II 4
COSM 1100 Cosmetology Practicum III 4
COSM 1110 Cosmetology Practicum IV 4
COSM 1120 Salon Management 3

COSMETOLOGY INSTRUCTOR TRAINING CERTIFICATE – CI21

(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
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37

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.

Credits required for graduation: 24

COSMETOLOGY INSTRUCTOR TRAINING CERTIFICATE CURRICULUM ESSENTIAL COURSES 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

CULINARY ARTS DIPLOMA – CA44

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: Each semester
Core courses: Each semester
Occupationally specific courses: Fall and Spring semesters
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

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: 49

CULINARY ARTS DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS

Basic Skills Courses 8
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2
ENGL 1010 Fundamentals of English I 3

Occupational Courses 41
CUUL 1120 Principles of Cooking 4
CUUL 1000 Fundamentals of Culinary Arts 4
CUUL 1110 Culinary Safety and Sanitation 4
COMP 1000 Introduction to Computers 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 4

Select from one of two following courses for a min. of 6 cr.
CUUL 2130 Culinary Practicum and Leadership (6)
CUUL 2140 Advanced Baking and International Cuisine (6)

CULINARY ARTS ASSOCIATE DEGREE – CA43
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.

Entrance dates: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37

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: 62

CULINARY ARTS ASSOCIATE DEGREE CURRICULUM
ESSENTIAL COURSES CREDITS

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
XXXX xxxx Social/Behavioral Science course (3)
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts
XXXX xxxx Humanities/Fine Arts course 3
Program-Specific Gen. Ed. Course Requirements (3)
An additional 3 cr. must be taken from Area I, II, III or IV

Occupational Courses 47
COMP 1000 Introduction to Computers 3
CUUL 1000 Fundamentals of Culinary Arts 4
CUUL 1110 Culinary Safety and Sanitation 4
CUUL 1120 Principles of Cooking 4
CUUL 1220 Baking Principles 4
CUUL 1320 Garde Manger 4
CUUL 1129 Fundamentals of Restaurant Operations 4
CUUL 1370 Culinary Nutrition and Menu Development 4
CUUL 2160 Contemporary Cuisine 4
XXXX xxxx Culinary/Hospitality Related Elective 6

Select from one of two following courses for a min. of 6 cr.
CUUL 2130 Culinary Practicum and Leadership (6)
CUUL 2140 Advanced Baking and International Cuisine (6)

CULINARY NUTRITION ASSISTANT CERTIFICATE – CNB1
(Stand Alone)
Program Description:
To deliver quality meals that contributes to the nutritional well-being of students.

Entrance date: Each semester
Core courses: Each semester
Occupationally specific courses: Fall and Spring semesters
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26

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

CULINARY NUTRITION ASSISTANT CURRICULUM
ESSENTIAL COURSES CREDITS

CUUL 1110 Culinary Safety and Sanitation 4
CUUL 1120 Principles of Cooking 4
CUUL 1170 Introduction to Culinary Nutrition 3
CUUL 1370 Culinary Nutrition and Menu Development 4
EMPL 1000 Interpersonal Relations and Professional Development 2

EARLY CHILDHOOD CARE AND EDUCATION DIPLOMA – ECC2
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.

Entrance date: Each semester
Core courses: Each semester
Occupationally specific courses: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
A tuberculosis test or chest X-ray is required.

Credits required for graduation: 53

EARLY CHILDHOOD CARE AND EDUCATION ASSOCIATE DEGREE – EC13
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 or family child care).

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42  COMPASS – Writing 62
Reading 42  Reading 81
Algebra 42  Pre-Algebra 37
High School diploma or equivalent required for admission.
A tuberculosis test or chest X-ray and a criminal history check are required.
Credits required for graduation: 72

EARLY CHILDHOOD CARE AND EDUCATION ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES CREDITS

General Education Core Courses 18
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
SPCH 1101 Public Speaking 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 Humanities 3
Academic Programs

Program-Specific Gen. Ed. Course Requirements (3)

An additional 3 cr. must be taken from Area I, II, III or IV

SOCI 1101 Introduction to Sociology 3

Occupational Courses 48

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 Computers 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 2240 Early Childhood Care and Education Internship 12

AND

Completion of one of five Specializations:

Paraprofessional Specialization 6
ECCE 2310 Paraprofessional Methods and Materials 3
ECCE 2312 Paraprofessional Roles and Practices 3

Program Administration Specialization 6
ECCE 2320 Program Administration and Facility Management 3
ECCE 2322 Personnel Management 3

Infant/Toddler Development Specialization 6
ECCE 2330 Infant/Toddler Development 3
ECCE 2332 Infant/Toddler Group Care and Curriculum 3

Family Child Care 6
ECCE 2340 Family Child Care Program Mgmt. 3
ECCE 2342 Family Child Care Business Mgmt. 3

Exceptionalities 6
ECCE 2360 Classroom Strategies for Exceptional Children 3
ECCE 2362 Exploring Your Role in the Exceptional Environment 3

FAMILY CHILD CARE PROVIDER CERTIFICATE – FC21

(Stand-alone)
Program Description:
The Early Childhood Care and Education Family Child Care Specialist TCC program is a sequence of four courses designed to prepare students for in home family child care. The program emphasizes a combination of early childhood care and education theory and practical application as well as management and regulations for in home family child care. Graduates have qualifications to offer child care in his/her home or to be employed in early care and education settings including child care centers.

Entrance Date: Each semester
Program admissions requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission. Must be 18 years of age or older.
A tuberculosis test or chest X-ray is required. A criminal history check is required.
Credits required for graduation: 15

FAMILY CHILD CARE PROVIDER CERTIFICATE CURRICULUM

ESSENTIAL COURSES 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 2340 Family Child Care Program Mgmt. 3
ECCE 2342 Family Child Care Business Mgmt. 3

INFANT/TODDLER CHILD CARE SPECIALIST CERTIFICATE – IC31

(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 Early Head Start.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission. Must be 18 years of age or older.
A tuberculosis test or chest X-ray and a criminal history check are required.
Credits required for graduation: 15

INFANT/TODDLER CHILD CARE SPECIALIST CERTIFICATE CURRICULUM

ESSENTIAL COURSES 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
CHIL DEVELOPMENT SPECIALIST CERTIFICATE – CD61
(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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission. A tuberculosis test or chest X-ray is required.
Credits required for graduation: 14

CHIL DEVELOPMENT SPECIALIST CERTIFICATE
CURRICULUM ESSENTIAL COURSES 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.:
ECCE 1121 Early Childhood Care and Education Practicum (3)
EMPL 1000 Interpersonal Relations and Professional Development (2)

Restaurant/Tourism Management Diploma.

Entrance date:
Core courses: Each semester
Occupationally specific courses: Spring, Summer semesters
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

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: 44

HOTEL/RESTAURANT/TOURISM MANAGEMENT DIPLOMA
CURRICULUM ESSENTIAL COURSES CREDITS

Basic Skills Courses 8
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 Mathematics (3)
MATH 1012 Foundations of Mathematics (3)

Occupational Courses 20
COMP 1000 Introduction to Computers (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 Travel Tour & Cruise Management (3)
HRTM 1130 Business Etiquette (3)
HRTM 1170 Hospitality Industry Accounting & Finances (3)
HRTM 1480 Delivering Superior Service in Hospitality Industry (3)
ACCT 2145 Personal Finance (3)
BUSN 1100 Intro to Keyboarding (3)
CUUL 1110 Safety & Sanitation (4)
HORT 1720 Introduction to Floral Design (3)
HORT 1730 Advanced Floral Design (3)
MGMT 1105 Organizational Behavior (3)
MGMT 1110 Leadership (3)
MGMT 1125 Business Ethics (3)
MGMT 2150 Small Business Management (3)
MGMT 2135 Management Communications Techniques (3)
HOTEL/RESTAURANT/TOURISM MANAGEMENT ASSOCIATE DEGREE – HM13

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
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37

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

HOTEL/RESTAURANT/TOURISM MANAGEMENT ASSOCIATE DEGREE CURRICULUM ESSENTIAL COURSES CREDITS

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.

Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3

Area II - Social/Behavioral Sciences
XXXX xxxx Social/Behavioral Science course (3)

Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3

Area IV - Humanities/Fine Arts
XXXX xxxx Humanities/Fine Arts course 3

Program-Specific Gen. Ed. Course Requirements (3)
An additional 3 cr. must be taken from Area I, II, III or IV

Occupational Courses 45
COMP 1000 Introduction to Computers 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

Select from the following elective courses for min. 15 cr.:
HRTM 1120 Travel Tour & Cruise Management (3)
HRTM 1130 Business Etiquette (3)
HRTM 1170 Hospitality Industry Accounting & Finances (3)
HRTM 1480 Delivering Superior Service in Hospitality Industry (3)
ACCT 2145 Personal Finance (3)
BUSN 1100 Intro to Keyboarding (3)
CUUL 1110 Safety & Sanitation (4)
HORT 1720 Introduction to Floral Design (3)
HORT 1730 Advanced Floral Design (3)
MGMT 1105 Organizational Behavior (3)
MGMT 1110 Leadership (3)
MGMT 1125 Business Ethics (3)
MGMT 2150 Small Business Management (3)
MGMT 2135 Management Communications Techniques (3)

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Credits required for graduation: 60
PUBLIC SERVICES TECHNOLOGIES

Law Enforcement Technology Diploma ................................................................. 130
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  Fire Officer I TCC .......................................................................................... 134
  Fire Officer II TCC .......................................................................................... 134
LAW ENFORCEMENT TECHNOLOGY DIPLOMA – CJT2

Program Description:
The Law Enforcement 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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 48

LAW ENFORCEMENT TECHNOLOGY DIPLOMA CURRICULUM

ESSENTIAL COURSES CREDITS

Basic Skills Courses
MATH 1012 Foundations of Mathematics 3
ENGL 1010 Fundamentals of English I 3
PSYC 1010 Basic Psychology 3

Occupational Courses 30
COMP 1000 Introduction to Computers 3
CRJU 1010 Introduction to Criminal Justice 3
CRJU 1030 Corrections 3
CRJU 1040 Principles of Law Enforcement 3
CRJU 1068 Criminal Law for Criminal Justice 3
CRJU 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 1050 Police Patrol Operations (3)
CRJU 1052 Criminal Justice Administration (3)
CRJU 1054 Police Officer Survival (3)
CRJU 1056 Police Traffic Control and Investig. (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)

*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.

LAW ENFORCEMENT TECHNOLOGY ASSOCIATE DEGREE – CJT3

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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 42 COMPASS – Writing 62
Reading 42 Reading 81
Algebra 42 Algebra 37
High School diploma or equivalent required for admission.
Credits required for graduation: 60

LAW ENFORCEMENT TECHNOLOGY ASSOCIATE DEGREE CURRICULUM

ESSENTIAL COURSES CREDITS

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
XXXX xxxx Social/Behavioral Science course 3
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts

XXXX xxxx Humanities/Fine Arts course 3

Program-Specific Gen. Ed. Course Requirements (3)

An additional 3 cr. must be taken from Area I, II, III or IV

Occupational Courses 45

COMP 1000 Introduction to Computers 3
CRJU 1010 Introduction to Criminal Justice 3
CRJU 1030 Corrections 3
CRJU 1040 Principles of Law Enforcement 3
CRJU 1068 Criminal Law for Criminal Justice 3
CRJU 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 1050 Police Patrol Operations (3)
CRJU 1052 Criminal Justice Administration (3)
CRJU 1054 Police Officer Survival (3)
CRJU 1056 Police Traffic Control and Investig. (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)

*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.

CRIMINAL JUSTICE SPECIALIST CERTIFICATE – CJ21

(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 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

ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 15

CRIMINAL JUSTICE SPECIALIST CERTIFICATE CURRICULUM

ESSENTIAL COURSES CREDITS

CRJU 1010 Introduction to Criminal Justice 3
CRJU 1030 Corrections 3
CRJU 1068 Criminal Law for Criminal Justice 3
CRJU 2020 Constitutional Law for Criminal Justice 3

HOMELAND SECURITY TECHNICIAN CERTIFICATE – HMS1

** PENDING APPROVAL**

(Embedded in Criminal Justice Technology program)

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

ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 12

HOMELAND SECURITY TECHNICIAN CERTIFICATE CURRICULUM

ESSENTIAL COURSES CREDITS

CRJU 1054 Police Officer Survival 3
CRJU 1062 Methods of Criminal Investigation 3
CRJU 2110 Homeland Security 3
COMP 1000 Introduction to Computers 3

The Peace Officer Standards and Training (P.O.S.T.) Council.

Entrance date: Each semester

Program admissions requirements:

Minimum Test Scores

ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 15

CRIMINAL JUSTICE SPECIALIST CERTIFICATE CURRICULUM

ESSENTIAL COURSES CREDITS

CRJU 1010 Introduction to Criminal Justice 3
CRJU 1030 Corrections 3
CRJU 1068 Criminal Law for Criminal Justice 3
CRJU 2020 Constitutional Law for Criminal Justice 3

HOMELAND SECURITY TECHNICIAN CERTIFICATE

CURRICULUM ESSENTIAL COURSES CREDITS

CRJU 1054 Police Officer Survival 3
CRJU 1062 Methods of Criminal Investigation 3
CRJU 2110 Homeland Security 3
COMP 1000 Introduction to Computers 3

The Peace Officer Standards and Training (P.O.S.T.) Council.
FIREFIGHTER/EMSP DIPLOMA – FI12

Program Description:
The Firefighter/Emergency Medical Services Professional diploma program is designed to prepare students for entry level employment in the public safety areas of fire service and emergency medical services. Upon completion of the Firefighter/Emergency Medical Services Professional diploma, students may be eligible for certification and/or licensure in the following areas: Firefighter I, Firefighter II EMT and AEMT.

Student fees:
- Medical/Physical Exam...$85.00
- NPQ Skills Exam.............$100.00

Entrance date:
- Core course: Each semester
- Occupationally specific courses: Fall or Spring semester

Program admission requirements:
- Minimum Test Scores
  - ASSET – Writing 37
  - COMPASS – Writing 32
  - Reading 38
  - Pre-Algebra 35

Applicant must be at least 18 years old.

High School diploma or equivalent required for admission.

Credits required for graduation: 63

FIREFIGHTER/EMSP DIPLOMA CURRICULUM

**ESSENTIAL COURSES**

<table>
<thead>
<tr>
<th></th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>Basic Skills Courses</td>
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</tr>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
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<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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<tr>
<th>Occupational Courses</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>FRSC 1020</td>
<td>Basic Firefighter- Emergency Services Fundamentals</td>
</tr>
<tr>
<td>FRSC 1030</td>
<td>Basic Firefighter- MODULE I</td>
</tr>
<tr>
<td>FRSC 1040</td>
<td>Basic Firefighter- MODULE II</td>
</tr>
<tr>
<td>FRSC 1141</td>
<td>Hazardous Materials Operations</td>
</tr>
<tr>
<td>FRSC 1050</td>
<td>Fire and Life Safety Educator I</td>
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<tr>
<td>FRSC 1060</td>
<td>Fire Prevention, Preparedness and Maintenance</td>
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<tr>
<td>FRSC 1070</td>
<td>Intro. to Technical Rescue</td>
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<tr>
<td>FRSC 1080</td>
<td>Fireground Operations</td>
</tr>
<tr>
<td>EMSP 1110</td>
<td>Intro. the the EMT Profession</td>
</tr>
<tr>
<td>EMSP 1120</td>
<td>EMT Assessment/Airway Management and Pharmacology</td>
</tr>
<tr>
<td>EMSP 1130</td>
<td>Medical Emergencies for the EMT</td>
</tr>
<tr>
<td>EMSP 1140</td>
<td>Special Patient Populations</td>
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<tr>
<td>EMSP 1150</td>
<td>Shock and Trauma for the EMT</td>
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<tr>
<td>EMSP 1160</td>
<td>Clinical and Practical Applications for the EMT</td>
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<tr>
<td>EMSP 1510</td>
<td>Advanced Concepts for the AEMT</td>
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<td>EMSP 1520</td>
<td>Advanced Patient Care for the AEMT</td>
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<tr>
<td>EMPS 1530</td>
<td>Clinical Applications for the AEMT</td>
</tr>
<tr>
<td>EMSP 1540</td>
<td>Clinical and Practical Applications for the AEMT</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
</tr>
</tbody>
</table>

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FIRE SCIENCE TECHNOLOGY DIPLOMA – FST2

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
  - ASSET – Writing 37
  - COMPASS – Writing 32
  - Reading 38
  - Pre-Algebra 35

Applicant must be at least 18 years of age.

High School diploma or equivalent required for admission.

Credits required for graduation: 53

FIRE SCIENCE TECHNOLOGY DIPLOMA CURRICULUM

**ESSENTIAL COURSES**

<table>
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<tr>
<th></th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>Basic Skills Courses</td>
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<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
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<td>MATH 1012</td>
<td>Fundamentals of Mathematics</td>
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<tr>
<th>Occupational Courses</th>
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<tbody>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
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<tr>
<td>FRSC 1100</td>
<td>Introduction to the Fire Service</td>
</tr>
<tr>
<td>FRSC 1110</td>
<td>Fire Administration - Supervision and Leadership</td>
</tr>
<tr>
<td>FRSC 1121</td>
<td>Firefighting Strategy and Tactics</td>
</tr>
<tr>
<td>FRSC 1132</td>
<td>Fire Service Instructor</td>
</tr>
<tr>
<td>FRSC 1141</td>
<td>Hazardous Materials Operations</td>
</tr>
<tr>
<td>FRSC 1151</td>
<td>Fire Prevention &amp; Inspection</td>
</tr>
<tr>
<td>FRSC 1161</td>
<td>Fire Service Safety and Loss Control</td>
</tr>
<tr>
<td>FRSC 2100</td>
<td>Fire Administration Management</td>
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<tr>
<td>FRSC 2110</td>
<td>Fire Service Hydraulics</td>
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<tr>
<td>FRSC 2120</td>
<td>Fire Protection Systems</td>
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<tr>
<td>FRSC 2130</td>
<td>Fire Service Building Construction</td>
</tr>
<tr>
<td>FRSC 2141</td>
<td>Incident Command</td>
</tr>
<tr>
<td>FRSC 2170</td>
<td>Fire and Arson Investigation</td>
</tr>
</tbody>
</table>

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FIRE SCIENCE TECHNOLOGY DEGREE – FS13

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
ASSET – Writing 42 COMPASS – Writing 62
Read 42 Reading 81
Algebra 42 Algebra 37
Applicant must be at least 18 years of age.
High School diploma or equivalent required for admission.
Credits required for graduation: 62

FIRE SCIENCE TECHNOLOGY DEGREE CURRICULUM

ESSENTIAL COURSES

General Education Core Courses 15
Contact program advisor for program-specific courses, and see course options for each Area on page 55.
Area I - Language Arts/Communications
ENGL 1101 Composition and Rhetoric I 3
Area II - Social/Behavioral Sciences
XXXX xxxx Social/Behavioral Science course (3)
Area III - Natural Sciences/Mathematics
MATH 1111 College Algebra 3
Area IV - Humanities/Fine Arts
XXXX xxxx Humanities/Fine Arts course 3
Program-Specific Gen. Ed. Course Requirements (3)
An additional 3 cr. must be taken from Area I, II, III or IV

Occupational Courses 47
COMP 1000 Introduction to Computers 3
FRSC 1100 Intro. to the Fire Service 3
FRSC 1110 Fire Administration- Supervision and Leadership 3
FRSC 1121 Firefighting Strategy & Tactics 3
FRSC 1132 Fire Service Instructor 4
FRSC 1141 Hazardous Materials Operations 4
FRSC 1151 Fire Prevention & Inspection 4
FRSC 1161 Fire Service Safety & 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

FIREFIGHTER I CERTIFICATE – FF11
(Stand alone)
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: Spring semester
Occupationally specific courses: Spring semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26
Applicant must be at least 18 years of age.
High School diploma or equivalent required for admission.
Credits required for graduation: 15

FIREFIGHTER II CERTIFICATE – FF21
(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: Fall semester
Occupationally specific courses: Fall semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Applicant must be at least 18 years of age.
High School diploma or equivalent required for admission.
Credits required for graduation: 13

**FIREFIGHTER I CERTIFICATE CURRICULUM**

**CREDITS**

**Occupational Courses**: 13
- 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

**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.

**Entrance date:**

Core courses: Each semester
Occupationally specific courses: Fall semester

Program admission requirements:
Minimum Test Scores

<table>
<thead>
<tr>
<th>ASSET – Writing</th>
<th>37</th>
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<tbody>
<tr>
<td>COMPASS – Writing</td>
<td>32</td>
</tr>
<tr>
<td>Reading</td>
<td>38</td>
</tr>
<tr>
<td>Pre-Algebra</td>
<td>35</td>
</tr>
</tbody>
</table>

Applicant must be at least 18 years of age.
High School diploma or equivalent required for admission.
Credits required for graduation: 13

**BASIC FIRE COMPANY OFFICER CERTIFICATE – BF11**

(Stand alone)

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, graduates 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

<table>
<thead>
<tr>
<th>ASSET – Writing</th>
<th>37</th>
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<tbody>
<tr>
<td>COMPASS – Writing</td>
<td>32</td>
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<tr>
<td>Reading</td>
<td>38</td>
</tr>
<tr>
<td>Pre-Algebra</td>
<td>35</td>
</tr>
</tbody>
</table>

Applicant must be at least 18 years of age.
High School diploma or equivalent required for admission.
Credits required for graduation: 14

**FIRE OFFICER I CERTIFICATE CURRICULUM**

**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 CERTIFICATE – FF51**

(Stand alone)

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

<table>
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<tr>
<th>ASSET – Writing</th>
<th>37</th>
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<tbody>
<tr>
<td>COMPASS – Writing</td>
<td>32</td>
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<td>Reading</td>
<td>38</td>
</tr>
<tr>
<td>Pre-Algebra</td>
<td>35</td>
</tr>
</tbody>
</table>

Applicant must be at least 18 years of age.
High School diploma or equivalent required for admission.
Credits required for graduation: 14

**FIRE OFFICER II CERTIFICATE CURRICULUM**

**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
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AUTOMOTIVE COLLISION REPAIR DIPLOMA – ACR2

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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Credits required for graduation: 45

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY DIPLOMA

CURRICULUM ESSENTIAL COURSES  CREDITS

Basic Skills Courses  8
MATH 1012 Foundations of Mathematics  3
EMPL 1000 Interpersonal Relations and Professional Development  2
ENGL 1010 Fundamentals of English I  3

Occupational Courses  37
ACRP 1000 Introduction to Auto Collision Repair  4
ACRP 1005 Automobile Component Repair and Replacement  4
ACRP 1010 Foundations of Collision Repair  5
COMP 1000 Introduction to Computers  3
ACRP 1015 Fundamentals of Automotive Welding  4
ACRP 1018 Mechanical and Electrical Systems  4

AND
Completion of one of the following two Specializations:

Refinishing Specialization
ACRP 2000 Introduction to Refinishing  5
ACRP 2005 Fundamentals of Refinishing I  5
ACRP 2008 Fundamentals of Refinishing II  3
ACRP 2009 Refinishing Internship  3

Major Collision Repair Specialization
ACRP 2010 Major Collision Repair  5
ACRP 2015 Major Collision Replacements  5
ACRP 2019 Major Collision Repair Internship  3

AUTOMOTIVE COLLISION REPAIR ASSISTANT I CERTIFICATE – AB51

(Embedded in Automotive Collision Repair Diploma)
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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Credits required for graduation: 16

AUTOMOTIVE COLLISION REPAIR ASSISTANT I CERTIFICATE
CURRICULUM ESSENTIAL COURSES  CREDITS

ACRP 1000 Introduction to Auto Collision Repair  4
ACRP 1005 Automobile Component Repair and Replacement  4
ACRP 1015 Fundamentals of Automotive Welding  4
ACRP 1018 Mechanical and Electrical Systems  4

AUTOMOTIVE COLLISION REPAIR ASSISTANT II CERTIFICATE – AZ51

(Embedded in Automotive Collision Repair Diploma)
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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Credits required for graduation: 15

AUTOMOTIVE COLLISION REPAIR ASSISTANT II CERTIFICATE
CURRICULUM ESSENTIAL COURSES  CREDITS

ACRP 1010 Foundations of Collision Repair  5
ACRP 2010 Major Collision Repair  5
ACRP 2015 Major Collision Replacements  5
AUTOMOTIVE REFINISHING ASSISTANT I
CERTIFICATE – ARA1
(Embedded in Automotive Collision Repair Diploma)

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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 13

AUTOMOTIVE REFINISHING ASSISTANT I
CERTIFICATE ESSENTIAL COURSES 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
CERTIFICATE – AP71
(Embedded in Automotive Collision Repair Diploma)

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
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 10

AUTOMOTIVE REFINISHING ASSISTANT II
CERTIFICATE ESSENTIAL COURSES CREDITS

ACRP 2000 Introduction to Refinishing 5
ACRP 2005 Fundamentals of Refinishing I 5

AUTOMOTIVE FUNDAMENTALS DIPLOMA – AF12

Program Description:
The Automotive Technology Diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Auto Technology diploma that qualifies them as entry-level technicians.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37 COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Attainment of 16 years of age.
Credits required for graduation: 43

AUTOMOTIVE FUNDAMENTALS DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS

Basic Skills Courses 8
MATH 1012 Foundations of Mathematics 3
EMPL 1000 Interpersonal Relations and Professional Development 2
ENGL 1010 Fundamentals of English I 3

Occupational Courses 35
AUTT 1010 Automotive Technology Introduction 2
AUTT 1020 Automotive Electrical Systems 7
AUTT 1030 Automotive Brake Systems 4
AUTT 1040 Automotive Engine Performance 7
AUTT 1050 Automotive Suspension and Steering Systems 4
AUTT 1060 Automotive Climate Control Systems 5
COMP 1000 Introduction to Computers 3
WELD 1000 Introduction to Welding Technology 3

AUTOMOTIVE TECHNOLOGY DIPLOMA – AT14

** PENDING APPROVAL**

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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Credits required for graduation: 55

AUTOMOTIVE TECHNOLOGY DIPLOMA CURRICULUM
ESSENTIAL COURSES  CREDITS

Basic Skills Courses  8
MATH 1012  Foundations of Mathematics  3
EMPL 1000  Interpersonal Relations and Professional Development  2
ENGL 1010  Fundamentals of English I  3

Occupational Courses  47
COMP 1000  Introduction to Computers  3
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
AUTT 1040  Automotive Engine Performance  7
AUTT 2020  Automotive Manual Drive Train and Axles  4
AUTT 2030  Automotive Automatic Transmissions and Transaxles  5
AUTT 1060  Automotive Climate Control Systems  5
AUTT 2010  Automotive Engine Repair  6

AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST CERTIFICATE – ASG1
(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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 17

AUTOMOTIVE CHASSIS TECHNICIAN SPECIALIST CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS

AUTT 1010  Automotive Technology Introduction  2
AUTT 1020  Automotive Electrical Systems  7
AUTT 1030  Automotive Brake Systems  4

AUTOMOTIVE TRANSMISSION/TRANSAXLE TECH SPECIALIST CERTIFICATE- AA71
(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
ASSET – Writing 35  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
High School diploma or equivalent required for admission.
Credits required for graduation: 18

AUTOMOTIVE TRANSMISSION/TRANS AXLE TECH SPECIALIST CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS

AUTT 1010  Automotive Technology Introduction  2
AUTT 1020  Automotive Electrical Systems  7
AUTT 1060  Automotive Climate Control Systems  5
COMMERCIAL TRUCK DRIVING CERTIFICATE – CT61
(Stand-alone)

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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 29  COMPASS – Writing 15
Reading 29  Reading 46
Pre-Algebra 29  Pre-Algebra 17

Applicants must be at least 18 years old. Applicants must provide documentation of their Motor Vehicle Driving report that includes the past seven (7) years. The report cannot have more than 8 points or 4 moving violations and NO DUI’s in the past three (3) years. Applicant must provide documentation of: their Department of Transportation (DOT) physical; their negative DOT drug test; and Class A/P License (truck driver’s learner license). Fuel Surcharge, currently $130.00, is also due in addition to tuition and fees.

These items must be obtained no more than 30 days prior to the start of class and must be submitted on-time to the Office of Admissions. Applicants will not be accepted into the Commercial Truck Driving program if they fail to obtain these documents within the appropriate timeframe.

Credits required for graduation: 9

COMMERCIAL TRUCK DRIVING CERTIFICATE CURRICULUM
ESSENTIAL COURSES CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTDL 1010</td>
<td>Fundamentals of Commercial Truck Driving</td>
<td>3</td>
</tr>
<tr>
<td>CTDL 1020</td>
<td>Combination Vehicle Basic Operation and Range Work</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following courses for a min. 3 cr.:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTDL 1030</td>
<td>Combination Vehicle Advanced Operations</td>
<td>(4)</td>
</tr>
<tr>
<td>CTDL 1040</td>
<td>Commercial Driving Internship</td>
<td>(3)</td>
</tr>
</tbody>
</table>

DIESEL EQUIPMENT TECHNOLOGY DIPLOMA – DET4

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.

Entrance date: Each semester
Program admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26

High School diploma or equivalent required for admission.
Credits required for graduation: 48

DIESEL EQUIPMENT TECHNOLOGY DIPLOMA CURRICULUM
ESSENTIAL COURSES CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1012</td>
<td>Foundations of Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>Fundamentals of English I</td>
<td>3</td>
</tr>
<tr>
<td>EMPL 1000</td>
<td>Interpersonal Relations and Professional Development</td>
<td>2</td>
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Occupational Courses 40

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DIET 1000</td>
<td>Introduction to Diesel Technology, Tools, and Safety</td>
<td>3</td>
</tr>
<tr>
<td>DIET 1010</td>
<td>Diesel Electrical and Electronic Systems</td>
<td>7</td>
</tr>
<tr>
<td>COMP 1000</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>DIET 1030</td>
<td>Diesel Engines</td>
<td>7</td>
</tr>
<tr>
<td>DIET 1040</td>
<td>Diesel Truck and Heavy Equipment HVAC Systems</td>
<td>3</td>
</tr>
<tr>
<td>DIET 1020</td>
<td>Preventive Maintenance</td>
<td>5</td>
</tr>
</tbody>
</table>

AND

Completion of one of the following two Specializations:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIET 2000</td>
<td>Truck Steering and Suspension Systems</td>
<td>4</td>
</tr>
<tr>
<td>DIET 2010</td>
<td>Truck Brake Systems</td>
<td>4</td>
</tr>
<tr>
<td>DIET 2020</td>
<td>Truck Drivetrains</td>
<td>6</td>
</tr>
</tbody>
</table>
DIESEL ENGINE SERVICE TECHNICIAN CERTIFICATE – DE21

(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
ASSET – Writing  37  COMPASS – Writing  32
Reading  38  Reading  70
Pre-Algebra  35  Pre-Algebra  26

High School diploma or equivalent required for admission.

Credits required for graduation: 17

DIESEL ENGINE SERVICE TECHNICIAN CERTIFICATE CURRICULUM ESSENTIAL COURSES  CREDITS

DIET  1000  Introduction to Diesel Technology, Tools, and Safety  3
DIET  1010  Diesel Electrical and Electronic Systems  7
DIET  1030  Diesel Engines  7

GAS TUNGSTEN ARC WELDING CERTIFICATE – GTA1

(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
ASSET – Writing  37  COMPASS – Writing  32
Reading  38  Reading  70
Pre-Algebra  35  Pre-Algebra  26

Credits required for graduation: 13

GAS TUNGSTEN ARC WELDING CERTIFICATE CURRICULUM ESSENTIAL COURSES  CREDITS

WELD  1000  Introduction to Welding Technology  3
WELD  1010  Oxyfuel Cutting  3
WELD  1030  Blueprint Reading for Welding Technology  3
WELD  1040  Flat Shielded Metal Arc Welding  4
WELD  1070  Overhead Shielded Metal Arc Welding  4
WELD  1050  Horizontal Shielded Metal Arc Welding  4
WELD  1060  Vertical Shielded Metal Arc Welding  4
COMP  1000  Introduction to Computers  3
WELD  1090  Gas Metal Arc Welding  4
WELD  1110  Gas Tungsten Arc Welding  4
WELD  1120  Preparation for Industrial Qualification  3

Select two of following courses for min. of 5 cr.:
WELD  1150  Advanced Gas Tungsten Arc Welding  (3)
WELD  1151  Fabrication Processes  (3)
WELD  1152  Pipe Welding  (3)
WELD  1153  Flux Cored Arc Welding  (4)
WELD  1154  Plasma Cutting  (3)
WELD  1156  Ornamental Iron Works  (3)
WELD  1330  Metal Welding and Cutting Techn.  (2)
BASIC SHIELDED METAL ARC WELDER CERTIFICATE – FS31
(Embedded in Welding Diploma)
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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 10

BASIC SHIELDED METAL ARC WELDING CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
WELD 1000 Introduction to Welding Technology 3
WELD 1010 Oxyfuel Cutting 3
WELD 1040 Flat Shielded Metal Arc Welding 4

FLUX-CORED ARC WELDER CERTIFICATE – FC61
(Embedded in the Welding Diploma)
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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

Credits required for graduation: 13

FLUX-CORED ARC WELDER CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
WELD 1000 Introduction to Welding Technology 3
WELD 1010 Oxyfuel Cutting 3
WELD 1040 Flat Shielded Metal Arc Welding 4
WELD 1090 Gas Metal Arc Welding 4
WELD 1110 Gas Tungsten Arc Welding 4
WELD 1150 Advanced Gas Tungsten Arc Welding 3
WELD 1151 Fabrication Processes 3
WELD 1152 Pipe Welding 3
WELD 1153 Flux Cored Arc Welding 4
WELD 1154 Plasma Cutting 3
WELD 1156 Ornamental Iron Works 3

PIPE WELDER CERTIFICATE – PW11
(Stand-alone)
Program Description:
The Pipe Welder Technical Certificate of Credit provides instruction in the specialized field of pipe welding. A good understanding and skill base is essential for the completion of this program. Topics include advanced gas tungsten arc welding practices, fabrication practices, and pipe welding techniques.

Entrance date: Each semester
Admission requirements:
Minimum Test Scores
ASSET – Writing 37  COMPASS – Writing 32
Reading 38 Reading 70
Pre-Algebra 35 Pre-Algebra 26

High School diploma or equivalent required for admission. Credits required for graduation: 9

PIPE WELDER CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS
WELD 1150 Advanced Gas Tungsten Arc Welding 3
WELD 1151 Fabrication Processes 3
WELD 1152 Pipe Welding 3
ADVANCED SHIELDED METAL ARC WELDER
CERTIFICATE – OSM1
(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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Credits required for graduation: 12

ADVANCED SHIELDED METAL ARC WELDER CERTIFICATE CURRICULUM ESSENTIAL COURSES 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

VERTICAL SHIELDED METAL ARC WELDER FABRICATOR CERTIFICATE – VSM1
(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
ASSET – Writing 37  COMPASS – Writing 32
Reading 38  Reading 70
Pre-Algebra 35  Pre-Algebra 26
Credits required for graduation: 11

VERTICAL SHIELDED METAL ARC WELDER FABRICATOR CERTIFICATE CURRICULUM ESSENTIAL COURSES CREDITS

WELD 1050  Horizontal Shielded Metal Arc Welding 4
WELD 1060  Vertical Shielded Metal Arc Welding 4
Select one of following courses for min. of 3 cr.:
WELD 1030  Blueprint Reading for Welding Technology (3)
WELD 1040  Flat Shielded Metal Arc Welding (4)
WELD 1153  Flux Cored Arc Welding (4)
WELD 1154  Plasma Cutting (3)
WELD 1156  Ornamental Iron Works (3)
COURSE OFFERINGS
AND DESCRIPTIONS
ACCT 1100 - Financial Accounting I (4)
Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.
Pre-requisites: Advisor Approval or Program Admission

ACCT 1105 - Financial Accounting II (4)
Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis. Laboratory work demonstrates theory presented in class.
Pre-requisites: Instructor approval for Provisional Students and ACCT 1100

ACCT 1110 - Managerial Accounting (3)
Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.
Pre-requisites: ACCT 1105

ACCT 1115 - Computerized Accounting (3)
Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.
Pre-requisites: COMP 1000, ACCT 1100

ACCT 1120 - Spreadsheet Applications (4)
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.
Pre-requisites: COMP 1000

ACCT 1125 - Individual Tax Accounting (3)
Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.
Pre-requisites: COMP 1000

ACCT 1130 - Payroll Accounting (3)
Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.
Pre-requisites: ACCT 1100

ACCT 2120 - Business Tax Accounting (3)
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods, and tax calculations.

ACCT 2140 - Legal Environment of Business (3)
Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.
Pre-requisites: Advisor Approval or Program Admission

ACCT 2145 - Personal Finance (3)
Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

ACRP 1000 - Introduction to Auto Collision Repair (4)
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.
Pre-requisites: Provisional Admission

ACRP 1005 - Automobile Component Repair and Replacement (4)
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.
Co-requisites: ACRP 1000

ACRP 1010 - Foundations of Collision Repair (5)
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.
Co-requisites: ACRP 1000, ACRP 1005

ACRP 1015 - Fundamentals of Automotive Welding (4)
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.
Pre-requisites: Program Admission
Co-requisites: ACRP 1000

ACRP 1018 - Mechanical and Electrical Systems (4)
This course introduces the various mechanical and electrical systems found on vehicles typically requiring repair of damages incurred through automobile collisions.
Pre-requisites: Program Admission
Co-requisites: ACRP 1000

ACRP 2000 - Introduction to Refinishing (5)
This course introduces the hand and pneumatic tools, spray guns, materials and procedures involved in preparing automobile bodies for refinishing. Typical methods and techniques used in detailing a refinished automobile surface are also introduced in this course.
Pre-requisites: Provisional Admission
Co-requisites: ACRP 1000, ACRP 1010
ACRP 2005 - Fundamentals of Refinishing I (5)
The course introduces the spray gun equipment, materials, and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing theories and procedures. Pre-requisites: Program Admission
Co-requisites: ACRP 1000, ACRP 2000

ACRP 2008 - Fundamentals of Refinishing II (3)
This course further expands on the spray gun equipment, materials, and techniques used in the application of special paints to automobile finishes introduced in Fundamentals of Refinishing I. Emphasis will be placed on blending, tinting, and matching colors.
Co-requisites: ACRP 2005

ACRP 2009 - Refinishing Internship (3)
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.
Pre-requisites: ACRP 1000

ACRP 2010 - Major Collision Repair (5)
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.
Pre-requisites: ACRP 1000
Co-requisites: ACRP 1005

ACRP 2015 - Major Collision Replacements (5)
This course provides instruction in conventional/unibody automobile body structural panel repairs emphasizing a variety of removal and replacement techniques.
Pre-requisites: ACRP 1000
Co-requisites: ACRP 2010

ACRP 2019 - Major Collision Repair Internship (3)
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 fixtureing 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.
Pre-requisites: ACRP 1000
Co-requisites: ACRP 2010, ACRP 2015

AIRC 1005 - Refrigeration Fundamentals (4)
Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.
Pre-requisites: Provisional Admission

AIRC 1010 - Refrigeration Principles and Practices (4)
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.
Co-requisites: AIRC 1005

AIRC 1020 - Refrigeration Systems Components (4)
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.
Pre-requisites: AIRC 1005

AIRC 1030 - HVACR Electrical Fundamentals (4)
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.
Pre-requisites: Provisional Admission

AIRC 1040 - HVACR Electrical Motors (4)
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.
Pre-requisites: AIRC 1030

AIRC 1050 - HVACR Electrical Components and Controls (4)
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.
Co-requisites: AIRC 1030

AIRC 1060 - Air Conditioning Systems Application and Installation (4)
Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.
Co-requisites: AIRC 1010, AIRC 1030

AIRC 1070 - Gas Heat (4)
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.
Pre-requisites: AIRC 1030

AIRC 1080 - Heat Pumps and Related Systems (4)
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.
Pre-requisites: AIRC 1010, AIRC 1030
AIRC 1090 - Troubleshooting Air Conditioning Systems (4)
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, airflow, the refrigeration cycle, electrical servicing procedures, and safety.
Pre-requisites: AIRC 1010, AIRC 1030

AIRC 2070 - Commercial Refrigeration Design (3)
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.
Pre-requisites: AIRC 1090
Co-requisites: AIRC 1090

AIRC 2091 - Industrial Refrigeration Level I (4)
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.
Pre-requisites: AIRC 1005, AIRC 1030, AIRC 2070

AIRC 2101 - Industrial Refrigeration Level II (2)
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.
Pre-requisites: AIRC 2091

ALHS 1011 - Anatomy and Physiology (5)
Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.
Pre-requisites: Program Admission

ALHS 1040 - Introduction to Health Care (3)
Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.
Pre-requisites: Program Admission

ALHS 1060 - Diet and Nutrition for Allied Health Sciences (2)
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.
Pre-requisites: Program Admission

ALHS 1090 - Medical Terminology for Allied Health Sciences (2)
Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.
Pre-requisites: Program Admission

ARTS 1101 - Art Appreciation (3)
Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.
Pre-requisites/Co-requisites: ENGL 1101

AUMF 1520 - Manufacturing Organizational Principles (1)
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.
Pre-requisites: Program Admission

AUMF 1540 - Manufacturing Workforce Skills (2)
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.
Pre-requisites: Program Admission

AUMF 1560 - Manufacturing Production Requirements (1)
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.
Pre-requisites: Program Admission

AUMF 1580 - Automated Manufacturing Skills (3)
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.
Pre-requisites: Program Admission

AUMF 1660 - Representative Manufacturing Skills (4)
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.
Pre-requisites: Program Admission

AUTT 1010 - Automotive Technology Introduction (2)
Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.
Pre-requisites: Provisional Admission

AUTT 1020 - Automotive Electrical Systems (7)
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.
Co-requisites: AUTT 1010
AUTT 1030 - Automotive Brake Systems (4)
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. Co-requisites: AUTT 1010

AUTT 1040 - Automotive Engine Performance (7)
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. Pre-requisites: AUTT 1020

AUTT 1050 - Automotive Suspension and Steering Systems (4)
Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair. Co-requisites: AUTT 1010

AUTT 1060 - Automotive Climate Control Systems (5)
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. Pre-requisites: AUTT 1020

AUTT 2020 - Automotive Manual Drive Train and Axles (4)
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. Co-requisites: AUTT 1010

AUTT 2030 - Automotive Automatic Transmissions and Transaxles (5)
Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair. Pre-requisites: AUTT 1020

BFMT 1030 - Fundamentals of Structured Maintenance (4)
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)
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)
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 2113 - Anatomy and Physiology I (3)
Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous and sensory systems. Pre-requisites: Regular Admission Co-requisites: ENGL 1101, BIOL 2113L BIOI 2113L - Anatomy and Physiology Lab I (1) Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, and nervous sensory systems. Pre-requisites: Regular Admission Co-requisites: BIOL 2113, ENGL 1101

BIOL 2114 - Anatomy and Physiology II (3)
Continues the study of the anatomy and physiology of the human body. Topics include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system. Pre-requisites: BIOL 2113, BIOL 2113L Co-requisites: BIOL 2114L

BIOL 2114L - Anatomy and Physiology Lab II (1) Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the endocrine system, cardiovascular system, blood and lymphatic system, immune system, respiratory system, digestive system, urinary system, and reproductive system. Pre-requisites: BIOL 2113, BIOL 2113L Co-requisites: BIOL 2114

BMET 1231 - Medical Equipment Function and Operation I (4)
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. Pre-requisites: ALHS 1010

BMET 2242 - Medical Equipment Function and Operation II (4) Continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and...
hemodialysis machines.
Pre-requisites: BMET 1231

BMET 2343 - Internship Medical Systems (3)
Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.
Pre-requisites: BMET 1231

BUSN 1100 - Introduction to Keyboarding (3)
This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUSN 1190 - Digital Technologies in Business (2)
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.
Pre-requisites: COMP 1000

BUSN 1240 - Office Procedures (3)
Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.
Pre-requisites: COMP 1000

BUSN 1300 - Introduction to Business (3)
Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies and financial management.
Pre-requisites: Program Admission

BUSN 1310 - Introduction to Business Culture (3)
Provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.
Pre-requisites: Program Admission

BUSN 1320 - Business Interaction Skills (3)
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)
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 1340 - Customer Service Effectiveness (3)
This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.

BUSN 1400 - Word Processing Applications (4)
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.
Pre-requisites: COMP 1000

BUSN 1410 - Spreadsheet Concepts and Applications (4)
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.
Pre-requisites: COMP 1000

BUSN 1420 - Database Applications (4)
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.
Pre-requisites: COMP 1000

BUSN 1430 - Desktop Publishing and Presentation Applications (4)
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.
Pre-requisites: COMP 1000

BUSN 1440 - Document Production (4)
Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.
Pre-requisites: BUSN 1100 or the ability to key 25 gross words a
Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics. Pre-requisites: BUSN 2320

BUSN 2340 - Medical Administrative Procedures (4) Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant’s role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection. Pre-requisites: ALHS 1090, ALHS 1011, COMP 1000, BUSN 1440

BUSN 2370 - Medical Office Billing/Coding/Insurance (3) Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care. Pre-requisites: ALHS 1090, ALHS 1011

BUSN 2380 - Medical Administrative Assistant Internship I (4) 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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements. Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last quarter courses.

BUSN 2390 - Medical Administrative Assistant Internship II (6) 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 Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements. Pre-requisites: Must be in last semester of program. With advisor approval, may take concurrently with last semester courses.

BUSN 2320 - Medical Document Processing/Transcription (4) Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronounciation. Pre-requisites: ALHS 1090, ALHS 1011, ENGL 1010, BUSN 1440, COMP 1000

BUSN 2330 - Adv Medical Document Processing/Transcription (4) Continues the development of speed and accuracy in the processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.
Co-requisites: COFC 1020, COFC 1030, COFC 1050

Carpentry

Carp 1105 - Floor and Wall Framing (4)
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. Co-requisites: COFC 1020, COFC 1030, COFC 1050

Carp 1110 - Ceiling and Roof Framing Covering (6)
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. Co-requisites: COFC 1020, COFC 1030, COFC 1050

Carp 1111 - Exterior Finishes and Trim (4)
Introduces materials identification, estimation, and installation procedures for exterior finish 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. Co-requisites: COFC 1020, COFC 1030, COFC 1050

Carp 1114 - Interior Finishers I (5)
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. Co-requisites: COFC 1020, COFC 1030, COFC 1050

Carp 1190 - Interior Finishes II (2)
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. Co-requisites: COFC 1020, COFC 1030, COFC 1050

Carp 1210 - Cornice and Soffit (1)
Provides instruction in the production and installation of various types and styles of cornice and soffit work used in residential carpentry. Topics include: identification of types and styles, vent systems, materials estimation, installation procedures, and ladder and scaffolding safety. Co-requisites: COFC 1020, COFC 1030, COFC 1050

Carp 1260 - Stairs (2)
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. Co-requisites: COFC 1020, COFC 1030, COFC 1050

Carp 1310 - Doors and Door Hardware (2)
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. Co-requisites: COFC 1020, COFC 1030, COFC 1050

Civil Engineering Technology

Cetc 1117 - Fundamentals of Road Design (3)
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,
CETC 1111 - Construction Materials (3)
Introduction of lab practices in measuring the properties of construction materials including: soil, concrete, steel, asphalt, wood. Tests will be based on ASTM standards.
Pre-requisites: MEGT 2080

CETC 1119 - Surveying with Global Positioning Systems (3)
Provides an introduction to the theories, principles and practice of Global Positioning Systems as used surveyed.
Pre-requisites: CETC 1116

CETC 1120 - Evidence and Procedures for Boundary Locations (4)
This course will teach the concepts for the legal and practical development of boundary land surveying.
Pre-requisites: CETC 1119

CETC 1121 - Hydraulics and Fluid Mechanics (3)
Understand the fundamental principles and practices of hydraulics and fluid mechanics in water and wastewater systems.
Pre-requisites: PHYS 1111

CIST 1001 - Computer Concepts (4)
Pre-requisites: Provisional Admission

CIST 1101 - Working with Microsoft Windows (3)
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)
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).
Pre-requisites: Provisional Admission

CIST 1121 - Microcomputer Troubleshooting (4)
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.
Pre-requisites: CIST 1122 or Instructor Approval

CIST 1122 - Hardware Installation and Maintenance (4)
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.
Pre-requisites: CIST 1130 or Instructor Approval

CIST 1130 - Operating Systems Concepts (3)
Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI) This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.
Pre-requisites: CIST 1001 or Instructor Approval

CIST 1141 - Network+ Preparation (4)
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.
Pre-requisites: CIST 1401

CIST 1210 - Introduction to Oracle Databases (4)
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.
Pre-requisites: CIST 1001, COMP 1000

CIST 1220 - Structured Query Language (SQL) (4)
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.
Pre-requisites: COMP 1000, CIST 1001, CIST 1305

CIST 1305 - Program Design and Development (3)
An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.
Pre-requisites: CIST 1001 or Instructor Approval
CIST 1401 - Computer Networking Fundamentals (4)
Introduces networking technologies and prepares students to take the CompTIA’s broad-based, vendor independent networking certification exam, Network+. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.
Pre-requisites: CIST 1001

CIST 1510 - Web Development I (3)
Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML 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.
Pre-requisites: CIST 1305

CIST 1520 - Scripting Technologies (3)
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.
Pre-requisites: Instructor Approval

CIST 1530 - Web Graphics I (3)
Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.
Pre-requisites: Provisional Admission

CIST 1540 - Web Animation I (3)
In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.
Pre-requisites: Provisional Admission

CIST 1601 - Information Security Fundamentals (3)
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.
Pre-requisites: CIST 1401 and CIST 1130

CIST 2120 - Supporting Application Software (4)
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.
Pre-requisites: COMP 1000 or Instructor Approval

CIST 2122 - A+ Preparation (3)
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.
Pre-requisites: CIST 1122

CIST 2126 - Comprehensive Presentations and eMail Techniques (3)
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.
Pre-requisites: COMP 1000

CIST 2127 - Comprehensive Word Processing Techniques (3)
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.
Pre-requisites: COMP 1000

CIST 2128 - Comprehensive Spreadsheet Techniques (3)
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.
Pre-requisites: COMP 1000

CIST 2129 - Comprehensive Database Techniques (4)
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.
Pre-requisites: COMP 1000

CIST 2130 - Desktop Support Concepts (2)
This course is designed to give an overview to Desktop Support Management.
Pre-requisites: CIST 2224

CIST 2224 - Designing and Implementing Databases with Microsoft SQL Server (4)
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 2341 - C# Programming I (4)
Pre-requisites: CIST 1305

CIST 2351 - PHP Programming I (4)
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.
Pre-requisites: CIST 1510, CIST 1305

CIST 2352 - PHP Programming II (4)
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.
Pre-requisites: CIST 2351

CIST 2361 - C++ Programming I (4)
Provides opportunity to gain a working knowledge of “C++” programming. Includes creating, editing, executing, and debugging “C++” programs of moderate difficulty. Topics include: basic “C++” concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.
Pre-requisites: CIST 1305

CIST 2371 - Java Programming I (4)
This course is designed to teach the basic concepts and methods of object-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.
Pre-requisites: CIST 1305 or Instructor Approval

CIST 2381 - Mobile Application Development (4)
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.
Pre-requisites: CIST 1305

CIST 2411 - Microsoft Client (4)
Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.
Pre-requisites: CIST 1401

CIST 2412 - Microsoft Server Directory Services (4)
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.
Pre-requisites: CIST 2413

CIST 2413 - Microsoft Server Infrastructure (4)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.
Pre-requisites: CIST 2411 or CIST 2414

CIST 2414 - Microsoft Server Administrator (4)
Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.
Pre-requisites: CIST 1401

CIST 2441 - Cisco Networking for Home and Small Businesses (4)
This course teaches students the skills needed to obtain entry-level home network installer jobs. It also helps students develop some of the skills needed to become network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Instructors are encouraged to facilitate field trips and outside-the-classroom learning experiences. Labs include PC installation, Internet connectivity, wireless connectivity, and file and print sharing.
Pre-requisites: CIST 1401

CIST 2442 - Cisco Working at a Small-to-Medium Business or ISP (4)
This course prepares students for jobs as network technicians and helps them develop additional skills required for computer technicians and help desk technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, and the final chapter helps them prepare for the CCENT certification exam. Network monitoring and basic troubleshooting skills are taught in context.
Pre-requisites: CIST 2441

CIST 2443 - Cisco Routing and Switching (4)
The students will be familiarized with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol.
Pre-requisites: CIST 2442

CIST 2444 - Cisco Designing and Supporting Computer Networks (4)
This course introduces students to network design processes using two examples; a large stadium enterprise network and a
CIST 2510 - Web Technologies (3)
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.
Pre-requisites: Provisional Admission

CIST 2531 - Web Graphics II (3)
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.
Pre-requisites: CIST 1530

CIST 2541 - Web Animation II (3)
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.
Pre-requisites: CIST 1540

CIST 2550 - Web Application Programming I (4)
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.
Pre-requisites: CIST 1305

CIST 2561 - Web Application Programming II (4)
This course is a continuation of CIST 2560 Web Application Programming I. The student will explores 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.
Pre-requisites: CIST 2560

CIST 2921 - IT Analysis, Design, and Project Management (4)
IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems
implementation, evaluation, and project management.
Pre-requisites: CIST 1305

CIST 2950 - Web Systems Project (3)
CIST 2950 is a capstone course providing a realistic experience for
students working in a team to develop a complete web systems
project.
Pre-requisites: Program Instructor Approval

CIST 2991 - CIST Internship I (3)
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).
Pre-requisites: Instructor Approval

CMTT 2010 - Residential Estimating Review (3)
This course introduces the complete estimating process from
excavation to completed residence. Topics include the sequencing
of construction, materials calculation, blueprint interpretation
methods of construction, working with subcontractors, and final
estimate assembly.

CMTT 2020 - Construction Drafting I (3)
This course provides instruction in producing residential
floor plans and elevations using computer-aided drafting
and design (CAD) software. Topics include system setup and
system management, software menus and basic functions,
prototype drawings, and two and three dimensional drafting and
dimensioning.
Pre-requisites: COMP 1000

CMTT 2050 - Residential Code Review (3)
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.
Pre-requisites: CMTT 2010

CMTT 2130 - Computerized Construction Scheduling (3)
This course provides instruction in the use of application software
for scheduling construction work. The use of contemporary
construction scheduling and management software is emphasized.
Topics include software overview, scheduling methods and
requirements, and computerized scheduling of a simulated
construction job.
Pre-requisites: COMP 1000

CMTT 2170 - Construction Contracting (4)
This course provides an in depth study of the contractual
relationship between the parties involved in building construction
contracting. Topics include bonds, insurance, bidding, awarding,
and subcontracting types and conditions.
Pre-requisites: CMTT 2130

COFC 1000 - Safety (2)
This course provides a review of general safety rules and practices
giving students information about state and federal regulations
including OSHA Hazard Communication Standards and Material
Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire,
lifting, and ladder and scaffolding practices.
COFC 1010 - Introduction to Construction (2)

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 1020 - Professional Tool Use and Safety (3)
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)
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)
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.

COMP 1000 - Introduction to Computers (3)
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.
Pre-requisites: Provisional Admission
Co-requisites: Provisional Admission

COSM 1000 - Introduction to Cosmetology Theory (4)
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.
Pre-requisites: Program Admission

COSM 1010 - Chemical Texture Services (3)
Provides instruction in the chemistry and chemical reactions of
permanent wave solutions and relaxers, application of permanent
waves and relaxers. Precautions and special problems involved in
applying permanent waves and relaxers will be emphasized. Topics
include: permanent wave techniques, chemical relaxer techniques,
chemistry, physical and chemical change, safety procedures,
permanent wave and chemical relaxer application procedures,
hair analysis, scalp analysis, permanent wave procedures (in an
acceptable time frame), relaxer application (in an acceptable time
frame), and Hazardous Duty Standards Act Compliance.
Co-requisites: COSM 1000

COSM 1020 - Hair Care and Treatment (2)
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.

Co-requisites: COSM 1000

COSM 1030 - Haircutting (3)
Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

Co-requisites: COSM 1000

COSM 1040 - Styling (3)
Introduces the fundamental theory and skills required to create shapings, pin curls, fingerwaves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, 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.

Co-requisites: COSM 1000

COSM 1050 - Hair Color (3)
Introduces the theory and application of temporary, semipermanent, demipermanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, haircolor challenges, corrective solutions, and special effects.

Co-requisites: COSM 1000

COSM 1060 - Fundamentals of Skin Care (3)
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.

Co-requisites: COSM 1000

COSM 1070 - Nail Care and Advanced Techniques (3)
Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and Physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

Co-requisites: COSM 1000

COSM 1080 - Cosmetology Practicum I (4)
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.

Pre-requisites: COSM 1000, COSM 1010, COSM 1020, COSM 1030, COSM 1040, COSM 1050, COSM 1060, COSM 1070

COSM 1090 - Cosmetology Practicum II (4)
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.

Co-requisites: COSM 1080

COSM 1100 - Cosmetology Practicum III (4)
Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; 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.

Co-requisites: COSM 1090

COSM 1110 - Cosmetology Practicum IV (4)
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.

Co-requisites: COSM 1100

COSM 1120 - Salon Management (3)
Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

Co-requisites: COSM 1000

COSM 2000 - Instructional Theory and Documentation (4)
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.

Pre-requisites: Program Admission

COSM 2010 - Salon Management (3)
Emphasizes the steps involved in the operation of a cosmetology program. Topics include: entry-level skills, communication skills, inventory, networking, and portfolio design.
Co-requisites: COSM 2000

COSM 2020 - Principles of Teaching (3)
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.
Co-requisites: COSM 2000

COSM 2030 - Lesson Plans (3)
Emphasizes the steps 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.
Co-requisites: COSM 2000

COSM 2040 - Classroom Management (3)
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.
Co-requisites: COSM 2000

COSM 2050 - Instruction and Evaluation (2)
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.
Co-requisites: COSM 2000

COSM 2060 - Practicum I (3)
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: permanent waving 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.
Pre-requisites: COSM 2000, COSM 2010, COSM 2020, COSM 2030, COSM 2040, COSM 2050

COSM 2070 - Practicum II (3)
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.
Pre-requisites: COSM 2060

CRJU 1010 - Introduction to Criminal Justice (3)
Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.
Pre-requisites: Provisional Admission

CRJU 1021 - Private Security (3)
Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.
Pre-requisites: Program Admission

CRJU 1030 - Corrections (3)
Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.
Pre-requisites: Program Admission

CRJU 1040 - Principles of Law Enforcement (3)
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.
Pre-requisites: Program Admission

CRJU 1043 - Probation and Parole (3)
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.
Pre-requisites: Program Admission

CRJU 1050 - Police Patrol Operations (3)
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
Pre-requisites: Program Admission

CRJU 1052 - Criminal Justice Administration (3)
This course explores the managerial aspects of effective
efficient police 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.

Pre-requisites: Program Admission

CRJU 1054 - Police Officer Survival (3)
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)
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.

Pre-requisites: Program Admission

CRJU 1062 - Methods of Criminal Investigation (3)
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.

Pre-requisites: Program Admission

CRJU 1063 - Crime Scene Processing (3)
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.

Pre-requisites: Program Admission

CRJU 1065 - Community-Oriented Policing (3)
Pre-requisites: Program Admission

CRJU 1066 - Criminal Law for Criminal Justice (3)
Pre-requisites: Program Admission

CRJU 1075 - Report Writing (3)
Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

Pre-requisites: Program Admission

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (3)
Pre-requisites: Program Admission

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (3)
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.

Pre-requisites: Program Admission

CRJU 2020 - Constitutional Law for Criminal Justice (3)
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.

Pre-requisites: Program Admission

CRJU 2050 - Criminal Procedure (3)
Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

Pre-requisites: Program Admission

CRJU 2060 - Criminology (3)
Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

Pre-requisites: Program Admission

CRJU 2070 - Juvenile Justice (3)
Pre-requisites: Program Admission

CRJU 2070 - Juvenile Justice (3)
Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile
CTDL 1020 - Combination Vehicle Basic Operation and Range Work (3)
This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.
Co-requisites: CTDL 1010

CTDL 1030 - Combination Vehicle Advanced Operations (4)
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 receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.
Co-requisites: CTDL 1020

CTDL 1040 - Commercial Driving Internship (3)
Commercial Driving Internship provides the opportunity for an individual to complete his/her training with a company. The internship takes the place of CTDL-1030, Advanced Operations. Working closely with the school a company provides the advanced training which focuses on developing students’ driving skills. Each student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty-four (44) hours BTW instructional time in any combination (with CTDL 1020) or range and street/road driving. Note: State law requires that whenever a vehicle is operated on public roads an instructor must be present in the truck while the student is driving.
Co-requisites: CTDL 1020

CUUL 1000 - Fundamentals of Culinary Arts (4)
Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and espirit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.
Co-requisites: MATH 1012

CUUL 1110 - Culinary Safety and Sanitation (4)
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.
Pre-requisites: CTDL 1010

CUUL 1120 - Principles of Cooking (4)
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.

Pre-requisites: CUUL 1110
Co-requisites: CUUL 1110

CUUL 1129 - Fundamentals of Restaurant Operations (4)
Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content 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.

Pre-requisites: CUUL 1120

CUUL 1220 - Baking Principles (4)
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 pantry 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.

Pre-requisites: CUUL 1120

CUUL 1320 - Garde Manger (4)
Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d’oeuvres; chaudfroids, geles, and molds; and past and terrines. Laboratory practice parallels class work.

Pre-requisites: CUUL 1120

CUUL 1370 - Culinary Nutrition and Menu Development (4)
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.

Pre-requisites: CUUL 1220, CUUL 1320

CWDS 1540 - Working in the Warehousing Environment (2)
Provides an introduction to the warehousing environment. Topics include distribution centers, business principles, plant safety, career success, work ethics, and managing change.

CWDS 1560 - Warehousing Core and Workforce Skills (4)
Provides an overview of the core and workforce skills needed to succeed in the warehousing industry. Topics include powered industrial trucks, processing hazardous materials, palletizing, protecting materials nad merchandise, waste recovery, containment, communication, team work, problem solving, image and interviewing.

CWDS 1580 - Warehousing and Distribution Process (2)
Provides information on the warehousing and distribution processes used in the warehousing environment. Topics include key warehousing functions, measuring productivity, computational skills, and tools for excellence.

CWDS 1600 - Warehousing Technology Skills (2)
Provides an overview and study of the technology used in the warehousing environment. Topics include data applications, scanners and data entry machines, handling systems, automation, and inventory management. A warehousing simulation and comprehensive assessment is also a part of this course.
DENA 1010 - Basic Human Biology (1)
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.
Pre-requisites: Program Admission

DENA 1030 - Preventive Dentistry (2)
Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.
Pre-requisites: DENA 1080, DENA 1340,
Co-requisites: DENA 1080, DENA 1340

DENA 1050 - Microbiology and Infection Control (2)
Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; bodys defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.
Pre-requisites: Program Admission

DENA 1070 - Oral Pathology and Therapeutics (2)
Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification and disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principle of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate treatment; and applied pharmacology (regulations, dosage, and applications).
Pre-requisites: DENA 1010, DENA 1080

DENA 1080 - Dental Biology (5)
Focuses on normal head and neck anatomy and the development and functions of oral anatomy. Topics include: dental anatomy; oral histology; oral embryology; osteology of the skull; muscles of mastication and facial expression; temporal mandibular joint; blood lymphatic nerve supply of the head; and salivary glands and related structures.
Pre-requisites: Program Admission

DENA 1090 - Dental Assisting National Board Examination Preparation (2)
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 test taking skills.
Pre-requisites: Program Instructor Approval

DENA 1340 - Dental Assisting I: General Chairside (6)
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.
Pre-requisites: Program Admission, ALHS 1040, DENA 1050, DENA 1080
Co-requisites: ALHS 1040, DENA 1050, DENA 1080

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills (7)
Focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontics procedures; management of dental office emergencies; medically compromised patients and expanded functions approved by law for performance by dental assistants in the state of Georgia. Student will pass a comprehensive examination and successfully perform all required clinical skills to receive EFDA certification.
Pre-requisites: DENA 1340

DENA 1390 - Dental Radiology (4)
After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films 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.
Pre-requisites: DENA 1080, DENA 1050, DENA 1340

DENA 1400 - Dental Practice Management (3)
Emphasizes procedures for office management in dental practices. Topics include: oral and written communication; records management; appointment control; dental insurance form preparation; accounting procedures; supply and inventory control; employability skills and basic computer skills. A computer lab provides basic skills in computer use and utilization of these skills to perform office procedures on a microcomputer.
Pre-requisites: COMP 1000, DENA 1340

DENA 1460 - Dental Practicum I (1)
Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.
Pre-requisites: DENA 1050, DENA 1340, DENA 1350, DENA 1390
Co-requisites: DENA 1340, DENA 1350, DENA 1390

DENA 1470 - Dental Practicum II (1)
Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.
Pre-requisites: DENA 1460
Co-requisites: DENA 1460

DENA 1480 - Dental Practicum III (5)
Practicum continues to focus on assisting chairside with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions. Topics include: advanced general dentistry procedures; preventive dentistry; dental office management; expanded functions; chairside in specialties; and management of dental office emergencies.
Pre-requisites: DENA 1460
Co-requisites: DENA 1460, DENA 1470

DFTG 1015 - Practical Geometry and Trigonometry for Drafting Technology (3)
This course introduces and develops basic geometric and trigonometric concepts. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/
DFTG 1101 - CAD Fundamentals (4)
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.
Pre-requisites: Provisional Admission
Co-requisites: COMP 1000

DFTG 1103 - Technical Drawing I (4)
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.
Pre-requisites: DFTG 1101

DFTG 1105 - 3D Mechanical Modeling (4)
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.
Pre-requisites: DFTG 1103

DFTG 1107 - Technical Drawing II (3)
Technical Drawing II continues dimensioning skill development and introduces tools for precision measurement and sectional views.
Pre-requisites: DFTG 1103
Co-requisites: DFTG 1105

DFTG 1109 - Technical Drawing III (4)
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.
Pre-requisites: DFTG 1105

DFTG 1111 - Technical Drawing IV (4)
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.
Pre-requisites: DFTG 1103

DFTG 1113 - Technical Drawing V (4)
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.
Pre-requisites: DFTG 1111

DFTG 1125 - Architectural Fundamentals (4)
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)
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 (4)
Introduces the essential skills necessary for assessing the expected materials, labor requirements and costs for given structures or products also students will be introduce to architectural drafting 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.
Pre-requisites: DFTG 1125

DFTG 1131 - Residential Drawing II (4)
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.
Pre-requisites: DFTG 1129

DFTG 1133 - Commercial Drawing I (4)
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.
Pre-requisites: DFTG 1125

DFTG 2010 - Engineering Graphics (4)
Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.

DFTG 2110 - Blueprint Reading for Technical Drawing I (2)
Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.
Pre-requisites: Provisional Admission

DFTG 2300 - Drafting Technology Practicum/Internship 3 (3)
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)
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)
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)
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)
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.
Pre-requisites: Program Admission

DIET 1001 - Heavy Equipment Hydraulics (6)
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.
Co-requisites: DIET 1000

DIET 1010 - Diesel Electrical and Electronic Systems (7)
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.
Co-requisites: DIET 1000

DIET 1020 - Preventive Maintenance (5)
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.
Co-requisites: DIET 1010

DIET 1030 - Diesel Engines (7)
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.
Co-requisites: DIET 1010

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems (3)
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.
Co-requisites: DIET 1010

DIET 2000 - Truck Steering and Suspension Systems (4)
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.
Co-requisites: DIET 1000

DIET 2001 - Heavy Equipment Hydraulics (6)
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.
Co-requisites: DIET 1000

DIET 2010 - Truck Brake Systems (4)
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.
Co-requisites: DIET 1000, DIET 1010

DIET 2011 - Off Road Drivelines (6)
This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, backhoe 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.
Co-requisites: DIET 1000, DIET 1010

DIET 2020 - Truck Drive Trains (6)
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.
Co-requisites: DIET 1000, DIET 1010

DMPT 1000 - INTRODUCTION TO DESIGN AND MEDIA PRODUCTION (credit hours 6)
Covers the basics of computer terminology, operating systems, and input and output devices, file formatting, file management, and overview of software. Introduces students to the fundamentals of design concepts, including design, composition and layout, color theory and typography.

DMPT 1005 - VECTOR GRAPHICS (credit hours 5)
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. Prerequisite: DMPT 1000

DMPT 1010 - RASTER IMAGING (credit hours 5)
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.
Prerequisite: DMPT 1000

DMPT 1015 - DRAWING (credit hours 4)
Introduces beginning student to basic drawing techniques. Students will complete drawings using various techniques and media.
Prerequisite: Provisional admission

DMPT 1020 - INTRODUCTION TO PHOTOGRAPHY (credit hours 4)
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.
Prerequisites: Provisional admission

DMPT 1025 - PRODUCTION PHOTOGRAPHY (credit hours 4)
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 2100 - IDENTITY DESIGN (credit hours 4)
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.
Co-requisites: DMPT 1005, DMPT 1010

DMPT 2105 - PAGE LAYOUT (credit hours 4)
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.
Co-requisite: DMPT 2100

DMPT 2110 - PUBLICATION DESIGN (credit hours 4)
Using skills learned in the page layout course, students will design projects relating to the challenges associated with multiple page formats.
Pre-requisite: Program Instructor Approval

DMPT 2115 - ADVERTISING AND PROMOTIONAL DESIGN (credit hours 4)
Using skills learned in the page layout course, students will design projects for advertising and promotion of products and services.
Pre-requisite: Program Instructor Approval

DMPT 2120 - PREPRESS AND OUTPUT (credit hours 4)
This course is an in-depth introduction to the graphic prepress production process. Through hands-on projects, the student will experience the challenges involved in successful graphic prepress production.
Pre-requisite: Program Instructor Approval

DMPT 2125 - ADVANCED RASTER IMAGING (credit hours 4)
The student will refine imaging skills and apply concepts in advanced techniques of raster imaging.
Prerequisite: DMPT 1010

DMPT 2130 - ADVANCED VECTOR GRAPHICS (credit hours 4)
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.
Prerequisite: DMPT 1005

DMPT 2135 - DOCUMENTARY PHOTOGRAPHY (credit hours 4)
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 2200 - INTRODUCTION TO THE PRINTING INDUSTRY (credit hours 4)
Introduces beginning student to overview and fundamentals of the printing industry. Topics include: safety, industry overview, printers math and measurement, overview of materials and supplies, printing operations and bindery and finishing.

DMPT 2205 - BASIC PRINTING OPERATIONS (credit hours 4)
Introduces student to basics of printing operations including safety, image carriers, materials and supplies. Student will begin to use press, bindery and finishing equipment.
Co-requisite: DMPT 2200

DMPT 2210 - INTERMEDIATE PRINTING AND FINISHING OPERATIONS (credit hours 4)
Emphasizes the intermediate printing and finishing operations including safety, printing operations, troubleshooting and quality control, along with inspection and maintenance procedures.
Prerequisite: DMPT 2200
Co-requisite: DMPT 2205

DMPT 2215 - ADVANCED PRINTING AND POST PRODUCTION OPERATIONS (credit hours 4)
Emphasizes advanced printing and post-production operations including safety, multi-pass production, production workflow and post-production.
Prerequisite: Program Instructor approval

DMPT 2300 - FOUNDATIONS OF INTERFACE DESIGN (credit hours 4)
This course lays the foundation for an in-depth study of web interface design. Students will be exposed to the basics of information architecture, usability studies, and basic web graphic element creation. These studies will be used as a basis to develop comprehensive web layout and navigation systems. Topics include: thumbnails, sitemaps, common usability problems, page mockups, style sheets, and incorporating external media files.

DMPT 2305 - WEB INTERFACE DESIGN (credit hours 4)
This course introduces best practices for interaction design and user experience. This course begins with a review of static page design and progresses into Cascading Style Sheets (CSS) construction. Students will be introduced to JavaScript as a means of expanding page interactivity. Students will learn to upload websites, retrieve, and replace pages on a server.
Prerequisite: DMPT 2300

DMPT 2310 - ANIMATION FOR WEB (credit hours 4)
This course begins with Keyframe animation and Tween animation and then progresses into code driven functionality. Students will be introduced to ActionScript or a similar language and use it to incorporate interactive navigation elements, sound and video files.
DMPT 2315 - DYNAMIC WEB DESIGN (credit hours 4)
This course begins with Cascading Style Sheets (CSS) and moves into Dynamic Database Driven Web Page Development. Students will be introduced to database connectivity and data exchange using forms along with advanced client-side scripting. Students will also explore advanced scripting for 2D vector animation.
Prerequisite: DMPT 2300

DMPT 2320 - INTERACTIVE MULTIMEDIA FOR WEB (credit hours 4)
This course provides an opportunity to explore the latest trends and technologies related to live media, rich media, and virtual interactivity for the internet. Students will produce interactive and rich media content using sound, motion graphics and 3D graphics.
Prerequisite: Program instructor approval

DMPT 2325 - INTRODUCTION TO VIRTUAL REALITY (credit hours 4)
This course provides an introduction to content creation for virtual worlds. Students will explore Avatar creation and constructing objects from primitive geometric forms. Students will work with various animation techniques and will also be introduced to basic scripting for virtual worlds.

DMPT 2400 - BASIC 3D MODELING AND ANIMATION (credit hours 4)
An introduction to 3D Animation software and component visualization. Students will be introduced to software and basic techniques to begin creating models and material for animation projects. Students will also be introduced to basic lighting and animation concepts so that they will be able to develop a complete animation using 3D software at the end of this course.

DMPT 2440 - OVERVIEW OF VIDEO GAME ART AND DESIGN (credit hours 4)
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 2900 - PRACTICUM/INTERNSHIP I (credit hours 3)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Prerequisite: Program instructor approval

DMPT 2905 - PRACTICUM/INTERNSHIP II (credit hours 4)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Prerequisite: Program instructor approval

DMPT 2910 - PRACTICUM/INTERNSHIP III (credit hours 5)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Prerequisite: Program instructor approval

DMPT 2920 - PRACTICUM/INTERNSHIP IV (credit hours 6)
Provides an approved industry-like setting where the student develops and sharpens skills. Emphasis is placed on production standards achievement and quality control.
Prerequisite: Program instructor approval

DMPT 2930 - EXIT REVIEW (credit hours 4)
Emphasis is placed on student’s production of portfolio-quality pieces. Focuses on the preparation for entry into the job market.
Prerequisite: Program instructor approval

DRFT 2050 - Surveying I (2)
Introduces fundamental plane surveying concepts, instruments, and techniques. Topics include: linear measurements; instrument use; and angles, bearings, and directions.
Pre-requisites: MATH 1015

ECCE 1101 - Introduction to Early Childhood Care and Education (3)
Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.
Pre-requisites: Provisional Admission

ECCE 1103 - Child Growth and Development (3)
Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.
Pre-requisites: Provisional Admission

ECCE 1105 - Health, Safety and Nutrition (3)
Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.
Pre-requisites: Provisional Admission

ECCE 1112 - Curriculum and Assessment (3)
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.
Pre-requisites: ECCE 1103
Co-requisites: ECCE 1103

ECCE 1113 - Creative Activities for Children (3)
Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.
Pre-requisites: Provisional Admission
ECCE 1121 - Early Childhood Care and Education Practicum (3)
Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.
Pre-requisites: ECCE 1105
Co-requisites: ECCE 1105

ECCE 2115 - Language and Literacy (3)
Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.
Pre-requisites: ECCE 1103
Co-requisites: ECCE 1103

ECCE 2116 - Math and Science (3)
Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.
Pre-requisites: ECCE 1103
Co-requisites: ECCE 1103

ECCE 2201 - Exceptionalities (3)
Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.
Pre-requisites: ECCE 1103

ECCE 2202 - Social Issues and Family Involvement (3)
Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.
Pre-requisites: Provisional Admission

ECCE 2203 - Guidance and Classroom Management (3)
Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventional techniques; understanding challenging behaviors; and implementing guidance plans.
Pre-requisites: ECCE 1103
Co-requisites: ECCE 1103

ECCE 2240 - Early Childhood Care and Education Internship (12)
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.
Pre-requisites: ECCE 1105, ECCE 1101, ECCE 1103
Co-requisites: ECCE 1105

ECCE 2204 - Early Childhood Care and Education Internship (12)
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.
Pre-requisites: ECCE 1105, ECCE 1101, ECCE 1103
Co-requisites: ECCE 1105

ECCE 2312 - Paraprofessional Roles and Practices (3)
Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.
Pre-requisites: ECCE 1103
Co-requisites: ECCE 1103

ECCE 2320 - Program Administration and Facility Management (3)
Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.
Pre-requisites: ECCE 1103
Co-requisites: ECCE 1103

ECCE 2322 - Personnel Management (3)
Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff
Provides the student with information about preparing appropriate environments and planning and implementing activities for school age children and youth. This class includes 30 hours of lab, during which the student will be observed implementing the concepts learned in class. Topics include space design, varied choices and program activities to promote interest in: athletic/physical development, community involvement, cultural arts literacy, math, science and technology, and positive social relationships.

Pre-requisites: Program Admission

ECCE 2360 - Classroom Strategies for Exceptional Children (3)
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.

Pre-requisites: ECCE 2201

ECCE 2362 - Exploring Your Role in the Exceptional Environment (3)
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.

Pre-requisites: ECCE 2201

ECET 2110 - Circuit Analysis I (4)
Emphasizes the knowledge and ability to analyze basic DC circuits and introductory concepts of AC circuits. Topics include: international units, basic electrical laws, series and parallel circuits, network analysis concepts, network theorems concepts, network analysis concepts, network theorems concepts, DC instruments, grounding techniques, magnetism, inductance/capacitance, transient analysis, and introduction to dependant sources and 2-port parameters. Laboratory work parallels class work.

Pre-requisite: ENGT 1000
Co-requisite: MATH 1111

ECET 2101 - Circuit Analysis II (4)
Continues study of AC circuit analysis, which emphasizes complex networks. Topics include: analysis of complex networks, networks with multiple sources, AC network theorems, resonance, transformers, three-phase systems, filters and bode plots, non-sinusoidal waveforms, and pulse response of RLC circuits. Laboratory work parallels class work.

Pre-requisite: ECET 1101

ECET 2120 - Electronic Circuits (4)
Introduces the conduction process in semiconductor materials and devices. Topics include semiconductor physics; diodes; basic diode circuits and applications; biasing, stability and graphical analysis of bipolar junction transistors and field effect transistors; introduction to silicon controlled rectifiers; device curve characteristics; and related devices with selected applications. Laboratory work includes circuit construction, use of appropriate instruments, troubleshooting and circuit simulation using P-SPICE.
Pre-requisite: ECET 2101

ECON 1101 - Principles of Economics (3)
Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective
Pre-requisites: Regular Admission

ELCR 1005 - Soldering Technology (1)
Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.
Pre-requisites: Provisional Admission

ELCR 1010 - Direct Current Circuits (5)
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.
Pre-requisites: MATH 1111, MATH 1013

ELCR 1020 - Alternating Current Circuits (7)
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.
Pre-requisites: ELCR 1010

ELCR 1030 - Solid State Devices (5)
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.
Pre-requisites: ELCR 1020

ELCR 1040 - Digital and Microprocessor Fundamentals (5)
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.
Pre-requisites: ELCR 1020
Co-requisites: ELCR 1030

ELCR 1060 - Linear Integrated Circuits (3)
Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.
Pre-requisites: ELCR 1030

ELCR 1300 - Mobile Audio and Video Systems (3)
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 (3)
Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.
Pre-requisites: ELCR 1030

ELCR 2120 - Motor Controls (3)
Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contractors, NEC and NEMA standards, ladder diagrams, and power sources.
Pre-requisites: ELCR 1030

ELCR 2130 - Programmable Controllers (3)
Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.
Pre-requisites: ELCR 1030

ELCR 2140 - Mechanical Devices (2)
Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.
Pre-requisites: Program Admission

ELCR 2150 - Fluid Power (2)
Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.
Pre-requisites: Program Admission

ELCR 2160 - Advanced Microprocessors and Robotics (3)
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.
Pre-requisites: ELCR 2130, ELCR 2140, ELCR 2150

ELCR 2210 - Advanced Circuit Analysis (5)
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.
ELTR 1080 - Commercial Wiring I (6)
This course introduces commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.
Co-requisites: ELTR 1080

ELTR 1090 - Commercial Wiring II (6)
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.
Co-requisites: ELTR 1080

ELTR 1110 - Electric Motors (4)
Introduces the fundamental theories and applications of single-phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, NEMA standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and NEC requirements.
Co-requisites: ELTR 1120, ELTR 1180

ELTR 1120 - Variable Speed/Low Voltage Controls (2)
Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.
Co-requisites: ELTR 1110, ELTR 1180

ELTR 1180 - Electrical Controls (3)
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.
Pre-requisites: ELCR 1020

ELTR 1205 - Residential Wiring I (4)
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 (circuits breakers and fuses).
Co-requisites: ELTR 1210

EMET 2060 - Controls I (4)
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 explored as well as human machine interface (HMI). Lab work parallels course work.
EMET 2070 - Controls II (3)
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)
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 include conceptualization, detailed design and planning, project assembly/fabrication, testing/debugging, cost and budget considerations, quality considerations, safety and project presentation/documentation.
Pre-requisite: Instructor approval

EMPL 1000 - Interpersonal Relations and Professional Development (2)
Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.
Pre-requisites: Provisional Admission

EMSP 1110 - Introduction to the EMT Profession (3)
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.
Pre-requisites: Program Admission
Co-requisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160

EMSP 1120 - EMT Assessment/Airway Management and Pharmacology (3)
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.
Pre-requisites: Program Admission
Co-requisites: EMSP 1110, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160

EMSP 1130 - Medical Emergencies for the EMT (3)
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.
Pre-requisites: Program Admission
Co-requisites: EMSP 1110, EMSP 1120 EMSP 1140, EMSP 1150, EMSP 1160

EMSP 1140 - Special Patient Populations (3)
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.
Pre-requisites: Program Admission
Co-requisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1150, EMSP 1160

EMSP 1150 - Shock and Trauma for the EMT (3)
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.
Pre-requisites: Program Admission
Co-requisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1160

EMSP 1160 - Clinical and Practical Applications for the EMT (1)
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.
Pre-requisites: Program Admission
Co-requisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150
EMSP 1510 - Advanced Concepts for the AEMT  (3)
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. Pre-requisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160, or certified as an Emergency Technician Basic, Intermediate or Advanced Emergency Medical Technician. Co-requisites: EMSP 1510, EMSP 1520, EMSP 1530, EMSP 1540

EMSP 1520 - Advanced Patient Care for the AEMT  (3)
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. Pre-requisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160, or certified as an Emergency Technician Basic, Intermediate or Advanced Emergency Medical Technician. Co-requisites: EMSP 1510, EMSP 1520, EMSP 1530, EMSP 1540

EMSP 1530 - Clinical Applications for the AEMT  (1)
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals. Pre-requisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160, or certified as an Emergency Technician Basic, Intermediate or Advanced Emergency Medical Technician. Co-requisites: EMSP 1510, EMSP 1520, EMSP 1530, EMSP 1540

EMSP 1540 - Clinical and Practical Applications for the AEMT  (3)
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. Pre-requisites: EMSP 1110, EMSP 1120, EMSP 1130, EMSP 1140, EMSP 1150, EMSP 1160, or certified as an Emergency Technician Basic, Intermediate or Advanced Emergency Medical Technician. Co-requisites: EMSP 1510, EMSP 1520, EMSP 1530, EMSP 1540

EMSP 2110 - Foundations of Paramedicine  (3)
This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment. Pre-requisites: Certified as EMT, EMT I, AEMT, ENG 1010, MATH 1012 Co-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310

EMSP 2120 - Applications of Pathophysiology for Paramedics  (3)
This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology. Pre-requisites: Certified as EMT, EMT I, AEMT, ENG 1010, MATH 1012 Co-requisites: EMSP 2110, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2120

EMSP 2130 - Advanced Resuscitative Skills for Paramedics  (3)
This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation. Pre-requisites: Certified as EMT, EMT I, AEMT, ENG 1010, MATH 1012 Co-requisites: EMSP 2110, EMSP 2140, EMSP 2310, EMSP 2120

EMSP 2140 - Advanced Cardiovascular Concepts  (4)
This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation. Pre-requisites: Certified as EMT, EMT I, AEMT, ENG 1010, MATH 1012 Co-requisites: EMSP 2110, EMSP 2140, EMSP 2310, EMSP 2120

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care  (3)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS). Pre-requisites: Certified as EMT, EMT I, AEMT, ENG 1010, MATH 1012 Co-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2310

EMSP 2320 - Therapeutic Modalities of Medical Care  (5)
This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical...
emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

Pre-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

Co-requisites: EMSP 2340, EMSP 2710, EMSP 2720, EMSP 2330

EMSP 2330 - Clinical Applications for the Paramedic - I (2)

Topics include: Clinicals. These will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Pre-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310

Co-requisites: EMSP 2340, EMSP 2320, EMSP 2340, EMSP 2710, EMSP 2720, EMSP 2330

EMSP 2340 - Therapeutic Modalities for Special Patient Populations (4)

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for 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.

Pre-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310, EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

Co-requisites: EMSP 2320, EMSP 2340, EMSP 2710, EMSP 2720, EMSP 2330

EMSP 2510 - Clinical Applications for the Paramedic - I (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 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.

Pre-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310

Co-requisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

EMSP 2520 - Clinical Applications for the Paramedic - II (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Topics include: Clinicals.

Pre-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310

Co-requisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

EMSP 2530 - Clinical Applications for the Paramedic - III (2)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).

Topics include: Clinicals.

Pre-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310

Co-requisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

EMSP 2540 - Clinical Applications for the Paramedic - IV (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 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.

Pre-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310

Co-requisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

EMSP 2550 - Clinical Applications for the Paramedic - V (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 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.

Pre-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310

Co-requisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

EMSP 2560 - Clinical Applications for the Paramedic - VI (1)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, 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 2710 - Field Internship for the Paramedic  (2)
Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.
Pre-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Co-requisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

EMSP 2720 - Practical Applications for the Paramedic  (3)
Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.
Pre-requisites: EMSP 2110, EMSP 2120, EMSP 2130, EMSP 2140, EMSP 2310
Co-requisites: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560, EMSP 2570

ENGL 1100 - Fundamentals of English I  (3)
Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.
Pre-requisites: ENGL 0097 - English II OR Appropriate Placement Test Score AND READ 0097 - Reading II OR Appropriate Placement Test Score.

ENGL 1012 - Fundamentals of English II  (3)
Provides knowledge and application of written and oral communications found in the workplace. Topics include writing fundamentals and speaking fundamentals.
Pre-requisites: ENGL 1010

ENGL 1101 - Composition and Rhetoric  (3)
Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.
Pre-requisites: Appropriate Degree Level Writing (English) Placement Test Score and Appropriate Degree Level Reading Placement Test Score

ENGL 1102 - Literature and Composition  (3)
Emphasizes the student’s ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.
Pre-requisites: ENGL 1101

ENGL 1105 - Technical Communications  (3)
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.
Pre-requisites: ENGL 1101

ENGL 2130 - American Literature  (3)
Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.
Pre-requisites: ENGL 1101

ENGT 1000 - Introduction to Engineering Technology  (3)
Provides a study of engineering technology as a career field and describes the knowledge and skills required for academic and occupational success. Topics include: engineering technology career, measurement and standards, mathematical operators, engineering tools, and engineering concepts. 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.
Pre-requisite: Provisional admission

ENGT 2300 - Capstone Project  (1)
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.
Pre-requisite: Department Approval

ENGT 2400 - Surveying Internship  (1)
This course will provide the field experience to enhance the competencies taught in the curriculum coursework.
Pre-requisite: Department Approval

FRSC 1020 - Basic Firefighter - Emergency Services Fundamentals  (3)
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.

Pre-requisites: Program Admission

FRSC 1030 - Basic Firefighter - MODULE I (5)
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.

Pre-requisites: Program Admission

FRSC 1040 - Basic Firefighter - MODULE II (3)
This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes & knots and how to hoist fire fighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 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.

Pre-requisites: Program Admission

FRSC 1050 - Fire and Life Safety Educator I (3)
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.

Pre-requisites: FRSC 1141, FRSC 1020, FRSC 1030, FRSC 1040

FRSC 1060 - Fire Prevention, Preparedness and Maintenance (3)
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.

Pre-requisites: Program Admission

FRSC 1070 - Introduction to Technical Rescue (4)
This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom
Leadership I 2. NFA Leadership II 3. NFA Leadership III

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 and FRSC 1141.
Pre-requisites: Program Admission

FRSC 1080 - Fireground Operations  (3)
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 and FRSC 1141.
Pre-requisites: Program Admission

FRSC 1000 - Introduction to the Fire Service  (3)
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.
Pre-requisites: Program Admission

FRSC 1110 - Fire Administration - Supervision and Leadership  (3)
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.
Pre-requisites: Program Admission

FRSC 1121 - Firefighting Strategy and Tactics  (3)
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.
Pre-requisites: Program Admission

FRSC 1132 - Fire Service Instructor  (4)
Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.
Pre-requisites: Program Admission

FRSC 1141 - Hazardous Materials Operations  (4)
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
Pre-requisites: Program Admission

FRSC 1151 - Fire Prevention & Inspection  (4)
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
Course Descriptions

FRSC 1161 - Fire Service Safety and Loss Control (3)
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.
Pre-requisites: Program Admission

FRSC 2100 - Fire Administration Management (3)
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.
Pre-requisites: Program Admission

FRSC 2110 - Fire Service Hydraulics (3)
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.
Pre-requisites: Program Admission

FRSC 2120 - Fire Protection Systems (3)
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.
Pre-requisites: Program Admission

FRSC 2130 - Fire Service Building Construction (3)
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.
Pre-requisites: Program Admission

FRSC 2141 - Incident Command (4)
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.
Pre-requisites: Program Admission

FRSC 2170 - Fire and Arson Investigation (4)
Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures,
grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniquet used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

Pre-requisites: Program Admission

HIMT 1100 - Introduction to Health Information Technology (3)
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).

Pre-requisites: Program Admission

HIMT 1150 - Computer Applications in Healthcare (2)
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.

Pre-requisites: COMP 1000

HIMT 1200 - Legal Aspects of Healthcare (2)
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.

Pre-requisites: Program Admission

HIMT 1250 - Health Record Content and Structure (2)
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.

Pre-requisites: Program Admission

HIMT 1350 - Pharmaco therapy (2)
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.

Pre-requisites: ALHS 1090

HIMT 1400 - Coding and Classification I - ICD Coding (4)
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.

Pre-requisites: BIOL 2113, BIOL 2114 or ALHS 1011 and ALHS 1090, HIMT 1350
Co-requisites: MAST 1120

HIMT 1410 - Coding and Classification II - ICD Advanced Coding (3)
This course is a continuation of HIT 1400 (Coding and Classification I). This course provides the student with case studies for in-depth review of inpatient and outpatient record formats as found in current healthcare settings. Advanced coding skills and use of industry applications to apply coding and billing standards will be the focus to develop auditing and compliance strategies in the work setting.

Pre-requisites: Program Admission

HIMT 2150 - Healthcare Statistics (2)
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.

Pre-requisites: MATH 1111
Co-requisites: HIMT 2200

HIMT 2200 - Performance Improvement (2)
This course introduces the student 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 governments role in health care and accreditation requirements of various agencies.

Pre-requisites: Program Admission

HIMT 2300 - Healthcare Management (3)
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.

Pre-requisites: Program Admission

HIMT 2400 - Coding and Classification System III - CPT/HCPCS Coding (3)
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.

Pre-requisites: HIMT 1400

HIMT 2410 - Revenue Cycle Management (2)
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.

Pre-requisites: HIMT 1400

HIMT 2460 - Health Information Technology Practicum (3)
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
HORT 1000 - Horticulture Science (3)
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.
Pre-requisites: Provisional Admission

HORT 1010 - Woody Ornamental Plant Identification (3)
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.
Pre-requisites: Program Admission

HORT 1020 - Herbaceous Plant Identification (3)
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.
Pre-requisites: Program Admission

HORT 1030 - Greenhouse Management (3)
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.
Pre-requisites: Provisional Admission

HORT 1040 - Landscape Installation (3)
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 1050 - Nursery Production and Management (3)
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.
Pre-requisites: Provisional Admission

HORT 1060 - Landscape Design (3)
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 - Pest Management (3)
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.
Pre-requisites: Provisional Admission

HORT 1100 - Landscape Management (3)
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 1110 - Horticulture Business Management (3)
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.
Pre-requisites: Provisional Admission

HORT 1120 - Environmental Horticulture Internship (3)
Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural practice and follow through. This internship allows the student to become involved in industry overview; fluidics and hydraulics; system design and installation.

HORT 1130 - Irrigation (3)
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 1140 - Landscape Contracting (3)
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 1150 - Landscape Design (3)
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 1160 - Pest Management (3)
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.
Pre-requisites: Provisional Admission

HORT 1170 - Environmental Horticulture Internship (3)
Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural practice and follow through. This internship allows the student to become involved in industry overview; fluidics and hydraulics; system design and installation.

HORT 1180 - Irrigation (3)
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 1190 - Landscape Contracting (3)
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 1200 - Landscape Design (3)
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 1210 - Pest Management (3)
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.
Pre-requisites: Provisional Admission

HORT 1220 - Environmental Horticulture Internship (3)
Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural practice and follow through. This internship allows the student to become involved in industry overview; fluidics and hydraulics; system design and installation.

HORT 1230 - Irrigation (3)
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 1240 - Landscape Contracting (3)
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.
of soil science including: soil formation and classification; physical, chemical and biological characteristics; soil fertility and productivity; and soil management and conservation practices. Pre-requisites: Program Admission

Co-requisites: HORT 1000

HORT 1420 - Golf Course Design Construction and Management (3)
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. Pre-requisites: Provisional Admission

HORT 1430 - Advanced Landscape Design (3)
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)
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 (3)
Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair. Pre-requisites: Program Admission

HORT 1560 - Computer-Aided Landscape Design (3)
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 (2)
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. Pre-requisites: Provisional Admission

HORT 1720 - Introductory Floral Design (3)
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. Pre-requisites: Program Admission

HORT 1730 - Advanced Floral Design (3)
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. Pre-requisites: HORT 1720

HRTM 1100 - Introduction to Hotel, Restaurant, and Tourism Management (3)
Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service which exist across the hospitality industry. Topics include: development of the hospitality industry, food and beverage services, hotel services, meeting and convention services, management’s role in the hospitality industry, and hospitality industry trends. Pre-requisites: Program Admission

HRTM 1110 - Travel Industry and Travel Geography (3)
Introduces students to the importance of the travel agent in the hospitality industry and provides an understanding of international, national, state, major cities and their points of interest to the travel customer. Emphasis is placed on career options, industry trends, travel documents, identifying why people travel and how geography is linked to their needs. Topics include: terminology, agency operations, travel reference guides, airline industry, other transportation modes, hotels and resorts, individual travel needs, travel and tourism careers, miscellaneous services, geographical and physical aspects of the Americas and Greenland, Europe, Middle East and Africa, Far East, Australia, New Zealand and Pacific Islands, and travel regulations and documents needed to travel internationally. Pre-requisites: Program Admission

HRTM 1120 - Tour and Cruise Management (3)
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. Pre-requisites: Program Admission

HRTM 1130 - Business Etiquette and Communication (3)
This course focuses on professionalism in a variety of business settings. Topics include professional image and conduct at work, telephone etiquette, table manners, oral and written communication skills, and diversity in the hospitality industry. Pre-requisites: Program Admission

HRTM 1140 - Hotel Operations Management (3)
This course focuses on the organization and management of lodging operations. It covers day-to-day operations of each department in a hotel and helps students to understand what seasoned managers do. Emphasis is placed on the rooms division.
Topics include corporate structures, departmental responsibilities, hotel services and staff, decision making, and industry trends.  
Pre-requisites: Program Admission

HRTM 1150 - Event Planning (3)  
This course introduces students to event planning requirements. Topics include fundamentals of event planning; selecting event dates and venues; developing agendas, time lines, budgets, and contracts; marketing events, and facilitating events.  
Pre-requisites: Program Admission

HRTM 1160 - Food and Beverage Management (3)  
Provides students with a study of food and beverage operations and management. Emphasis is placed on the successful operation of a food and beverage establishment. Topics include restaurants, owners, locations, and concepts; business plans, financing, and legal and tax matters; menus, kitchens, and purchasing; restaurant operations and management.  
Pre-requisites: Program Admission

HRTM 1170 - Hospitality, Industry Accounting and Financial Analysis (3)  
This course provides students with the fundamental knowledge to interpret and analyze the key reports and financial statements used daily in the hospitality industry. Focusing on Profit and Loss statements, students learn to use numbers to assess the performance of individual departments and the overall operation. These numbers are the basis for managerial decisions that increase revenues and control costs.  
Pre-requisites: Program Admission

HRTM 1201 - Hospitality Marketing (3)  
Introduces students to marketing techniques associated with hotel/restaurant/tourism fields with emphasis on identifying and satisfying needs of customers. Topics include: marketing introduction, research and analysis, marketing strategies, marketing plans, social media marketing, branding, positioning, sales and advertising. Because of the constant change in marketing strategies in the hospitality industry, this course will also focus on new marketing techniques that are being used in the hospitality industry.  
Pre-requisites: Program Admission

HRTM 1210 - Hospitality Law (3)  
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.  
Pre-requisites: Program Admission

HRTM 1220 - Supervision and Leadership in the Hospitality Industry (3)  
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.  
Pre-requisites: Program Admission

HRTM 1230 - Internship (3)  
Introduces students to the application and reinforcement of hotel/restaurant/travel operational principles, in an actual job placement or practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of hotel/restaurant/travel management 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.  
Pre-requisites: HRTM 1100

HRTM 1480 - Delivering Superior Service in Hospitality Industry (3)  
Provides the student with an overview of occupations in the hospitality industry. Emphasizes the various segments of each occupation and the interrelated responsibilities for customer service that exist across the hospitality industry. Topics include: developments of the hospitality industry, food and beverage services, hotel services, travel services, management's role in the hospitality industry, and hospitality industry trends.  
Pre-requisites: Program Admission

HUMN 1101 - Introduction to Humanities (3)  
Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.  
Pre-requisites: ENGL 1101

ICET 2010 - Electromechanical Devices (3)  
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.  

IDFC 1007 - Industrial Safety Procedures (2)  
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.  
Pre-requisites: Provisional Admission

IDFC 1011 - Direct Current I (3)  
Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.  
Co-requisites: MATH 1012

IDFC 1012 - Alternating Current I (3)  
Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave
systems, hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

IDSY 1100 - Basic Circuit Analysis (5)
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 1110 - Industrial Motor Controls I (5)
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 (6)
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)
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 1170 - Industrial Mechanics (6)
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 1180 - Magnetic Starters and Braking (3)
Provides instruction in wiring motor control circuits. Emphasis is placed on designing and installing magnetic starters in across-the-line, reversing, jogging circuits, and motor braking. Topics include: control transformers, full voltage starters, reversing circuits, jogging circuits, and braking.

IDSY 1190 - Fluid Power and Piping Systems (6)
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 11110 - Industrial Motor Controls II (5)
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 (6)
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 (6)
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.

LOGI 1000 - Business Logistics (3)
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.

Pre-requisites: Program Admission

LOGI 1010 - Purchasing (3)
Provides a general knowledge of purchasing for todays Supply Chains. The student will be introduced to Cross-functional teaming, Purchasing and Supply Performance, Supplier Integration into new Product Development, Supplier Development, Strategic Cost Management and Total Ownership Cost (TOC), and many other topics. This course along with other Supply Chain based courses will give the student the foundation needed to make a difference in obtaining low costs, quality products for their organizations.

Pre-requisites: Program Admission, LOGI 1000

LOGI 1020 - Materials Management (3)
This course will introduce students to materials Management by learning the planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the students knowledge of supply chains and how effective material management improves supply chain performance.

Pre-requisites: Program Admission, LOGI 1000

LOGI 1030 - Product Lifecycle Management (3)
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.
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MAST 1120 - Human Pathological Conditions in the Medical Office
(3)
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.
Pre-requisites: ALHS 1011, ALHS 1090

MAST 1170 - Medical AssistingExternship (6)
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.
Pre-requisites: All other MAST & ALHS courses, Gen ED courses
Co-requisites: MAST 1180

MAST 1180 - Medical Assisting Seminar(3)
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.
Pre-requisites: All other MAST & ALHS courses, Gen ED courses
Co-requisites: MAST 1170

MATH 1011 - Business Math (3)
Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.
Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.

MATH 1012 - Foundations of Mathematics (3)
Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.
Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.

MATH 1013 - Algebraic Concepts (3)
Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.
Pre-requisites: MATH 0098 - Elementary Algebra OR Appropriate algebra placement test score.

MATH 1015 - Geometry and Trigonometry (3)
Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.
Pre-requisites: MATH 1013 - Algebraic Concepts with a C or better.

MATH 1017 - Trigonometry (3)
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.
Pre-requisites: MATH 1013 - Algebraic Concepts with a C or better.

MATH 1111 - College Algebra (3)
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.
Pre-requisites: Appropriate Degree Level Math Placement Test Score AND Appropriate Degree Reading Placement Test Score

MATH 1112 - College Trigonometry (3)
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.
Pre-requisites: Regular Admission and MATH 1111 with C or better

MATH 1113 - Precalculus (3)
Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.
Pre-requisites: Regular Admission and MATH 1111 with C or better

MATH 1131 - Calculus I (3)
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.
Pre-requisites: Regular Admission and MATH 1113 with a C or better

MEGT 1010 - Manufacturing Processes (3)
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.
Pre-requisite: ENGT 1000

MEGT 2030 - Statics (3)
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.
Pre-requisite: ENGT 1000 and either MATH 1112 or MATH 1113

MEGT 2260 - Fluid Power (3)
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.
Pre-requisite: MATH 1113
Co-requisite: MEGT 2030, PHYS 1111 and PHYS 1111L

MEGT 2080 - Strength of Materials (4)
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.
Pre-requisite: MEGT 2030

MEGT 2090 - Machine Design (4)
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.
Pre-requisite: MEGT 2080

MGMT 1100 - Principles of Management (3)
Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the 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.
Pre-requisites: Provisional Admission

MGMT 1105 - Organizational Behavior (3)
Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.
Pre-requisites: Provisional Admission

MGMT 1110 - Employment Law (3)
Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act
MGMT 1115 - Leadership (3)
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.
Pre-requisites: Provisional Admission

MGMT 1120 - Introduction to Business (3)
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.
Pre-requisites: Provisional Admission

MGMT 1125 - Business Ethics (3)
Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.
Pre-requisites: Provisional Admission

MGMT 1135 - Managerial Accounting and Finance (3)
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.
Pre-requisites: Program Admission

MGMT 1310 - Introduction to Quality Assurance (3)
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)
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 1340 - Quality Assurance Philosophy (3)
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)
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)
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)
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.
Pre-requisites: Provisional Admission

MGMT 2120 - Labor Management Relations (3)
Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships with employees.
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.

Pre-requisites: Provisional Admission

MGMT 2125 - Performance Management (3)
Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

Pre-requisites: Provisional Admission

MGMT 2130 - Employee Training and Development (3)
Addresses the challenges of improving the performance and career potential of employees, while benefitting 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.

Pre-requisites: Provisional Admission

MGMT 2135 - Management Communication Techniques (3)
Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology & Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

Pre-requisites: Provisional Admission

Co-requisite: COMP 1000

MGMT 2140 - Retail Management (3)
Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

Pre-requisites: Provisional Admission

MGMT 2145 - Business Plan Development (3)
Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

Pre-requisites: Provisional Admission

MGMT 2150 - Small Business Management (3)
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.

Pre-requisites: Provisional Admission

MGMT 2155 - Quality Management Principles (3)
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.

Pre-requisites: Provisional Admission

MGMT 2200 - Production/Operations Management (3)
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.

Pre-requisites: Program Admission

MGMT 2205 - Service Sector Management (3)
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 2210 - Project Management (3)
Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total
quality management.
Pre-requisites: Provisional Admission

MGMT 2215 - Team Project (3)
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.
Pre-requisites: Program Admission

MGMT 2220 - Management Occupation-Based Instructions (3)
Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.
Pre-requisites: Program Admission
Co-requisites: ENGL 1010, MGMT 1100

MGMT 2410 - Change and Career Management (3)
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.
Pre-requisites: Program Admission

MKTG 1100 - Principles of Marketing (3)
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 1130 - Business Regulations and Compliance (3)
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)
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 1190 - Integrated Marketing Communications (3)
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)
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)
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 1370 - Consumer Behavior (3)
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 - International Marketing (3)
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.
Pre-requisites: MKTG 1100

MKTG 2010 - Small Business Management (3)
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 2060 - Marketing Channels (3)
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)
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 2090 - Marketing Research (3)
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.
Pre-requisites: MKTG 1100
Co-requisites: None

MKTG 2160 - Advanced Selling (3)
This course emphasizes advanced sales presentation skills
needed in professional selling. Topics include: managing effective
customer relationships, self-management, sales force training,
sales force development, and career paths in professional selling.
Pre-requisites: MKTG 1160

MKTG 2180 - Principles of Sports Marketing (3)
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,
mixing marketing to achieve goals, and electronic landscape and
media in sports.

MKTG 2210 - Entrepreneurship (6)
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.
Pre-requisites: Program Admission

MKTG 2270 - Retail Operations Management (3)
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.
Pre-requisites: Program Admission or Program Instructor Approval

MKTG 2290 - Marketing Internship/Practicum (3)
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.
Pre-requisites: Program Instructor Approval

MKTG 2300 - Marketing Management (3)
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.
Pre-requisites: Program Instructor Approval & MKTG 1100

MSNR 1005 - Introduction to Masonry and Basic Bricklaying (4)
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)
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 1020 - Masonry Applications II (4)
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 2105 - Brick and Block I (4)
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,
extension and control joints, and flashings and parapets.

MSNR 2110 - Tile Setting I (4)
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)
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)
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)
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.

NAST 1100 - Nurse Aide Fundamentals (6)
Introduces student to the role and responsibilities of the Nurse
Aide. Emphasis is placed on understanding and developing
critical thinking skills, as well as demonstrating knowledge of
the location and function of human body systems and common
disease processes; responding to and 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.
Pre-requisites: Program Admission
Co-requisites: ALHS 1040, ALHS 1060, ALHS 1090, ALHS 1011,
COMP 1000, EMPL 100

PHAR 1000 - Pharmaceutical Calculations (4)
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. Pre-requisites: MATH 1111, MATH 1012

PHAR 1010 - Pharmacy Technology Fundamentals (3)
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. Pre-requisites: Program Admission

PHAR 1020 - Principles of Dispensing Medications (4)
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. Pre-requisites: PHAR 1000, PHAR 1010

PHAR 1030 - Principles of Sterile Medication Preparation (4)
Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control. Pre-requisites: PHAR 1000, PHAR 1010

PHAR 1040 - Pharmacology (4)
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. Pre-requisites: PHAR 1010

PHAR 1050 - Pharmacy Technology Practicum (5)
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. Pre-requisites: PHAR 1000, PHAR 1010

PHAR 2060 - Advanced Pharmacy Technology Principles (3)
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. Pre-requisites: COMP 1000, PHAR 1030, PHAR 1050

PHAR 2070 - Advanced Pharmacy Technology Practicum (5)
Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques. Pre-requisites: COMP 1000, PHAR 1030, PHAR 1050

PHYS 1111 - Introductory Physics I (3)
The first course of two algebra and trigonometry based courses in the physics sequence. Topics include material from mechanics (kinematics, dynamics, work and energy, momentum and collisions, rotational motion, static equilibrium, elasticity theory, and simple harmonic motion), mechanical waves, theory of heat and heat transfer, and thermodynamics. Pre-requisites: ENGL 1101 AND MATH 1112 OR MATH 1113 Co-requisites: PHYS 1111L

PHYS 1111-L - Introductory Physics I Lab (1)
Selected laboratory exercises paralleling the topics in PHYS 1111. The laboratory exercises for this course include units of measurement, Newton's laws, work energy 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. Pre-requisites: ENGL 1101 AND MATH 1112 OR MATH 1113 Co-requisites: PHYS 1111

PHYS 1112 - Introductory Physics II (3)
The second of two algebra and trigonometry based courses in the physics sequence. Topics include material from electricity and magnetism (electric charge, electric forces and fields, electric potential energy, electric potential, capacitance, magnetism, electric current, resistance, basic electric circuits, alternating current circuits, and electromagnetic waves), geometric optics (reflection and refraction), and physical optics (interference and diffraction). Pre-requisites: PHYS 1111, PHYS 1111L Co-requisites: PHYS 1112L

PHYS 1112-L - Introductory Physics II Lab (1)
Selected laboratory exercises paralleling the topics in PHYS 1112. The laboratory exercises for this course include material from electricity and magnetism, geometric optics, and physical optics. Pre-requisites: PHYS 1111, PHYS 1111L Co-requisites: PHYS 1112

PLBG 1000 - Introduction to Plumbing (3)
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. Pre-requisites: Provisional Admission

PLBG 1070 - Physical Science and Mechanics for the Pipe Trades (3)
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. Co-requisites: PLBG 1000

PLBG 1160 - Plumbing Drawings (3)
This course introduces the reading and interpretation of sets of building drawings. Topics include types of plans, scales, specifications, conventions, and schedules. Co-requisites: PLBG 1000
PLBG 1210 - Pipes, Valves, and Fittings (3)
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.
Co-requisites: PLBG 1000

PLBG 1220 - Drainage Systems (3)
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.
Co-requisites: PLBG 1100

PLBG 1240 - Water Supply Systems (3)
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.
Co-requisites: PLBG 1160

PLBG 1260 - Plumbing Fixtures and Appliances (3)
This course introduces the identification, theory, application and installation of residential plumbing fixtures, trim and appliances.
Co-requisites: PLBG 1000

PLBG 1280 - Gas Piping, Venting, and Appliances (3)
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.
Co-requisites: PLBG 1000

PLBG 1310 - Special Plumbing Systems (3)
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.
Pre-requisites: PLBG 1000

PLBG 1320 - Plumbing Service (3)
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.
Pre-requisites: PLBG 1000

PLBG 1330 - Plumbing Codes (3)
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.
Pre-requisites: PLBG 1000

PLBG 1500 - Backflow Prevention and Cross-Connection Control (3)
This course provides guidelines for acceptable practice for testing, inspection, and repair of backflow prevention assemblies used in cross-connection control installations.
Pre-requisites: PLBG 1000

PLBG 2160 - Advanced Drawing and Plan Reading (3)
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.
Pre-requisites: Program Instructor Approval
Co-requisites: PLBG 1160

PLBG 2330 - Advanced Plumbing Code Applications (3)
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.
Pre-requisites: Program Instructor Approval
Co-requisites: PLBG 1330

PLBG 2500 - Plumbing Technology Practicum/Internship (3)
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.
Co-requisites: All Occupational and General Core Courses

PNSG 1020 - Pharmacology for Clinical Calculations (2)
Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.
Pre-requisites: MATH 1012

PNSG 1030 - Clinical Nutrition (2)
A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, enteral and parenteral nutrition, nutrition throughout the lifespan, and client education.
Pre-requisites: Program Admission

PNSG 1100 - Nursing Fundamentals (7)
An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; geriatrics and standard precautions.
Pre-requisites: Program Admission, ENGL 1010, ALHS 1011, PSYC 1010, MATH 1012, ALHS 1090, ALHS 1040
Co-requisites: PNSG 1020, ALHS 1030

PNSG 1120 - Medical Surgical Nursing I (7)
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; prevention
of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, and nutritional aspects related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems.

Pre-requisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1030, ALHS 1040, ALHS 1090, PNSG 1020, PNSG 1100
Co-requisites: PNSG 1122

PNSG 1122 - Medical Surgical Nursing Practicum I (6)
Focuses on the clinical patient care aspects of 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; prevention of illness; care of the individual as a whole; pathological disorders and deviations from the normal state of health in the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; client care, treatment, pharmacology, medication administration, and diet therapy related to the cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems; and standard precautions.

Pre-requisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1030, ALHS 1040, ALHS 1090, PNSG 1020, PNSG 1100
Co-requisites: PNSG 1120

PNSG 1130 - Medical Surgical Nursing II (7)
Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance; and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Pre-requisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1030, ALHS 1040, ALHS 1090, PNSG 1020, PNSG 1100
Co-requisites: PNSG 1132

PNSG 1132 - Medical Surgical Nursing Practicum II (6)
Focuses on the clinical patient care aspects of health management and maintenance and the prevention of illness, care of the individual as a whole, pathological disorders 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; prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; client care, treatment, pharmacology; and diet therapy related to the musculoskeletal, neurological, integumentary, and sensory systems, mental health, and oncology; and standard precautions.

Pre-requisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1030, ALHS 1040, ALHS 1090, PNSG 1020, PNSG 1100, PNSG 1120, PNSG 1122
Co-requisites: PNSG 1132

PNSG 2120 - Pediatric Nursing (4)
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.

Pre-requisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1030, ALHS 1040, ALHS 1090, PNSG 1020, PNSG 1100, PNSG 1120, PNSG 1122, PNSG 1130, PNSG 1132
Co-requisites: PNSG 2122

PNSG 2122 - Pediatric Nursing Practicum (1)
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.

Pre-requisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1030, ALHS 1040, ALHS 1090, PNSG 1020, PNSG 1100, PNSG 1120, PNSG 1122, PNSG 1130, PNSG 1132
Co-requisites: PNSG 2120

PNSG 2130 - Obstetric Nursing (4)
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.

Pre-requisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1030, ALHS 1040, ALHS 1090, PNSG 1020, PNSG 1100, PNSG 1120, PNSG 1122, PNSG 1130, PNSG 1132
Co-requisites: PNSG 2122

PNSG 2132 - Obstetric Nursing Practicum (2)
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.

Pre-requisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1030, ALHS 1040, ALHS 1090, PNSG 1020, PNSG 1100, PNSG 1120, PNSG 1122, PNSG 1130, PNSG 1132

Co-requisites: PNSG 2130, PNSG 2120, PNSG 2122

PSYC 2150 - Nursing Leadership (1)
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

Pre-requisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1030, ALHS 1040, ALHS 1090, PNSG 1020, PNSG 1100, PNSG 1120, PNSG 1122, PNSG 1130, PNSG 1132

Co-requisites: PNSG 2152, PNSG 2130, PNSG 2132, PNSG 2120, PNSG 2122

PSYC 2152 - Nursing Leadership Practicum (2)
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.

Pre-requisites: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1030, ALHS 1040, ALHS 1090, PNSG 1020, PNSG 1100, PNSG 1120, PNSG 1122, PNSG 1130, PNSG 1132

PSYC 1010 - Basic Psychology (3)
Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatment, stress and health, and social relations.

Pre-requisites: Provisional Admission

PSYC 1101 - Introductory Psychology (3)
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.

Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

RADT 1010 - Introduction to Radiology (4)
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.

Pre-requisites: Program Admission

RADT 1030 - Radiographic Procedures I (3)
Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

Pre-requisites: Program Admission, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, RADT 1010

RADT 1060 - Radiographic Procedures II (3)
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures; and minor procedures.

Pre-requisites: RADT 1010, RADT 1030

Co-requisites: RADT 1330

RADT 1070 - Principles of Imaging I (6)
Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Factors that govern the image production process, film imaging with related accessories, and a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

Pre-requisites: Program Admission, MATH 1111

RADT 1160 - Principles of Imaging II (6)
Content is designed to impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems, with a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. This content also provides a basic knowledge of quality control, principles of digital system quality assurance and maintenance are presented. Content is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging, and other imaging modalities (i.e., MRI, US, NM, Mammography) in terms of purpose, principles, equipment/material, and procedure. Topics include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities. Topics
include: imaging equipment, digital image acquisition and display, and basic principles of CT and other imaging modalities.  
Pre-requisites: RADT 1070

RADT 1200 - Principles of Radiation Biology and Protection (3)  
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.  
Pre-requisites: Program Admission

RADT 1320 - Clinical Radiography I (4)  
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.  
Pre-requisites: RADT 1030  
Co-requisites: RADT 1030 - Radiographic Procedures I

RADT 1330 - Clinical Radiography II (7)  
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.  
Pre-requisites: RADT 1010, RADT 1030, RADT 1320  
Co-requisites: RADT 1060

RADT 2090 - Radiographic Procedures III (2)  
Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses; sectional anatomy of the head, neck, thorax and abdomen.  
Pre-requisites: RADT 1060  
Co-requisites: RADT 1330, RADT 2340

RADT 2190 - Radiographic Pathology (2)  
Content is designed to introduce the student to concepts related to disease and etiological considerations. Pathology and disease as they relate to various radiographic procedures are discussed with emphasis on radiographic appearance of disease and impact on exposure factor selection. Topics include: fundamentals of pathology, trauma/physical injury, and systematic classification of disease.  
Pre-requisites: Program Admission, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L

RADT 2260 - Radiologic Technology Review (3)  
Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.  
Pre-requisites: RADT 2090, RADT 1200, RADT 1160, RADT 2350  
Co-requisites: RADT 2360

RADT 2340 - Clinical Radiography III (6)  
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.  
Pre-requisites: RADT 1330

RADT 2350 - Clinical Radiography IV (7)  
Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography; and competency completion evaluation. Execution of radiographic procedures will be conducted under direct and indirect supervision.  
Pre-requisites: RADT 1010, RADT 2090, RADT 2340  
RADT 2360 - Clinical Radiography V (9)  
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.  
Pre-requisites: RADT 2350  
Co-requisites: RADT 2260

SCMA 1000 - Introduction to Supply Chain Management (3)  
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.  
Pre-requisites: Program Admission

SCMA 1015 - E-Commerce in Supply Chain Management (3)  
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.  
Pre-requisites: Program Admission

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Co-requisites: SCMA 1000

SCMA 1020 - Research and Case Studies in Supply Chain Management (3)
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.
Pre-requisites: SCMA 1000

SOCI 1101 - Introduction to Sociology (3)
Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.
Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores

SPCH 1101 - Public Speaking (3)
Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.
Pre-requisites: Regular Admission OR ENGL 0098 - English III

SURG 1010 - Introduction to Surgical Technology (6)
Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentations and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the “Co-Related Procedures Concept.” The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)
Pre-requisites: Program Admission

SURG 1020 - Principles of Surgical Technology (5)
Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the “Co-Related Procedures Concept.” The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)
Pre-requisites: Program Admission

SURG 1080 - Surgical Microbiology (2)
Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.
Pre-requisites: Program Admission

SURG 1100 - Surgical Pharmacology (2)
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.
Pre-requisites: Program Admission

SURG 1120 - Surgical Technology Clinical I (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: Program Admission

SURG 1130 - Surgical Technology Clinical II (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: Program Admission

SURG 2030 - Surgical Procedures I (4)
Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopedic surgery. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the “Co-Related Procedures Concept.” The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)
Pre-requisites: SURG 1010, SURG 1020
SURG 2040 - Surgical Procedures II (4)
Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery. (There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the “Co-Related Procedures Concept.” The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.)
Pre-requisites: SURG 2030

SURG 2120 - Surgical Technology Clinical III (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: SURG 1130

SURG 2130 - Surgical Technology Clinical IV (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: SURG 1130

SURG 2140 - Surgical Technology Clinical V (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: SURG 2130

SURG 2150 - Surgical Technology Clinical VI (3)
Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.
Pre-requisites: SURG 2130

SURG 2240 - Seminar in Surgical Technology (2)
Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification examination. Topics include: professional credentialing, certification review, and test-taking skills.
Pre-requisites: Program Admission

TELE 1160 - Fiber Optics Transmission Systems (4)
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 1600 - Digital Transmission Systems (2)
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 the different framing formats found in TDM and understand the steps in analog to digital conversion performed by codecs.

WELD 1000 - Introduction to Welding Technology (3)
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.
Pre-requisites: Provisional Admission

WELD 1010 - Oxyfuel Cutting (3)
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.
Co-requisites: WELD 1000

WELD 1020 - Oxyacetylene Welding (2)
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 (3)
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.
Co-requisites: WELD 1000

WELD 1040 - Flat Shielded Metal Arc Welding (4)
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.
Co-requisites: WELD 1000

WELD 1050 - Horizontal Shielded Metal Arc Welding (4)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.
Co-requisites: WELD 1040

WELD 1060 - Vertical Shielded Metal Arc Welding (4)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.
Co-requisites: WELD 1040, WELD 1050

WELD 1070 - Overhead Shielded Metal Arc Welding (4)
Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.
Co-requisites: WELD 1060

WELD 1090 - Gas Metal Arc Welding (4)
Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.
Co-requisites: WELD 1000

WELD 1110 - Gas Tungsten Arc Welding (4)
Provides knowledge of theory, safety practices, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluation 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.
Co-requisites: WELD 1000

WELD 1120 - Preparation for Industrial Qualification (3)
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.
Pre-requisites: WELD 1040, WELD 1070, WELD 1090, WELD 1110

WELD 1150 - Advanced Gas Tungsten Arc Welding (3)
Provides knowledge of theory; safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.
Pre-requisites: WELD 1000

WELD 1151 - Fabrication Processes (3)
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).
Pre-requisites: Program Admission

WELD 1153 - Flux Cored Arc Welding (4)
Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.
Pre-requisites: WELD 1000

WELD 1154 - Plasma Cutting (3)
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.
Pre-requisites: WELD 1000
WELD 1156 - Ornamental Iron Works  (3)
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. Pre-requisites: WELD 1010, WELD 1030, WELD 1040, WELD 1090

WELD 1500 - Welding and Joining Technology Practicum/Internship  (3)
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.
Albany Technical College Directory

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Don Rehberg  Testing Assistant

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Carol Nix  Administrative Assistant/VP of Academic Affairs
Dorothy Garner, Ed. D.  Dean of Academic Affairs
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<td>Instructor/Learning Support, Reading</td>
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<td>Joseph Trumbull</td>
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<td>Wayne Barnette</td>
<td>Instructor/Carpentry &amp; Construction</td>
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<tr>
<td>Clifford Singleton</td>
<td>Instructor/Masonry</td>
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<tr>
<td>Mark Crawford</td>
<td>Instructor/Plumbing</td>
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<tr>
<td><strong>Design Technologies</strong></td>
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<tr>
<td>Chinelo Ochie</td>
<td>Instructor/Drafting Technology</td>
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<tr>
<td>George Paul</td>
<td>Instructor/Environmental Horticulture</td>
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<tr>
<td>Jill Mash</td>
<td>Instructor/Design and Media Production Technology</td>
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<tr>
<td><strong>Health Care Technology</strong></td>
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<tr>
<td>Linda Cauley</td>
<td>Instructor/Dental Assisting</td>
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<tr>
<td>Priscilla Ryals</td>
<td>Instructor/Dental Assisting</td>
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<tr>
<td>Victoria Mills</td>
<td>Instructor/Health Information Technology</td>
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<tr>
<td>Cathy Benson-Garmon</td>
<td>Instructor/Medical Assisting</td>
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<tr>
<td>Latonya Harris</td>
<td>Instructor/Medical Assisting</td>
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<tr>
<td>Charles Proctor</td>
<td>Instructor/Paramedicine Technology</td>
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<tr>
<td>Teresa Mitchell, Pharm. D</td>
<td>Instructor/Pharmacy Technology</td>
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<tr>
<td>Mattie Buchannon</td>
<td>Instructor/Practical Nursing</td>
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<tr>
<td>Schvon Bussey</td>
<td>Instructor/LPN to RN Bridge</td>
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<tr>
<td>Shelia Butler</td>
<td>Instructor/Practical Nursing</td>
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<tr>
<td>Teresa Darity</td>
<td>Instructor/Practical Nursing</td>
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<tr>
<td>Kortney Wilson</td>
<td>Instructor/Practical Nursing</td>
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<tr>
<td>Leona Laster</td>
<td>Instructor/Practical Nursing</td>
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<tr>
<td>Sandy McCullough</td>
<td>Instructor/Practical Nursing</td>
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<tr>
<td>Katrina Shiver</td>
<td>Instructor/Practical Nursing</td>
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<tr>
<td>Kelley Castro</td>
<td>Instructor/Radiologic Technology</td>
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<tr>
<td>Richard Parker</td>
<td>Instructor/Radiologic Technology</td>
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<tr>
<td>Lori Day</td>
<td>Instructor/Surgical Technology</td>
</tr>
<tr>
<td>Marilyn Solomon</td>
<td>Instructor/Surgical Technology</td>
</tr>
</tbody>
</table>
Electronics, Engineering and Manufacturing Technologies
Chase Mumford   Instructor/Electromechanical Engineering Technology
Kevin White   Instructor/Civil Engineering Technology
Sylvester Patterson   Instructor/Electronics Technology-Biomedical
Curtis Williams   Instructor/Electronics Technology
Kaven Williams   Instructor/Electronics Technology and Telecommunications Engineering Tech.
Thomas Moody   Instructor/Electrical Systems Technology
Darryl West   Instructor/Electrical Systems Technology
Robert Permenter   Instructor/Industrial Systems

Personal Services Technologies
Ronald Hawkins   Instructor/Cosmetology
Nancy Wright   Instructor/Cosmetology
Vacant   Instructor/Culinary Arts
Charlene Duncan   Instructor/Early Childhood Care & Education
Angela Robinson   Instructor/Early Childhood Care & Education
Meryl S. Krupka   Chairperson, Hospitality Programs

Public Services Technologies
Kenneth Singleton   Instructor/Law Enforcement Technology
Gregory Elder   Instructor/Law Enforcement Technology
Don Laye   Instructor/Fire Science Technology

Transportation and Metals Technologies
Bill Underwood   Instructor/Auto Collision Repair
Clifford Kyle   Instructor/Automotive Technology
David Ratliff   Instructor/Commercial Truck Driving
Eddie Peck   Instructor/Diesel & Equipment Technology
Carlos Salter   Instructor/Welding & Joining Technology
Michael Waters   Instructor/Welding & Joining Technology

STUDENT SERVICES
Pamela Heglar   Vice President of Student Affairs and Enrollment Management
Sarah Spurlin   Admin. Assistant/VP Student Affairs and Enrollment Management
Bernice Cheeks   Receptionist
Lisandra De Jesús   Dean of Admissions
LaKeisha Brown   Admissions Assistant
Gloria Gladden   Admissions Assistant
Kesha Powers   Admissions Assistant
Beth Davis   Career Evaluator
Eric Etheridge   Career Evaluator
Keisha George   Evening Receptionist/Testing Assistant
Helen Catt   Director of Financial Aid
Alfred Hosely   Financial Aid Accountant
Amy Lovelace   Financial Aid Assistant
Ophelia Price   Financial Aid Specialist
Derwin Lanier   Financial Aid Assistant
Jonathan Banks   Financial Aid Assistant
Suzann Culpepper   Registrar
April Creel   Registrar Assistant
Teresa Mallard   Registrar Assistant
Regina Watts   Special Needs Coordinator
Calvin Lee   Special Populations Coordinator
Maranda Lee   Retention Coordinator
Drenda Davis-Jackson   Retention Counselor
Judy Jimmerson   Director of Career Services
Sandra Sutton   Career Services Assistant
Julie Pettway   Career Services Assistant
Barbara Brown   Recruiter
Betty Steel   High School Coordinator
Derek McGhee   GA Fatherhood Coordinator
Mary Richardson, Ed. D   Student Activities/Athletic Director
ACADEMIC ACHIEVEMENT CENTER
Elaine Mercer  Director of Academic Achievement Center/QEP Coordinator
Drenda Davis-Jackson  AAC Retention Counselor
Manxavier Green  English Lab Coordinator
Shakitha Hadley  Math Lab Coordinator
Mahasin Majjied, Ph.D  Reading Lab Coordinator

RANDOLPH LEARNING CENTER
Tocarro Davis  Student Services Coordinator

ADULT EDUCATION
Linda H. Coston  Associate Vice President of Adult Education
Maryam Saheb  Coordinator, Adult Education
Kenneth McMillan  Coordinator, Adult Education
Kristi LeBlanc  Secretary, Adult Education
Rita Wade  Transitional Specialist/Adult Education
Alfreda Howard  GED® Chief Examiner
Yvonne Smiley  GED® Secretary
Rosa Brown  Instructor/Adult Education
Patricia Gilbert-Parker  Instructor/Adult Education
Alyssia Harbour  Instructor/Adult Education
Stacy Harvey  Instructor/Adult Education
Lennis Hunter  Instructor/Adult Education
Joeceyline James  Instructor/Adult Education
Wade Pouncil  Instructor/Adult Education
Vaughn Reid  Instructor/Adult Education
Deborah Toston  Instructor/Adult Education
Geneva VanDyke  Instructor/Adult Education
Carla Martin  Instructor/Adult Education (Baker County)
Tonya High  Instructor/Adult Education (Calhoun County)
Sheila Taylor  Instructor/Adult Education (Clay County)
Katrina Towns  Instructor/Adult Education (Lee County)
Hattie Chappell  Instructor/Adult Education (Randolph County)
Herman Whitfield  Instructor/Adult Education (Randolph County)
Samuel Williams  Instructor/Adult Education (Randolph County)
James Parker  Instructor/Adult Education (Terrell County)
Dianne Wimes  Instructor/Adult Education (Terrell County)

FACULTY and ADMINISTRATION

Faculty members of Albany Technical College are subject to certification standards that are equivalent to those required by other colleges supported by public funds. Each faculty member is experienced in his or her respective field and maintains high standards of instruction. Faculty members not only possess significant experience and occupational competence, but also participate in professional teacher training.

Ackley, Lavon  (Campus Operations Manager) M. Ed., Valdosta State University; B.S., Valdosta State University; A.A.S., Darton College; Certified Plant Engineer
Armstrong, Shirley A.  (Vice President of Academic Affairs) Ed.S., Educational Leadership, Argosy University; M. Ed., Valdosta State University; B. S., Valdosta State University.
Baranko, Kristel  (Marketing) B.S. Marketing, University of Georgia.
Barnette, Wayne  (Construction) B. S., Auburn University.
Benson-Garmon, Cathy  (Medical Assisting) M.Ed., Valdosta State University; B. S. N., Valdosta State University; A.S. Nursing, Abraham Baldwin Agricultural College, Medical Assisting Diploma, Eastern New Mexico University; CMA (CAAHEP), RMA.
Brown, Rosa  (Adult Education) M. S., Nova University; B. A., St. Leo’s College.
Buchannon, Mattie  (Practical Nursing) M. S. N., Albany State University; B. S. N., Georgia Southwestern University, A.D.N. Albany Junior College.
Bussey, Schoon  (Nursing) M.S.N., Albany State University; B.S.N. Albany State University.
Butler, Sheila  (Practical Nursing) B. S. N., Albany State University.
Calhoun, Roy  (Dean of Library Media Services) M. S., Florida State University; B. S., Albany State University.
Castro, Kelley  (Radiologic Technology) M.Ed., Valdosta State University; B. A. S., Valdosta State University; Diploma, Albany Technical College.
Catt, Helen  (Financial Aid Director) B.S., Auburn University.
Cauley, Linda (Dental Assisting) Ed. S., University of Georgia; M. S., Valdosta State University; B. S., Valdosta State University; A. A., Darton College.

Chappell, Hattie (Adult Education) M. Ed., University of Georgia; B. S., Fort Valley State College; B. S., University of Georgia.

Cooper, Edward (Dean of Evening Administration) Ed. D., University of Georgia; B. S., Georgia Southwestern University; A. A., Birdwood Junior College.

Cooper, Tomekia (Learning Support, Reading) M. Ed., Albany State University; B. S., Albany State University.

Coston, Linda (Associate Vice President of Adult Education) M. S. A., Georgia Southwestern University; B. B. A., Albany State University.

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Culpepper, Suzann J. (Registrar) B. S., Troy State University; A. A., Wallace College.

Darity, Teresa (Practical Nursing) M.S.N., Walden University; B.S.N., Albany State University.

Davis, Angela (Grant Coordinator/Compliance) B.S. Finance, Alabama State University.

Davis, Leigh (Learning Support/General Education, Math) B. S., Albany State University.

Davis, Tocarrio (Randolph County Learning Center Student Services Coordinator) B.S., Albany State University.

Davis-Jackson, Drenda (Retention Counselor) M.S. Education, Troy State University; B.A. Psychology, Albany State University.

Day, Lori (Surgical Technology) A.A.S, Surgical Technology, Southwest Georgia Technical College; Diploma, Southwest Georgia Technical College.

Deming, Elizabeth M. (Dean of Technology in Academics) M. Ed., Valdosta State University; B.A., Albany State University.

De Jesus, Lisandra (Dean of Admissions) M. Ed., Norfolk State University; B.A. & B.S., S.U.N.Y College, New Paltz, N.Y.


Duncan, Charlene (Early Childhood Education) B. S., Georgia Southwestern University; B. S., Albany State University.

Edwards, Tim (Computer Information Systems) B.S., Georgia Southwestern University.

Edison, Steve (Economic Development) D. Min. Trinity University (TEDS); B. A., Atlanta Christian College; M. Div., Lincoln Christian Seminary; A.A.T., Southwest Technical College.

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Frágé, Gary (Director of Economic Development) M. S. M., Troy State University; B. S., Valdosta State University.

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Gilbert Parker, Patricia (Adult Education) Ed. S., Georgia Southwestern University; M.Ed., Albany State University; Administration and Supervision Specialist, Albany State University; B.S., Albany State University.

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Hawkins, Ronald G. (Cosmetology) Ed. S., University of Georgia; M. Ed., Georgia Southwestern University; B.S., Georgia Southwestern University; A. A., Darton College.

Heqlar, Pamela (Vice President of Student Affairs and Enrollment Management) M.P.A., University of South Florida; B.A., University of South Florida.

High, Tonya (Adult Education) M. H. S., Capella University; B. S., Georgia Southwestern University.

Howard, Alfreda (GED®) B. S., Albany State University.

Howell, Wendy (Director of Public Relations and Information) B.S. Mass Communications with concentration in Advertising/ Public Relations, Georgia College & State University; A.A. Journalism/Mass Communications, Macon State College.

Hughley, Corene (Dean of Academic Affairs) M. Ed., Indiana State University; B. S., Indiana State University.

Hunter, Lennis (Adult Education) Ed. S., Albany State University; M.S., Georgia State University; B.S., Albany State University.

Ingram, Susie (Psychology) M.S., Walden University; M.S., Barry University; B.S. Barry University.

James, Joyclin (Adult Education) B.S., Albany State University.

Jenkins, Daniel (Accounting) M. B. A., Georgia Southwestern State University; B. S., Troy State University; A. S., Abraham Baldwin Agricultural College.

Jimmerson, Judy (Career Services) M. A., Troy State University; B. S., Albany State University.

Johnson, Dan (Computer Information Systems) B.S., University of Arkansas at Pine Bluff; CISCO Certified Network Associate, Albany Technical College; CCNA Certified, Wireless, A+ Certified, CCNA Bridging, CCNP 1 Bridging, CCNP 3 Bridging.

Johnson, Emma (Business Administrative Technology) M.B.A., Albany State University; B. S., Albany State University.

Jones, Debra (General Education/Learning Support, English, Humanities) Ph.D, Florida State University; M. S., Valdosta State University; M. A., Florida State University; B. S., Valdosta State University.

Klemm, John (Business Logistics) M.S. Human Relations, University of Oklahoma; B.S. Business Administration, Strayer University; Graduate Certification in Logistics Management, Penn State University.

Krupka, Meryl S. (Hospitality Programs) B.S., Brooklyn College; A.O.S., Culinary Institute of America.

Knighton, Joy (Dean of Academic Affairs) M.S., Troy University; B.S., Criminal Justice, Albany State University; A.S. Paralegal!
Studies, Horizon Institute.

Kyle, Clifford (Automotive Technology) A. S., Darton College.

Laster, Leon ( Practical Nursing) A.S. N., Darton College.

Laye, Don (Fire Science) M. P. A., Albany State University; B.S. Biology, Georgia Southwestern University.

Lee, Calvin (Special Populations Coordinator) B. A., Albany State University.

Lee, Maranda (Retention Coordinator) M.Ed., Albany State University; B.A., Psychology, Albany State University.

Majied, Mahasin (Academic Achievement Center, Reading Lab Coordinator) Ph.D., Florida State University; M.A., University of Iowa; B.A., Albany State University; Diploma, Albany Technical College.

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Mercer, Elaine (Director of Academic Achievement Center/Quality Enhancement Plan-QEP) B. S. Business Management, Valdosta State University.

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Mills, Victoria (Health Information Technology) M.B.A/H.C.M., University of Phoenix-Atlanta; B.S., Medical College of Georgia; A.A.S. General Studies, Georgia Military College.

Mims, Qualametrius (Business Administrative Technology) M.S., Troy University; B.S., Albany State University.

Moody, Thomas (Electrical Systems Technology) Diploma, Albany Technical College.

Moore, Pamela (Early Childhood Education) B.S., Fort Valley State University.

Mitchell, Teresa (Pharmacy Technology) Pharm. D., Florida A&M; B.S., Albany State University.

Mumford, Chase (Electromechanical Engineering) B.S., South Carolina State University.

Nichols, Bob (Computer Information Systems) B.S., American International University; A.A.S., Darton College; Diploma, Albany Technical College.

Ochie, Chinedu (Drafting) B.S. Architecture, Auburn University.

Parker, Anthony O. (President) Ph. D., University of South Carolina; Post Doctoral Study, Harvard University; Ed. S., Augusta State University; M. Ed., South Carolina Technical College; B. S., South Carolina State University.


Parker, Richard W. (Radiologic Technology) B.S., Valdosta State University; A.S., Darton College; Certified Radiographic Technologist.

Patterson, Sylvester (Electronics Technology-Biomedical) A.A.S., Moultrie Technical College; Diploma in Biomedical Electronics, Department of Defense.

Paul, George (Environmental Horticulture) Diploma, Albany Technical College.

Peck, Eddie (Diesel) B.A., Georgia Southwestern State University.


Phillips, Ryan (Learning Support, Mathematics) B.A., Albany State University.

Pouncey, Wade (Adult Education) PBT-5 Certificate., Albany State University; M. Ed., Albany State University; B. S., Albany State University.

Proctor, Charles (Paramedic Technology) M. Ed., Valdosta State University; B.Ed., Valdosta State University; BLS IT, ACLS IT, PALS IT, Georgia Paramedic Instructor Level III.

Ratiff, David (Commercial Truck Driving) A. A., Phillips College.

Raybon, Josephine (General Education/Learning Support, Math) Ph. D., Florida State University; M. Ed., Albany State University; M. S., Florida State University; B. S., Albany State University.

Reid, Vaughn (Adult Education) B.A., Albany State University; A.A., Darton College.

Richardson, Mary (Athletics and Student Activities Director) Ed. D., Argosy University; M. Ed., Livingston University; B. S., Livingston University.

Robinson, Angela (Early Childhood Education) Ed. S., Troy University; M. Ed., Georgia Southwestern State University; B.S., Georgia Southwestern State University.

Roddy, Yolanda (General Education/Learning Support, Math) B. S., Mercer University.

Ryals, Priscilla J. (Dental Assisting) Ed. S., University of Georgia; M. Ed., Valdosta State University; B. S., Valdosta State University; A. A., Darton College.

Saheb, Maryam (Coordinator, Adult Education) B. A., Brewton Parker College; A. S., Brewton Parker College.

Salter, Wayne C. (Welding) Diploma, Albany Technical College; NOCTI Certified: SMAW, MIG, TIG and Pipe Certifications for Welding; ASE Certified, AWS Member, Agriculture Pesticide Certification, IMACA Certification, Fork Trucks Certification, IDEA Diving Educators Certification, Teaching Certification, Commercial Truck Driving Certification coursework at Valdosta State University.

Sampson, Frederic (General Education/Learning Support, English) M. P. A., Albany State University, M. Ed., Albany State University; B.S., Albany State University.

Shivers, Katrein (Practical Nursing) A.A.S., Darton College.

Singleton, Clifford (Masonry) Diploma, Albany Technical College.

Singleton, Kenneth (Law Enforcement) M.P.A., Columbus State University; B.S., Albany State University; A.S., University of Kentucky.

Skates, Kathleen (Vice President of Administrative Services) B. A., Valdosta State University; A. A., Darton College; Governmental Accounting Certification.
Solomon, Marilyn (Surgical Technology) Diploma, Southwest Georgia Technical College.

Steel, Betty (Education Career Partnership Manager) B.A., North Georgia College and State University.

Sumter, LaQuata (Computer Information Systems) B.S., Albany State University; A.S., Darton College; A+ Certified; CCNA2.

Taylor, Shelia (Adult Education) M. S., Albany State University; A. S., Andrew College; B. S., Albany State University.

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Towns, Katrina (Adult Education) B. A., Albany State University; Speech Communications, University of Georgia.

Trice, James M. (Vice President of Economic Development Programs) B. S., Auburn University; Certified Economics Development Trainer (CEDT).

Trumbull, Joseph (Air Conditioning/Building Maintenance) Diploma, Albany Technical College; Certified Air Conditioning Technician.

Tucker, Vicki (Vice President/Institutional Effectiveness) Ed. S., University of Georgia; M. S. A., Georgia Southwestern University; B. S., University of Georgia.

Underwood, Bill (Auto Collision) A.A.S., Darton College; I-CAR Certified Structural Diagnostic Technician, I-CAR Certified Instructor, I-CAR Welding Administrator, PPF Advanced Refinish Technician.

Valentine, Itoe Peter (Business Management) M.B.A., University of South Dakota; B.S. Business Administration (Marketing & Management), Northern State University.

VanDyke, Geneva (Adult Education) M. Ed., University of Georgia; B. S., Albany State University; Supervision of Student Teachers Certificate, Fort Valley University.

Wade, Rita (Adult Education) M. A., Hampton University; B. A., Langston University.

Waters, Michael (Welding) Diploma, Albany Technical College.

Watts, Regina (Special Needs Coordinator) M.S., University of Kentucky; B.B.A., Georgia Southwestern University.

West, Darryl (Electrical Systems Technology) A.A.S., Herzing College; Diploma, Albany Technical College.

West, Theresa (Business Administrative Technology) M.A., University of Phoenix; B. S., Albany State University; A.A., Darton College.

White, Kevin (Civil Engineering Technology) M.B.A., University of Georgia; B.S.A.E., University of Georgia.

Whitfield, Herman (Adult Education) B. S., Albany State University; M.D., Albany State University; Ed. S., Albany State University.

Widner, Bobby (Director of Information Technology) B. S., Valdosta State University.

Willard, J. D. (Computer Information Systems) B. A., Georgia Southwestern University; South Georgia Technical College: Microsoft Certification and Novell Certification.

Williams, Curtis (Electronics) B.S., Southern Methodist University.

Williams, Kenneth (General Education/Learning Support, Mathematics) B. A., Albany State University.

Williams, Kaven (Electronics Technology-Telecommunications) M.S., Pace University; B.O.T., New York City Technical College.

Williams, Samuel (Adult Education) B. A. Morehouse College.

Wilson, Kortney (Practical Nursing) A.S.N., Darton College.

Wimes, Dianne (Adult Education) B. S., Fort Valley State University.

Wright, Nancy (Cosmetology) B. S., Albany State University; Graduate Coursework at Valdosta State University and Troy State University.