

# ADDENDUM

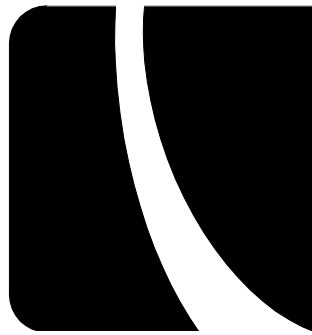


**SOUTHERN  
CRESCENT**  

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**TECHNICAL COLLEGE**

**2014-2015 Course Catalog**



**SOUTHERN  
CRESCENT**  

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**TECHNICAL COLLEGE**

## **ADDENDUM TO 2014-2015 COURSE CATALOG**

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The following persons has been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, Room 303, 501 Varsity Road, Griffin, GA 30223, (770)228-7382, [tdoaty@sctech.edu](mailto:tdoaty@sctech.edu); ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Teresa Brooks, Griffin Campus, Room 303, 501 Varsity Road, Griffin, GA 30223, (770)228-7258, [tbrooks@sctech.edu](mailto:tbrooks@sctech.edu); Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus and Taylor County Center) Mary Jackson, Thomaston Campus, Room 252A, 1533 Highway 19 South, Thomaston, GA 30286, (706)646-6224, [mjackson@sctech.edu](mailto:mjackson@sctech.edu). Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon Irby, Griffin Campus, Human Resources, 501 Varsity Road, Griffin, Georgia 30223, (770)229-3454, [sirby@sctech.edu](mailto:sirby@sctech.edu). Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Xenia Johns, Griffin Campus, Room 700, 501 Varsity Road, Griffin, GA 30223, (770)228-7348, [xjohns@sctech.edu](mailto:xjohns@sctech.edu).

**REVISED: 10/28/2014**

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## **Programs that do not require an Accredited High School Diploma or GED**

Each of the following Technical Certificate of Credit programs allow students with or without a High School Diploma or GED to be admitted. Students must have a passing score either from the COMPASS, Asset, SAT, or ACT test taken within the last five years.

- **Commercial Straight Truck and Passenger Driver**
- **Commercial Truck Driving**
- **Criminal Justice Fundamentals**
- **Criminal Justice Specialist**
- **Emergency Medical Responder**
- **Introduction to Child Care**
- **Nurse Aide**
- **Patient Care Assistant**
- **Shampoo Technician**

## **Curious about any of these programs?**

Go online to Southern Crescent Technical College's website ([www.sctech.edu](http://www.sctech.edu)) to look at program requirements, number of courses, type of courses, as well as an estimated length of the program you are interested in. If you have any more questions either contact the program coordinator or stop by the Advisement Center Monday - Thursday from 8:00 a.m. - 6:00 p.m.

- Griffin Campus - Advisement Center (room 600)
- Flint River - Advisement Center (room A-250)

**Please Note: Programs may have additional requirements (example - CDL requires a valid driver's license)**

*Southern Crescent Technical College is a Unit of the Technical College System of Georgia and an Equal Opportunity Institution.*

# DA12 Dental Assisting

Diploma  
Offered at the Griffin Campus

Program Entrance Term: Fall  
Minimum Length of Program: 4 terms  
Minimum Credit Hours for Graduation: 53

### Program Description

The Dental Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates will be competent in the technical areas of preventive dentistry, four-handed dentistry, chairside assisting with emphasis in diagnostics, fixed prosthodontics, pediatric dentistry, orthodontic procedures, endodontic procedures, surgical and expanded functions, dental practice management, specialties, and dental radiology. Program graduates receive a Dental Assisting diploma and have two Completion documents: Radiology and Expanded Functions.

The Dental Assisting program is a four-term sequence which includes lecture, lab, and clinical courses that will prepare students to deliver dental health care to diverse patient populations in a variety of settings.

Students should think of their time spent in the Dental Assisting program as the beginning of a lifetime of professional development.

Students will learn the professional skills for their new career and the skills that will enhance their personal development.

### Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.  
COMPASS: Reading: 70, English: 32, Math 26

Applicants must meet general admissions requirements as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program.

- Successfully complete (or transferred in) ENG 1010, PSYC 1010, COMP 1000 and ALHS 1011 with a minimum grade of C in each course.
- Maintain a cumulative GPA of 2.5 for core classes. A minimum of 25 percent of the program course work must be completed on the campus intended for graduation. Students must have completed the nationalized admission testing for dental assisting.

### Candidate Selection and Prerequisite Requirements

Selection of candidates for each dental assisting class will be based on a competitive admissions process. The following criteria will be used:

- Overall GPA for core classes ..... 2.5
- Nationalized test score (TEAS V)
- Program-ready e-mail list

Test results from the TEAS V exam cannot be older than 1 year prior to admittance into the Dental Assisting program. The Dental Assisting program director will convert the GPA and the TEAS scores to a three-digit score and combine it to attain a complete score.

Example:

2.5 GPA:	250
TEAS V:	+ 520
Total score	770

The students with the highest scores will be admitted into the next cohort. In case of a tie, the position will be determined on the basis of the date and time the e-mail is sent to the program-ready list. However, admission is competitive and there is a deadline date to be program-ready per each cohort group which is the last day of the summer term. Therefore, in the event of a tie the student with the earliest e-mail submission date and time will be accepted into the program.

Upon completion of one of the first two prerequisite requirements, **the student** must make an appointment to see the Dental Assisting program director and complete a Program-Ready Form prior to being placed on the program-ready list. After the student has filled out the Program-Ready Form with the program director of the Dental Assisting program, the student must immediately place their name on the program-ready e-mail list.

**The Dental Assisting program begins a new cohort each fall term.**

If the student's phone number, mailing address, or e-mail-address changes, the Dental Assisting program **MUST** be notified by e-mail at [dareadylis@sctech.edu](mailto:dareadylis@sctech.edu)

**If the Dental Assisting program cannot contact you by phone or e-mail, you will be removed from the program-ready list.**

**Note:** If a student changes his/her declared major from Healthcare Assistant to a different program and then back to Healthcare Assistant, the latest program application date will be used to determine placement.

**ALL STUDENTS WHO ARE NOT ACCEPTED INTO THE PROGRAM MUST RESUBMIT A NEW PROGRAM-READY FORM FOR THE NEXT COHORT.**

Once accepted into the Dental Assisting program, the student must complete all health requirements as described by participating clinical sites, including, but not limited to, a background check, drug screening, and health screening.

### **Background Check**

A student who has been convicted of a felony or misdemeanor may be admitted to the Dental Assisting program; however, such a conviction may prohibit a student from attending certain clinical sites and may prohibit a student from taking the Dental Assisting National Board exam.

### **Grading Standards**

Grading standards for dental assisting (DENA) courses are very stringent. There are two (2) requirements that must be met to proceed in the Dental Assisting program.

1. A grade of C or better is required in all classes.
2. The student must provide competency by scoring 70 percent or above on both the written comprehensive final exam and the comprehensive final laboratory exam.

### **Readmission Policy**

Readmission into the Dental Assisting program following withdrawal or first-time failure will be based on the following:

- Proof of previous program course completion of less than six months.
- Successfully complete written comprehensive examinations for each previously completed dental assisting course with a minimum of 80 percent.
- Successfully complete a laboratory comprehensive examination for each previously completed dental assisting course with a minimum of 80 percent.
- Readmission will be based on available space within the classrooms and clinical sites.
- Students who do not successfully complete the Dental Assisting program after two attempts, whether at this college or at another college, will not be readmitted into the program.
- A student must complete another background check, drug screen, and health screen as designated by participating clinical sites.
- The student may be allowed to re-enter the program the following year at the point in which the student withdrew from the program. This courtesy is extended only once.

### **Approximate additional costs other than tuition, fees, and textbooks**

Uniforms	\$140
Laboratory coat	\$50
Shoes	\$55
Long sleeve undershirt	\$12
Short sleeve undershirt	\$12
Medical exam	\$45
Oral exam	\$45
Hepatitis B vaccine	\$300
Clinical insurance	\$12
American Dental Assistants Association	\$30
Dental Assisting National Board (DANB)	\$375
Background check	\$78
Drug screen	varies
Hepatitis Titer	\$64
Tuberculosis skin test	\$20
Text Books	\$680

### **Program Courses**

### **Credits**

#### **First Term**

ENGL 1010—Fundamentals of English I	3
PSYC 1010—Basic Psychology	3
COMP 1000—Introduction to Computers	3
ALHS 1011—Anatomy and Physiology	5

#### **Second Term**

DENA 1050—Microbiology and Infection Control	3
DENA 1070—Oral Pathology and Therapeutics	2
DENA 1080—Dental Anatomy	5
DENA 1340—Dental Assisting I: General Chairside	6

#### **Third Term**

DENA 1350—Dental Assisting II: Dental Specialties & EFDA Skills	7
DENA 1390—Dental Radiology	4
DENA 1460—Dental Practicum I	1
DENA 1470—Dental Practicum II	1

#### **Fourth Term**

DENA 1030—Preventive Dentistry	2
DENA 1090—Dental Assisting National Board Exam Preparation	1
DENA 1400—Dental Practice Management	2
DENA 1480—Dental Practicum III	5

Note: Students enrolling in the Dental Assisting program have the potential for routine or unplanned exposure to blood and/or other potentially infectious body material pathogens in the normal conduct of student instructional activities. For further information please visit <http://www.dtae.org/dtaepolicy/docs/04-03-17.html>

## HA21 Health Care Assistant

Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses  
and Butts and Henry Centers

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: Varies  
Minimum Credit Hours for Graduation: 30

### Program Description

The Health Care Assistant certificate of credit is a program that provides academic foundations at the diploma level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Students will be placed in the Health Care Assistant certificate if they plan to complete one of the following diplomas:

- Dental Assisting
- Medical Assisting
- Pharmacy Technology
- Practical Nursing
- Surgical Technology

### Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Students applying for any of the above Allied Health programs are admitted to the college in Health Care Assistance/Health Care Science technical certificate of credit programs, but not the occupational programs. Students must satisfy additional entrance criteria for each Allied Health program.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See program advisor for any questions.

### Program Courses

	<u>Credits</u>
General Core courses	
ALHS 1011—Anatomy and Physiology	5
ALHS 1040—Introduction to Health Care	3
ALHS 1060—Diet and Nutrition for AHS	2
ALHS 1090—Medical Terminology for Allied Health Sciences	2
COMP 1000—Introduction to Computers	3
ENGL 1010—Fundamentals of English I	3
PSYC 1010—Basic Psychology	3
<b>Choose one of the following:</b>	
MATH 1012—Foundations of Mathematics <b>OR</b>	3
MATH 1013—Algebraic Concepts	(3)

### MUST COMPLETE 8 to 14 CREDIT HOURS OF OCCUPATIONAL COURSES

**Note:** Every occupational course, except the ALHS, BUSN, and MAST courses, requires approval from the *course's* program coordinator.

#### Central Sterile Supply Processing Technician—Advanced

CSSP 1010—Central Sterile Supply Processing Technician	5
CSSP 1020—Central Sterile Supply Processing Tech Practicum I	6
CSSP 1022—Central Sterile Supply Processing Tech. Practicum II	5

#### Electrocardiography Technology

ECGT 1030—Introduction to Electrocardiography*	5
ECGT 1050—Electrocardiography Practicum	5

#### Nurse Aide or Patient Care Assistant

NAST 1100—Nurse Aide Fundamentals	6
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#### Hemodialysis Patient Care Specialist

HECT 1100—Hemodialysis Patient Care	7
HECT 1120—Hemodialysis Practicum	4

#### Phlebotomy Technician

PHLT 1030—Introduction to Venipuncture	3
PHLT 1050—Clinical Practice	5

#### Polysomnography Technician

RESP 1310—Intro to Polysomnography**	4
RESP 1320—Polysomnography I**	5
RESP 1330—Polysomnography II**	2
RESP 1340—Clinic I**	5
RESP 1350—Clinic II**	2

#### Specific Occupational Electives

ALHS 1054—Spanish for Allied Health Workers	3
BUSN 1440—Document Production †	4
BUSN 2320—Document Processing	4
BUSN 2330—Advanced Medical Document Processing	4
COLL 1500—College Success and Career Exploration	3
MAST 1120—Human Pathological Conditions in the Medical Office 3	

\*ECGT 1030 is not taught in the SUMMER TERM (FALL, SPRING only).

\*\*To enroll in the RESP courses above, the student must be a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT).

†Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

**HS21 Health Care Science**  
 Technical Certificate of Credit  
 Offered at the Griffin and Flint River Campuses  
 and Butts and Henry Centers

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: Varies  
 Minimum Credit Hours for Graduation: 36

**Program Description**

The Health Care Science certificate of credit is a program that provides academic foundations at the degree level in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of health care delivery and are well prepared for employment and subsequent upward mobility.

Students will be placed in the Health Care Science certificate if they plan to complete one of the following degrees:

- Health Information Technology
- Orthopaedic Technology
- Pharmacy Technology
- Radiologic Technology
- Respiratory Care
- Surgical Technology

Students applying for any of the above Allied Health programs are admitted to the college in Health Care Assistance/Health Care Science technical certificate of credit programs, but not the occupational programs. Students must satisfy additional entrance criteria for each Allied Health program.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See program advisor for any questions.

**Program Courses**

	<b>Credits</b>
<b>General Core Courses</b>	
ENGL 1101—Composition and Rhetoric	3
PSYC 1101—Introductory Psychology	3
Humanities/Fine Arts elective	3
Math Option—Choose One:	3
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling <b>OR</b>	
MATH 1113—Pre-calculus	

**GENERAL CORE SCIENCE 12-18 HOURS REQUIRED**

ALHS 1040—Introduction to Health Care	3
ALHS 1060—Diet and Nutrition for AHS	2
ALHS 1090—Medical Terminology for Allied Health Sciences	2

BIOL 1111—Biology I	3
BIOL 1111L—Biology Lab I	1
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
BIOL 2117—Introductory Microbiology	3
BIOL 2117L—Introductory Microbiology Lab	1
CHEM 1211—Chemistry I	3
CHEM 1211L—Chemistry Lab I	1
COMP 1000—Introduction to Computers	3
MATH 1127—Introduction to Statistics	3
PHYS 1110—Conceptual Physics	3
PHYS 1110L—Conceptual Physics Lab	1
SPCH 1101—Public Speaking	3

OCCUPATIONAL COURSES 13-18 HOURS REQUIRED  
 MAXIMUM 26 HOURS OCCUPATIONAL AND GENERAL CORE COURSES

**Note:** Every occupational course, except for the ALHS, BUSN, and MAST courses, requires approval from the *course's* program coordinator.

**Central Sterile Supply Processing Technician—Advanced**

CSSP 1010—Central Sterile Supply Processing Technician	5
CSSP 1020—Central Sterile Supply Proc. Tech Practicum I	6
CSSP 1022—Central Sterile Supply Processing Tech. Practicum II	5

**Electrocardiography Technology**

ECGT 1030—Introduction to Electrocardiography**	5
ECGT 1050—Electrocardiography Practicum**	5

**Nurse Aide or Patient Care Assistant**

NAST 1100—Nurse Aide Fundamentals	6
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**Hemodialysis Patient Care Specialist**

HECT 1100—Hemodialysis Patient Care	7
HECT 1120—Hemodialysis Practicum	4

**Phlebotomy Technician**

PHLT 1030—Introduction to Venipuncture	3
PHLT 1050—Clinical Practice	5

**Polysomnography Technician**

RESP 1310—Intro to Polysomnography+	4
RESP 1320—Polysomnography I+	5
RESP 1330—Polysomnography II+	2
RESP 1340—Clinic I+	5
RESP 1350—Clinic II+	2

**Specific Occupational Electives**

ALHS 1054—Spanish for Allied Health Workers	3
BUSN 1440—Document Production <sup>∞</sup>	4
BUSN 2320—Document Processing	4
BUSN 2330—Advanced Medical Document Processing	4
COLL 1500—College Success and Career Exploration	3
MAST 1120—Human Pathological Conditions in the Medical Office 3	

\*MATH 1100/1101 courses will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution

\*\*ECGT 1030 is not taught in the SUMMER TERM (FALL, SPRING only).

+To enroll in the RESP courses above, the student must be a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT).

<sup>∞</sup>Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.



## MA22 Medical Assisting

### Diploma

Offered at the Griffin and Flint River Campuses

Day and Evening classes available

Program Entrance Term: **Day Class:** Fall, Spring  
**Evening Class:** Every 4th term

Minimum Length of Program: 5 or 6 terms

Minimum Credit Hours for Graduation: 61

### Program Description

The Medical Assisting diploma program prepares the student to sit for a national certification examination to become professionally certified as a medical assistant and prepares students for careers in a variety of positions in today's medical facilities. The sequence of courses emphasizes a combination of medical theory and practical application necessary for successful employment. The grading system for Medical Assisting requires a minimum course grade of C for progress from specified courses to more advanced courses. Classroom instruction and practical experience are divided between administrative skills and clinical skills in a variety of areas: typing, scheduling appointments, banking, bookkeeping, medical transcription, insurance coding, hospital admissions, laboratory services, maintaining patient files, examination room techniques, assisting with minor surgery, administering medications, and performing diagnostic procedures including lab work and electrocardiography. During the program, the student gains experience in a physician's office or appropriate facility by participating in an externship. Clinical courses may be scheduled day, evening, and on weekends. There is no remuneration for clinicals.

### Employment Opportunities

Medical assistants work primarily in outpatient settings, including clinics, physicians' offices, insurance companies, public and private hospitals, inpatient and outpatient facilities, as well as specialty practitioners, such as chiropractors, optometrists, and podiatrists in outpatient care centers, nursing, and residential care facilities.

### Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Applicants must meet general admission requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program.

Applicants who do not meet the regular admission requirements will be classified as either learning support or provisional status and must take the prescribed learning support courses to prepare for the core curriculum.

It is the student's responsibility to notify the Medical Assisting advisor the term he/she completes or is completing

the last of the eight pre-requisite classes. This is accomplished by turning in the program-ready sheet to a Medical Assisting advisor or the Allied Health secretary the term prior to intended program entry between the third week and the withdrawal date.

Upon successful completion (or transfer in) of ENGL 1010, PSYC 1010, BUSN 1440, COMP 1000, ALHS 1040, ALHS 1090, MATH 1012, and ALHS 1011 with a C or better and a grade point average of 2.5 or higher, the student will be considered program-ready and be eligible for admission into the Medical Assisting program based on submission of the "yellow program sheet", available classroom space, and available clinical sites.

**Candidate selection** is based on the following in this order:

1. Date completed the yellow program sheet with accompanying attachments turned in.
2. Time completed the yellow program sheet with accompanying attachments turned in.
3. Completion of all core classes with a C or better.
4. Minimum cumulative GPA of 2.5.
5. Available classroom size and available clinical sites
6. In the event that two or more applicants complete requirements simultaneously, the earliest uninterrupted program application date will determine placement on the list.

### Readmission Policy

Withdrawal from any MAST program class constitutes withdrawal from the program for that term. If a student withdraws for any reason (whether academic deficiency or personal issues), the student may be allowed to re-enter a cohort class at the point he/she withdrew from the program, provided the student demonstrates proficiency. This courtesy is extended only once. Readmission into the Medical Assisting program following withdrawal or first-time failure will be based on the following:

- Successful completion of written, comprehensive examinations for each previously successfully completed medical assisting course with a minimum competency of 80 percent, and
- Successful completion of a comprehensive lab skills check-off with a minimum of 85 percent.

Deficiencies will result in the student repeating course(s). Upon readmission into the Medical Assisting program, the student must complete additional requirements as deemed necessary by the program faculty, i.e. a physical, drug screen, background check, etc. Readmission will be based on availability within the classroom setting and clinical sites. This courtesy is extended only once. Students who do not successfully complete the Medical Assisting program after two attempts, whether at Southern Crescent Technical College or at another college, will not be readmitted into the program.

Transferring medical assisting students from other technical colleges must first complete and submit an enrollment application and official transcripts to Southern Crescent Technical College. Each medical assisting course listed in the

transferring student's official transcript will be considered for transfer credit after the transferring student has demonstrated proficiency by examination as noted above with the exception of MAST 1080 and MAST 1090. MAST 1080, MAST 1090, MAST 1170 and MAST 1180 are not transferrable into the Medical Assisting program. A minimum of 25 percent of program courses must be completed on the SCTC campus for graduation from SCTC. Students who do not successfully complete the Medical Assisting program after two attempts, whether at Southern Crescent Technical College or at another college, will not be readmitted into the program.

Withdrawn students or transfer students who desire admittance within five years must meet current admissions and curriculum requirements and will be admitted following the demonstration of competencies as noted above, submission of a yellow program sheet with attachments, and classroom and clinical site availability.

Documentation of a physical and a dental examination is turned in during the first MAST term with an accompanying completed drug screen and background check sheet. All first-term MAST students and all MAST transfer students will be required to complete a new physical and dental exam, unless they have had one within the previous six months. All first-term MAST students and all MAST transfer students will be required to complete a new drug screen and background check.

**Approximate additional costs other than tuition, fees, and textbooks**

- Uniforms \$500
- Equipment/supplies \$50-100
- National Registry varies depending on exam(s) taken
- Liability insurance \$11.50
- Medical/dental varies
- Background check/drug screen varies
- CPR (if completed with ALHS 1040) \$5

**NOTE:** Grading standards for medical assisting courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be maintained. Students who are unsuccessful after a second attempt at courses within the Medical Assisting curriculum will be advised to choose another program of study.

A student who has been convicted of a felony or misdemeanor may be admitted to the Medical Assisting program; however, such a conviction may prohibit a student from attending certain clinical sites and/or taking the Registry/Certification examination. Documentation of satisfying the penalty of the felony must be presented to the National Board with the exam application. Permission to sit for the examination rests solely with the National Board. Permission to attend a clinical site rests solely with the clinical facility.

The Medical Assisting program on the Griffin and Flint River campuses is a diploma program and is accredited by the Commission on Accreditation of Allied Health Education

Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727/210-2350

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
<b>First Term</b>	
ENGL 1010—Fundamentals of English I	3
PSYC 1010—Basic Psychology	3
ALHS 1090—Medical Terminology for Allied Health Sciences	2
BUSN 1440—Document Production*	4
<b>Second Term</b>	
MATH 1012—Foundations of Mathematics	3
ALHS 1011—Anatomy and Physiology	5
ALHS 1040—Introduction to Health Care	3
COMP 1000—Introduction to Computers	3
<b>*DAY Program Courses</b>	
<b>Third Term—Day Program Courses</b>	
MAST 1010—Legal and Ethical Concerns in the Medical Office	2
MAST 1060—Medical Office Procedures	4
MAST 1080—Medical Assisting Skills I	4
MAST 1120—Human Pathological Conditions in the Medical Office	3
<b>Fourth Term—Day Program Courses</b>	
MAST 1030—Pharmacology in the Medical Office	4
MAST 1090—Medical Assisting Skills II	4
MAST 1100—Medical Insurance Management	2
MAST 1110—Administrative Practice Management	3
<b>Fifth Term—Day Program Courses</b>	
MAST 1170—Medical Assisting Externship	6
MAST 1180—Medical Assisting Seminar	3
<b>*EVENING Program Courses</b>	
<b>Third Term—Evening Program Courses</b>	
MAST 1060—Medical Office Procedures	4
MAST 1100—Medical Insurance Management	2
MAST 1120—Human Pathological Conditions in the Medical Office	3
<b>Fourth Term—Evening Program Courses</b>	
MAST 1010—Legal and Ethical Concerns in the Medical Office	2
MAST 1080—Medical Assisting Skills I	4
MAST 1110—Administrative Practice Management	3
<b>Fifth Term—Evening Program Courses</b>	
MAST 1030—Pharmacology in the Medical Office	4
MAST 1090—Medical Assisting Skills II	4
<b>Sixth Term—Evening Program Courses</b>	
MAST 1170—Medical Assisting Externship	6
MAST 1180—Medical Assisting Seminar	3

\*Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

## OT13 Orthopaedic Technology

Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term:	Fall
Minimum Length of Program:	6 terms
Minimum Credit Hours for Graduation:	75

### Program Description

The Orthopaedic Technology degree program is a sequence of courses that prepares students to work with orthopaedic surgeons to treat patients in a variety of health care environments. The degree program provides the skills and knowledge needed to become a competent orthopaedic technologist performing the following services: routine office and departmental procedures and the ability to perform certain basic functions; adjusting and removing casts, splints, and braces; setting up, adjusting, and maintaining fraction configurations; assisting with the care of acutely injured patients; and assisting the physician in the reduction and/or manipulation of orthopaedic injuries. Successful completion of the Orthopaedic Technology degree program leads to eligibility for the National Board of Certified Orthopaedic Technologists certification exam. Graduates may be employed in hospitals, clinics, and private practice offices.

### Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Applicants must meet general admission requirement, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program:

- Successfully complete (or transfer in) with a minimum grade of C or better: ALHS 1040, ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, and SPCH 1101
- Successfully complete a minimum of 3 of the following courses prior to program admission with the remaining 2 courses being completed prior to graduation with a minimum grade of C or better: BIOL 1111, BIOL 1111L, ENGL 1102, MATH 1111 or MATH 1101, HUMN 1101, and PSYC 1101
- Maintain a grade point average (GPA) of 2.5 or higher for core classes.
- If a student retakes a course to improve his/her grade, both attempts will be calculated into the GPA for competition. Students may only retake a course one time. Financial aid may not pay for a student to retake a course.
- All students must submit test scores from the Psychological Services Bureau (PSB) Health

Occupations Aptitude Examination with a minimum score of 180. Students will need to take the examination at a PSB testing center at the Continuing Education building 100 on the Southern Crescent Technical College Griffin Campus.

Once all program entrance requirements have been met, the student will be responsible for notifying program faculty by turning in a program-ready card. This card may be submitted at any time during the term in which the student is completing the last of the required core classes and PSB exam results have been submitted. Program faculty will NOT accept late submissions of program-ready cards. If transfer credits are involved, the student will be responsible for making sure that all of the transcripts are in to the college by the deadline. If the student is not accepted and wishes to reapply for the following year, the student must resubmit a new program-ready card. There will NOT be a waiting list.

Should there be more qualified students competing than available spaces, candidates are admitted based on the grade point average for the courses listed above plus the score on PSB Health Occupations Aptitude Examination. The grade point average (4.00 scale) will be converted to a 400 point scale and added to the score of the PSB test (maximum score 365). Seats are filled from the highest score downward until the maximum enrollment total is reached. The student's program application date will break any tie. "Application date" is defined as the date when the student applied to the college for the program, or the date on the Change of Enrollment Form to the Orthopaedic Technology program.

Applicants are accepted into the Orthopaedic Technology program FALL term (August) and are accepted only as full-time day students. Each student is also required to complete an online drug screen/background check through Advantage Students ([www.advantagestudents.com](http://www.advantagestudents.com)) and submit a current copy of an American Heart Healthcare Provider CPR certification during the first term of the program.

### Readmission Policy

If a student withdraws for any reason, the student may be allowed to re-enter the program the following year at the point in which the fall term begins. These students must re-compete for program entrance. **THIS COURTESY IS EXTENDED ONLY ONCE.** Upon readmission into the Orthopaedic Technology program, the student must complete additional requirements as deemed necessary by the program faculty. Readmission will be based on available space within the classroom and clinical sites. For more information, please refer to the Orthopaedic Technology Program Policy Manual.

**NOTE: Grading standards for orthopaedic technology courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be achieved in every ORT course. Students must maintain a minimum GPA of 2.5 to remain in the program.**

**Approximate additional costs other than tuition, fees, and textbooks**

Equipment/Supplies	\$100
Uniforms	\$100
Liability Insurance	\$12
Background/Drug Screening	\$78.50
NAOT certification exam	\$425
Graduation Fees	\$35

**NOTE: A student who has been convicted of a felony or misdemeanor may be accepted into the Orthopaedic Technology program; however, such a conviction may cause a student to be ineligible to take the National Examination and to rotate through some or all of the program's clinical affiliates. Permission to sit for the National Examination rests solely with the National Association of Orthopaedic Technologists (NAOT). If a student is concerned about qualifying to take the NAOT examination because of the student's record, the student may choose to prequalify by visiting the NAOT website, [www.naot.org](http://www.naot.org), before starting the core classes or the program. The student should also notify the program faculty prior to starting the program to ensure there are clinical sites that will allow the student to rotate through to meet clinical requirements.**

**Frequently Asked Questions**

1. How many spaces are available? 25
2. How many times per year are students accepted into the program? One—fall term
3. What is a typical schedule? M-Th, 9 a.m.-3:30 p.m.
4. What are the clinical sites? Atlanta Medical Center, Choice Care Orthopaedics, Emory Orthopaedic Center, Georgia Bone and Joint LLC., Grady Health System, Hughston Clinic P.C., Hyman Orthopaedics, Myers Sports Medicine and Orthopaedic Center, The Orthopaedic and Sports Injury Center P.C.
5. How are clinical sites assignments determined? Clinical sites are randomly assigned by the clinical coordinator.
6. How long is the program? 12 months (three terms) from when the student starts the Orthopaedic program.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

<b>Program Courses</b>	<b>Credits</b>
<b>First Term</b>	
ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
PSYC 1101—Introductory Psychology <b>(Required)</b>	3
COMP 1000—Introduction to Computers <b>(Required)</b>	3
Natural Sciences/Mathematics—Choose one: <b>(Required)</b>	3
MATH 1101*—Mathematical Modeling <b>OR</b>	
MATH 1111—College Algebra	
<b>Second Term</b>	
ENGL 1102—Literature and Composition <b>(Required)</b>	3
BIOL 1111—Biology I <b>(Required)</b>	3
BIOL 1111L—Biology Lab I <b>(Required)</b>	1
BIOL 2113—Anatomy and Physiology I <b>(Required)</b>	3
BIOL 2113L—Anatomy and Physiology Lab I <b>(Required)</b>	1
<b>Third Term</b>	
ALHS 1040—Introduction to Health Care <b>(Required)</b>	3
ALHS 1090—Med. Terminology for Allied Health Sci. <b>(Required)</b>	2
BIOL 2114—Anatomy and Physiology II <b>(Required)</b>	3
BIOL 2114L—Anatomy and Physiology Lab II <b>(Required)</b>	1
SPCH 1101—Public Speaking <b>(Required)</b>	3
HUMN 1101—Intro to Humanities <b>OR</b> Humanities/Fine Arts elective: <i>MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
<b>Fourth Term</b>	
ORTT 1010—Orthopaedic Anatomy and Physiology	4
ORTT 1020—Orthopaedic Techniques I	4
ORTT 1030—Introduction to Orthopaedic Surgical Techniques	4
<b>Fifth Term</b>	
ORTT 1040—Advanced Orthopaedic Anatomy and Physiology	4
ORTT 1050—Orthopaedic Techniques II	6
ORTT 2010—Orthopaedic Technology Clinical I	3
<b>Sixth Term</b>	
ORTT 2020—Orthopaedic Technology Clinical II	9
ORTT 2030—Orthopaedic Technology Capstone	3

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

**PT23 Pharmacy Technology**  
 Associate of Applied Science Degree  
 Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 New class is selected every other term  
 Minimum Length of Program: 6 terms  
 Minimum Credit Hours for Graduation: 65

**Program Description**

The Pharmacy Technology degree is designed to provide an individual with 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 advancement. Graduates are prepared to function as pharmacy technicians in positions requiring preparation of medications according to prescriptions under the supervision of a pharmacist.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Applicants must meet general admissions requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program:

- Successfully complete (or transfer in) ALHS 1090, COMP 1000, ALHS 1040, BIOL 2113, BIOL 2113L and all courses from Area I-IV with a minimum grade of C in each course.
- Maintain a grade point average (GPA) of 2.0 or higher for core classes. GPA includes each attempt at core classes, including those transferred in. If a course is repeated to “get a better grade” both grades will be used to calculate GPA.
- A minimum of 25 percent of program courses must be completed on SCTC campuses for graduation from SCTC.
- Must have completed and submitted scores for the nationalized admission test (TEAS V\*) and achieved a minimum score as designated by the Pharmacy Technology program faculty acting on Pharmacy Tech national averages provided by TEAS V.

\* TEAS V = Test of Essential Academic Skills

**Candidate Selection**

Selection of candidates for each Pharmacy Technology class will be based on a competitive admission process. The following criteria will be used:

1. Overall GPA for core classes
2. Nationalized test score (TEAS V)
3. Program application date

Once accepted into the Pharmacy Technology program, the student must complete all clinical site health requirements as described by our participating sites, including, but not limited to criminal background checks, drug screenings, and health screenings. The student is responsible for any fees needed to obtain these items.

There is no waiting list for the program. Applicants who are not selected for a class must reapply for the next class starting the progression. New classes begin every other term.

Check with program advisors for more information.

**Readmission Policy**

Readmission into the Pharmacy Technology program following withdrawal or first-time failure will be based on the following:

- Proof of previous program course completion within the past one year.
- Successfully complete a drug calculations examination with a minimum competency of 80 percent.
- Successfully complete lab skills check off for any course already completed. Deficiencies will result in the student repeating the appropriate course.
- Readmission will be based on available space within clinical sites for the class the student is attempting to join.
- Students who do not successfully complete a course on the second attempt, whether at this college or at another college, will not be allowed to continue in the SCTC Pharmacy Technology program.
- A returning student must complete a new background check and drug screen.

**Approximate additional costs other than tuition, fees, and textbooks**

Medical/clinical requirements	\$100 to \$150
Student lab fee	\$25 per term
Scrubs and lab jackets (approx.)	\$100
Background check	\$78
Liability insurance	\$12
GA Board of Pharmacy Registration	\$138
National Certification Application fee	\$129
Graduation fees	\$35

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<b>Program Courses</b>	<b>Credits</b>
<b>First Term</b>	
ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
COMP 1000—Introduction to Computers	3
Social/Behavioral Sciences elective—Choose one: <b>(Required)</b> <i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	<b>3</b>
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b>	<b>3</b>
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling	
<b>Second Term</b>	
BIOL 2113—Anatomy and Physiology I <b>(Required)</b>	3
BIOL 2113L—Anatomy and Physiology Lab I <b>(Required)</b>	1
ALHS 1040—Introduction to Health Care <b>(Required)</b>	3
ALHS 1090—Medical Terminology <b>(Required)</b>	2
Humanities/Fine Arts elective—Choose one: <b>(Required)</b> <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	<b>3</b>
<b>Third Term</b>	
BIOL 2114—Anatomy and Physiology II <b>(Required)</b>	3
BIOL 2114L—Anatomy and Physiology Lab II <b>(Required)</b>	1
General Core elective: <b>(Required)</b>	<b>3</b>
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
<b>Fourth Term</b>	
PHAR 1000—Pharmaceutical Calculations	4
PHAR 1010—Pharmacy Technology Fundamentals	5
PHAR 1040—Pharmacology	4
<b>Fifth Term</b>	
PHAR 1020—Principles of Dispensing Medications	4
PHAR 1030—Principles of Sterile Medication Preparation	4
PHAR 1050—Pharmacy Technology Practicum	5
<b>Sixth Term</b>	
PHAR 2060—Advanced Pharmacy Technology Principles	3
PHAR 2070—Advanced Pharmacy Technology Practicum	5

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

**PT22 Pharmacy Technology**  
Diploma  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
New class selected every other term  
Minimum Length of Program: 5 terms  
Minimum Credit Hours for Graduation: 56

**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 are designed to integrate theory and practice. Graduates will be employable as entry-level pharmacy technicians.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

Applicants must meet general admission requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program:

- Successfully complete (or transfer in) with a minimum grade of C or better in each course: ENGL 1010 or ENGL 1101, MATH 1012 or MATH 1111, ALHS 1011 **OR** BIOL 2113 and BIOL 2113L **AND** BIOL 2114 and BIOL 2114L. If substituting BIOL 2113 and BIOL 2113L **AND** BIOL 2114 and BIOL 2114L for ALHS 1011, then BIOL 2114 and BIOL 2114L must be completed prior to graduation with a minimum grade of 'C' or better.
- Successfully complete a minimum of 2 of the following courses prior to program admission with the remaining 2 courses being completed prior to graduation with a minimum grade of C or better: ALHS 1040, ALHS 1090, COMP 1000, and PSYC 1010.
- Maintain a grade point average (GPA) of 2.0 or higher for core classes. GPA includes each attempt at core classes, including those transferred in. If a course is repeated to "get a better grade" both grades will be used to calculate GPA.
- A minimum of 25 percent of program courses must be completed on SCTC campuses for graduation from SCTC.
- Must have completed and submitted scores for the nationalized admission test (TEASV\*) and achieved a minimum score as designated by the Pharmacy

Technology program faculty acting on Pharmacy Tech national averages provided by TEAS V.

\* TEAS V = Test of Essential Academic Skills

**Candidate Selection**

Selection of candidates for each Pharmacy Technology class will be based on a competitive admission process. The following criteria will be used:

1. Overall GPA for core classes
2. Nationalized test score (TEAS V)
3. Program application date

Once accepted into the Pharmacy Technology program, the student must complete all clinical site health requirements as described by our participating sites, including, but not limited to, criminal background checks, drug screenings, and health screenings. The student is responsible for any fees needed to obtain these items.

There is no waiting list for the program. Applicants who are not selected for a class must reapply for the next class starting the progression. New classes begin every other term.

Check with program advisors for more information.

**Readmission Policy**

Readmission into the Pharmacy Technology program following withdrawal or first-time failure will be based on the following:

- Proof of previous program course completion within the past one year.
- Successfully complete a drug calculations examination with a minimum competency of 80 percent.
- Successfully complete a lab skills check off for any course already completed. Deficiencies will result in the student repeating the appropriate course.
- Readmission will be based on available space within clinical sites for the class the student is attempting to join.
- Students who do not successfully complete a course on the second attempt, whether at this college or at another college, will not be allowed to continue in the SCTC Pharmacy Technology program.
- A returning student must complete a new background check and drug screen.

**Approximate additional costs other than tuition, fees, and textbooks**

Medical/clinical requirements	\$100 to \$150
Student lab fee	\$25 per term
Scrubs and lab jackets (approx.)	\$100
Background check	\$78
Liability insurance	\$12
GA Board of Pharmacy Registration	\$138
National Certification Application fee	\$129
Graduation fees	\$35

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>First Term</b>	
ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
COMP 1000—Introduction to Computers	3
PSYC 1010—Basic Psychology	3
<b>Second Term</b>	
ALHS 1011—Anatomy and Physiology	5
ALHS 1040—Introduction to Health Care	3
ALHS 1090—Medical Terminology for Allied Health Sciences	2
<b>Third Term</b>	
PHAR 1000—Pharmaceutical Calculations	4
PHAR 1010—Pharmacy Technology Fundamentals	5
PHAR 1040—Pharmacology	4
<b>Fourth Term</b>	
PHAR 1020—Principles of Dispensing Medications	4
PHAR 1030—Principles of Sterile Medication Preparation	4
PHAR 1050—Pharmacy Technology Practicum	5
<b>Fifth Term</b>	
PHAR 2060—Advanced Pharmacy Technology Principles	3
PHAR 2070—Advanced Pharmacy Technology Practicum	5



## PN12 Practical Nursing

### Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	57

#### Program Description

The Practical Nursing diploma program is designed to prepare students to write the NCLEX-PN for licensure as practical nurses. The program prepares graduates to give competent nursing care. This is done through a selected number of academic and occupational courses providing a variety of techniques and materials necessary to assist the student in acquiring the needed knowledge and skills to give competent care. A variety of clinical experiences is planned so that theory and practice are integrated under the guidance of the clinical instructor. Program graduates receive a practical nursing diploma and have the qualifications of an entry-level practical nurse. Practical nursing is a diploma program to be implemented with new cohorts of students beginning fall 2011 and beyond. Students most commonly will have to submit a satisfactory criminal background check as well as a drug screen in order to be placed in a clinical health care facility to complete the clinical portions of their educational training.

#### Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Upon admission to the College, practical nursing students are placed in the Health Care Assistant certificate while working on program admission requirements.

The curriculum includes instruction in the areas of anatomy and physiology, drug calculations, administration of medications, nutrition and diet therapy, nursing ethics, patient care in a variety of fields and settings, patient wellness, and prevention of illnesses.

Applicants must meet general admissions requirements as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program:

- Successfully complete (or transfer in) ENGL 1010 or ENGL 1101, PSYC 1010 or PSYC 1101, and ALHS 1060 with a minimum grade of C in each course; and MATH 1012 or MATH 1111 and ALHS 1011 or BIOL 2113/BIOL 2113L and BIOL 2114/2114L with a minimum grade of B in each course.

- Maintain a cumulative GPA of 3.0 for core classes. (GPA includes each attempt at core classes, including transferred in classes.)
- A minimum of 25 percent of the program must be completed on the campus intended for graduation.
- Have completed the nationalized admissions testing for nursing and achieved a minimum score as designated by the program faculty.

#### Candidate Selection

Selection of candidates for each practical nursing class will be based on a competitive admissions process. The following criteria will be used:

- Overall GPA for core classes.
- TEAS V exam
- Program application date

**Note:** If a student changes his/her declared major from practical nursing to a different diploma or degree program, and then back to practical nursing, the latest program application date will be used to determine placement.

Once accepted into the Practical Nursing program, the student must complete all health requirements as described by participating clinical sites, including, but not limited to, a criminal background check, drug screening, and health screening.

There is no waiting list for the program. Applicants who are not selected must notify the Practical Nursing program staff by submitting another notification card if they wish to compete for admission into the next cohort class. Grading standards for practical nursing courses are very stringent. Students must maintain a minimum grade of C for progression to the next course of study.

#### Readmission Policy

Readmission into the Practical Nursing program following withdrawal or first-time failure will be based on the following:

- Proof of previous program course completion of less than six months.
- Submission of a letter for consideration. The letter must state why you were not successful on your first attempt, what has changed, and how you plan to be successful if accepted back into the program.
- Successfully complete written comprehensive examinations for each previously completed practical nursing course with a minimum of 80 percent.
- Successfully complete a drug calculations examination with a minimum competency of 90 percent.
- Successfully complete a lab skill check off. Deficiencies will result in the student repeating the appropriate course/courses. Readmission will be based on available space within the classrooms and clinical sites. Students who do not successfully

complete the Practical Nursing program after two attempts, whether at this college or at another college, will not be readmitted into the program.

- A student must complete another criminal background check, drug screen, and health screen as designated by participating clinical sites.
- The required nationalized test score cannot be greater than one-year old at the time of application for readmission.

### **Transfer Policy**

Transferring practical nursing students from other technical colleges must file an application at the Griffin campus and submit all official transcripts. Each practical nursing course listed on the transferring student's official transcript is considered for transfer credit after the prospective student has demonstrated proficiency by examination with a score of 80 percent.

### **Approximate additional costs other than tuition, fees, and textbooks**

Equipment/supplies	\$300.00
Uniforms	\$300.00
Licensing exam	\$300.00
Liability insurance	\$16.00
Medical fees/background check	\$350.00
CPR	\$5.50
Nursing pin	\$35.00
Nursing cap	\$15.75
Nursing lamp	\$7.25
Nursing tote	\$75.00

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### **Program Courses**

### **Credits**

#### **First Term**

ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
PSYC 1010—Basic Psychology	3
ALHS 1011—Anatomy and Physiology	5
ALHS 1060—Diet and Nutrition for Allied Health Sciences	2

#### **\*FALL Program Entrance**

#### **Second Term: *START FALL* MANDATORY PN COHORT SEQUENCE**

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

#### **Third Term: *SPRING* MANDATORY PN COHORT SEQUENCE**

PNSG 2220—Medical-Surgical Nursing II	4
PNSG 2230—Medical-Surgical Nursing III	4
PNSG 2320—Medical-Surgical Nursing Clinical II	2
PNSG 2330—Medical-Surgical Nursing Clinical III	2
PNSG 2410—Nursing Leadership	1
PNSG 2415—Nursing Leadership Clinical	2

#### **Fourth Term: *SUMMER* MANDATORY PN COHORT SEQUENCE**

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

**\*Note: A new PN cohort begins every fall on the Griffin and Flint River campuses.**

#### **\*SPRING Program Entrance**

#### **Second Term: *START SPRING* MANDATORY PN COHORT SEQUENCE**

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

#### **Third Term: *SUMMER* MANDATORY PN COHORT SEQUENCE**

PNSG 2220—Medical-Surgical Nursing II	4
PNSG 2320—Medical-Surgical Nursing Clinical II	2
PNSG 2250—Maternity Nursing	3
PNSG 2255—Maternity Nursing Clinical	1

#### **Fourth Term: *FALL* MANDATORY PN COHORT SEQUENCE**

PNSG 2410—Nursing Leadership	1
PNSG 2415—Nursing Leadership Clinical	2
PNSG 2330—Medical-Surgical Nursing Clinical III	2
PNSG 2230—Medical-Surgical Nursing III	4
PNSG 2240—Medical-Surgical Nursing IV	4
PNSG 2340—Medical-Surgical Nursing Clinical IV	2

**\*Note: A new PN cohort begins every fall on the Griffin and Flint River campuses.**

## RT23 Radiologic Technology

Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term:	Fall
Minimum Length of Program:	7 terms
Minimum Credit Hours for Graduation:	93

### Program Description

This 22-month program is designed to prepare students to pass the examination given by the American Registry of Radiologic Technologists (ARRT), obtain employment as a Registered Technologist RT(R), and to function as Radiologic Technologists in a variety of clinical environments.

### Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Upon admission to the College, students desiring the Radiologic Technology program will be placed in the Health Care Science certificate while working on program admission requirements. Acceptance into the Radiologic Technology program is a **competitive** selection process which is based on the **GPA** of prerequisite courses and the score on the **PSB Health Occupations Aptitude Examination**.

Applicants must meet general admissions requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program. The student must successfully complete **BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, ENGL 1101, HUMN 1101, MATH 1111, PSYC 1101, SPCH 1101, ALHS 1090** and **COMP 1000** with a minimum grade of **C** in conjunction with a minimum 3.0 GPA. All of these courses must be completed by the end of spring term to be considered for fall term entrance into the program. If a student retakes a course to improve his/her grade, the higher grade will be calculated into the GPA. Financial aid may or may not pay for a student to retake a course. If a student transfers from another Radiologic Technology program, 25 percent of the program must be taken at SCTC to be eligible to graduate from SCTC.

All students must submit test scores from the Psychological Services Bureau (PSB) Health Occupations Aptitude Examination with a minimum score of 215. This test may be attempted only two times per competition period or one-year period. Students will need to take the examination at Southern Crescent Technical College in the Community Service building. Results will be accessed online by the Radiologic Technology program faculty. Southern Crescent Technical College administers the PSB test the first and third Mondays of each month. To set up a testing appointment, call 770-228-7364. To obtain more information about this test, visit [www.psbtests.com](http://www.psbtests.com).

The student will be responsible for notifying program faculty of his/her intent to compete, by turning in a program-ready card **ONLY** if all program entrance requirements are met and PSB exam results have been submitted. All program-ready cards must be submitted on or before the **last day of the spring term**. If transfer credits are involved, the student will be responsible for making sure all transcripts are into the college by this deadline. Program faculty will **NOT** accept late submissions of program-ready cards, transfer credits, or PSB test results. If the student is not accepted and wishes to re-competes for the following year, the student must **resubmit** a new program-ready card and new PSB test results. These cards are available at the *Information Desk* and in the *Office of Academic Affairs*. **There is no waiting list.**

Should there be more qualified students competing than available spaces, candidates are admitted based on the grade point average for the courses listed above plus the score on the PSB Health Occupations Aptitude Examination. The grade point average, which is based on the 4.00 scale, will be converted to a 400 point scale and added to the score of the HOAE (maximum score—305 points). Spaces are filled from the highest score downward until the maximum enrollment total is reached. The student's program application date will break any tie. "Application date" is defined as the date when the student applied to the college for the program or the date on the Change of Enrollment Form to the Radiologic Technology program. All applicants will be notified of program status by mail no later than current student registration week in July.

Applicants are accepted into the Radiologic Technology Program **fall term** (August) and are accepted only as **full-time day** students. During the first term of the program and prior to starting clinical, each student is required to complete an online drug screen/background check through Advantage Students. The student also must submit a current copy of an American Heart Healthcare Provider CPR certification. Each student accepted into the program is required to complete an evening clinical rotation.

**NOTE: Grading standards for radiologic technology courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be achieved in every RADT course. Students must also maintain a minimum GPA of 3.0 to remain in the program.**

### Readmission Policy

If a student withdraws for any reason, the student may be allowed to re-enter the program the following year at the point in which the student withdrew from the program unless the student withdraws prior to the completion of the first term of the program. These students must re-compete for program entrance. This courtesy is extended only once. Upon readmission into the Radiologic Technology program, the student must complete additional requirements as deemed necessary by the program faculty. Readmission will be based on available space within the classroom and clinical sites. For more information, please refer to the Radiologic Technology Program Policy Manual.

### Approximate additional costs other than tuition, fees, and textbooks

Equipment/supplies (approx.)	\$100
Uniforms (approx.)	\$300
Liability insurance	\$28
Medical fees (approx.)	\$400
Review seminar (optional)	\$200
Registry application fee	\$200
School pin (optional) (approx.)	\$50
Graduation fees	\$35

**NOTE: A student who has been convicted of a felony or misdemeanor may be accepted into the Radiologic Technology program as long as there are program clinical affiliates that will allow that student in for rotations. However, such a conviction may cause a student to be ineligible to take the national examination. Permission to sit for the national examination rests solely with the American Registry of Radiologic Technologists (ARRT). If a student is concerned about qualifying to take the ARRT examination because of the student's record, the student may choose to prequalify by visiting the ARRT website, [www.art.org](http://www.art.org), before starting the core classes or the program. The student should also notify the program faculty prior to starting the program to ensure there are clinical sites that will allow the student to rotate through to meet clinical requirements.**

### Frequently Asked Questions

1. How many spaces are available? 20
2. How many times per year are students accepted into the program? One
3. What is a typical schedule? M-F, 8 a.m. to 3:30 p.m. with some variations
4. What are the clinical sites? Clinical sites are randomly assigned. Some examples are Children's Healthcare of Atlanta Hudson Bridge, Dr. Boyce at Orthopedic Sports Medicine, Eagle's Landing Family Practice, Emory Healthcare at Saint Joseph's, Georgia Bone & Joint, Piedmont Fayette Hospital, Piedmont Henry Hospital, Piedmont Newnan Hospital, Southern Regional Medical Center, Spalding Regional Medical Center, and Upson Regional Medical Center.
5. How long is the program? 28 months (7 terms) from starting the actual program

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

### Credits

#### First Term

ENGL 1101—Composition and Rhetoric	3
PSYC 1101—Introductory Psychology	3
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
ALHS 1090—Medical Terminology for Allied Health Sciences	2
Natural Sciences/Mathematics elective—Choose one:	3
MATH 1111—College Algebra <b>OR</b>	
MATH 1101*—Mathematical Modeling	

#### Second Term

HUMN 1101—Introduction to Humanities	3
SPCH 1101—Public Speaking	3
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
COMP 1000—Introduction to Computers	3

#### Third Term

RADT 1010—Introduction to Radiology	4
RADT 1030—Radiographic Procedures I	3
RADT 1320—Clinical Radiography I	4
RADT 2190—Radiographic Pathology	2

#### Fourth Term

RADT 1060—Radiographic Procedures II	3
RADT 1070—Principles of Imaging I	6
RADT 1330—Clinical Radiography II	7

#### Fifth Term

RADT 1200—Principles of Radiation Biology and Protection	3
RADT 2090—Radiographic Procedures III	2
RADT 2340—Clinical Radiography III	6

#### Sixth Term

RADT 1160—Principles of Imaging II	6
RADT 2350—Clinical Radiography IV	7

#### Seventh Term

RADT 2260—Radiologic Technology Review	3
RADT 2360—Clinical Radiography V	9

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

# CT91 Computed Tomography Specialist

Technical Certificate  
Offered at the Henry Center

Program Entrance Term:	Fall
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	21

**Program Description**

The computed Tomography (CT) technical certificate program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform CT exams, and to sit for the Post-Primary Computed Tomography Certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Computed Tomography, as well as providing for continuing educational requirements.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) or the Nuclear Medicine Technology Certification Board (NMTCB).

If a student transfers from another Computed Tomography Specialist Program, 50% of the program must be taken at SCTC.

Applicants are accepted into the Computed Tomography Specialist Program fall semester (August) and are accepted on a first come first served basis. During the first semester of the program and prior to starting clinical, each student is required to complete an online drug screen/background check through Advantage Students. The student also must submit a current copy of an American Heart Healthcare Provider CPR certification and clinical clearance including vaccination records and physical exam.

**NOTE: Grading standards for Computed Tomography Specialist courses are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every RADT course. Students must also maintain a minimum GPA of 3.0 to remain in the program.**

**Readmission Policy**

If a student withdraws for any reason, the student may be allowed to re-enter the program the following year at the point in which the student withdrew from the program unless the student withdraws prior to the completion of the first semester of the program. This courtesy is extended only once.

Upon readmission into the Computed Tomography Specialist Program, the student must complete additional requirements as deemed necessary by the program faculty. Readmission will be based on available space within the classroom and clinical sites. For more information, please refer to the Computed Tomography Specialist Program Policy Manual.

**Approximate additional costs other than tuition, fees, and textbooks:**

Equipment/supplies (approx.)	\$100
Uniforms (approx.)	\$300
Liability Insurance	\$8
Medical Fees (approx.)	\$400
Registry Application fee	\$200
Graduation Fees	\$35

**NOTE: A student who has been or becomes convicted of a felony or misdemeanor may be accepted into the Computed Tomography Specialist Program as long as there are program clinical affiliates that will allow that student in for rotations. However, such a conviction may cause a student to be ineligible to take the national examination. Permission to sit for the national examination rests solely with the American Registry of Radiologic Technologists (ARRT). If a student is concerned about qualifying to take the ARRT examination because of the student's record, the student may choose to prequalify by visiting the ARRT website, [www.arrt.org](http://www.arrt.org), before starting the core classes or the program. The student should also notify the program faculty prior to starting the program to ensure there are clinical sites that will allow the student to rotate through to meet clinical requirements.**

**Frequently Asked Questions**

- How many spaces are available? 8 - 10
- How many times per year are students accepted into the program? One
- What is a typical schedule? Tuesday - Thursday: 8 am to 3:30 pm with some variations
- How are clinical site assignments determined? Clinical sites are randomly assigned.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

	<b><u>Credits</u></b>
<b>First Term</b>	
RADT 2201—Introduction to Computed Tomography	2
RADT 2220—Computed Tomography Procedures I	3
RADT 2250—Computed Tomography Clinical I	4
<b>Second Term</b>	
RADT 2210—Computed Tomography Physics and Instrumentation	5
RADT 2230—Computed Tomography Procedures II	3
RADT 2265—Computed Tomography Clinical II	4

## **RCT3 Respiratory Care**

Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term:	Fall
Minimum Length of Program:	7 terms
Minimum Credit Hours for Graduation:	78

### **Program Description**

The Respiratory Care program is a sequence of courses that prepares students for careers in the field of respiratory care. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in areas such as pulmonary and cardiac pharmacology, medical gases, humidity/aerosol therapy, positive pressure ventilation, incentive spirometry, patient assessment, postural drainage, percussion/vibration, assessment of diseases and conditions, critical respiratory care, advanced critical care monitoring, pulmonary function testing, and pediatric and neonatal respiratory care. Program graduates receive a respiratory care associate degree which qualifies them to take the examinations to become a Registered Respiratory Therapist. Students may become certified by taking the Entry Level Certification Examination administered by the National Board for Respiratory Care. Upon successful completion of the Certification (CRT) Exam, the graduate is eligible to take both parts of the Registry (RRT) Exam. To work in the state of Georgia, all respiratory care practitioners must apply and be granted a license. The only way to obtain a license is to pass at least the Entry Level Certification Exam.

The Respiratory Care Technology program at Southern Crescent Technical College is accredited by the Commission on Accreditation for Respiratory Care (CoARC) ([www.coarc.com](http://www.coarc.com)). Programmatic outcomes data can be found at [www.coarc.com/47.html](http://www.coarc.com/47.html).

### **Admission Requirements**

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet overall TEAS V requirements (see below)

Students will be required to have a minimum grade of C in each core course and a GPA of 2.5 or higher. Students are allowed to complete one Humanities/Fine Arts elective with Respiratory Care program after program acceptance.

The student will be required to take a Test of Essential Academic Skills (TEAS V) exam, which will be a part of the admission criteria. The student's GPA and TEAS combined score will help determine admission into the Respiratory Care program—example GPA is 2.50 TEAS score is 75, and then the student will have a combined score of 325 (250 + 75). Students will be placed on the program-ready list according to their program-ready date. All core courses and the TEAS exam must be completed before the student is placed on the

program-ready list. The student will then complete a program-ready card.

Applicants will be accepted into the Respiratory Care Technology program for fall term. Twenty students will be selected for each fall cohort; the cohort number is determined by clinical affiliate availability.

### **Candidate Selection**

Selection of candidates for each respiratory care class will be based on a competitive admissions process. The following criteria will be used:

1. Math and Science core class GPA
2. Math and Science scores on TEAS V
3. Program Ready Card submission date

**Note:** (A) If a student changes his/her declared major from Respiratory Care to a different degree program, and then back to Respiratory Care, the latest program application date will be used to determine placement. (B) A student who has been convicted of a felony or misdemeanor may be admitted to the Respiratory Care Technology program; however such conviction may prohibit a student from obtaining a Respiratory Care Practitioners' License. License approval rests solely with the Georgia Board of Medical Examiners. (C) Drug screen and background checks must be purchased through the school's selected vendor, and will be evaluated by clinical site only. The clinical site will have the right to refuse any student due to adverse background checks and drug screen results.

### **Respiratory Care Technology (Advanced Standing Program)**

Students that have earned the CRT (entry-level respiratory certification) will have demonstrated mastery of the following major courses: RESP 1110, RESP 1120, RESP 1130, RESP 2090, RESP 2100, RESP 2110, RESP 2120, RESP 2130, RESP 2140, RESP 2150, RESP 2160, RESP 2180, RESP 2190, and RESP 2270. Due to their advanced standing, these students will be admitted into the Respiratory Care Technology program and will take (or transfer in) the 11 core courses, and take RESP 1193 while the regular standing students are taking their major courses. In their final semester, advanced-standing students will take RESP 2170 and RESP 2220 to graduate. Twenty-five (25) hours are needed to obtain the Associate of Applied Science degree.

### **Clinical Practice**

RESP 2090 has two sections: A and B. RESP 2090 A and RESP 2090 B must be passed with a grade of a C or better to continue in the program.

### **Transfer Policy for Respiratory Care Program**

In the event of a transfer from another Respiratory Care program, a letter of recommendation will be required. After review and approval of the core classes transferred and the letter of recommendation, the student may be accepted into the program. The student must test out of any transferred RESP classes by passing the final exam for each course transferred. If a passing score of 70 is not met, the student must then take the appropriate course and pass with a score of 70. Admissions will have the final decision over any courses transferred in.

### **Readmissions Policy**

In the event a student fails to meet the minimum required grade of C in any specific RESP course, the student may no longer continue in the program. The student can re-apply to the program one time only and if there is a program-ready list, will be placed on the program-ready list. Re-admission will depend upon the student's status on the list. Placement above program-ready students will not occur. Upon acceptance into the program for the second time, the student can select to repeat all the courses or take the final exams for each course previously taken and passed. The student will also be required to pass a skills performance and evaluation check in the school laboratory before reentrance into the clinical rotation courses.

**NOTE: Grading standards for respiratory care courses are very stringent. For students to progress to the next course of study, a minimum grade of C must be achieved in every RESP course.**

### **Approximate additional costs other than tuition, fees, and textbooks**

Students in the Respiratory Care program at Southern Crescent Technical College are required to have the following items for their clinical experience.

<b>Item</b>	<b>Number</b>	<b>Price</b>
Uniform jacket w/patch	2	\$44-50 (\$22-25 ea.)
Blue scrub top	2	\$26-32 (\$13-16 ea.)
Blue scrub pants	2	\$26-32 (\$13-16 ea.)
White shoes	1 pair	\$30-55
Stethoscope	1	\$25-30
Watch	1	\$10-30
Bandage scissors	1	<u>\$5-10</u>
Total:		\$166-212

### **Additional Costs**

Basic life support class	\$65
Advanced life support class	\$150
Immunizations	\$137
AARC membership	\$45
GA RCP license	\$75
Liability insurance	\$20
Self-assessment exam	\$200
Entry level exam (CRT)	\$190

### **Graduation Requirements**

All respiratory care students are required to pass three comprehensive examinations in order to graduate from the program. The three comprehensive exams are administered in RESP 2170, Advanced Respiratory Care Seminar, CRT RRT written, and RRT clinical simulation

### **Program Length**

Program length includes prerequisite core completion PLUS four terms of occupational (RESP) courses.

### **Prerequisites**

Length of time to complete prerequisites varies depending on applicant's core course progression, transfer credits, and/or testing results.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### **Program Courses**

### **Credits**

#### **First Term**

ENGL 1101—Composition and Rhetoric	3
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
Natural Sciences/Mathematics elective—Choose one:	3
MATH 1101*—Mathematical Modeling OR	
MATH 1111—College Algebra*	

#### **Second Term**

BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
CHEM 1211—Chemistry I	3
CHEM 1211L—Chemistry Lab I	1
Social/Behavioral Sciences elective—Choose one:	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
Humanities/Fine Arts elective—Choose one:	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	

#### **Third Term**

BIOL 2117—Introductory Microbiology	3
BIOL 2117L—Introductory Microbiology Lab	1

#### **Fourth Term**

RESP 1110—Pharmacology	3
RESP 1120—Introduction to Respiratory Therapy	3
RESP 1130—Respiratory Therapy Lab I	4
RESP 1193—Cardiopulmonary Anatomy and Physiology	4
RESP 2090—Clinical Practice I A and B	2

#### **Fifth Term**

RESP 2100—Clinical Practice II	2
RESP 2110—Pulmonary Disease	3
RESP 2120—Critical Respiratory Care	2
RESP 2130—Mechanical Ventilation and Airway Management	4
RESP 2140—Advanced Critical Care Monitoring	1
RESP 2180—Clinical Practice III	2

#### **Sixth Term**

RESP 2150—Pulmonary Function Testing	1
RESP 2160—Neonatal Pediatric Respiratory Care	3
RESP 2190—Clinical Practice IV	2
RESP 2270—Rehabilitation and Home Care	1

#### **Seventh Term**

RESP 2170—Advanced Respiratory Care Seminar	3
RESP 2200—Clinical Practice V	3
RESP 2220—Clinical Practice VI	7

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

## ST13 Surgical Technology

Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term: Spring  
 Minimum Length of Program: 6 terms  
 Minimum Credit Hours for Graduation: 70

### Program Description

The Surgical Technology program prepares students for employment in a variety of positions in the allied health profession. A surgical technologist is a key member of the operating room team that works with nurses and surgeons to assist in providing the best possible care and outcome for the surgical patient. As a Surgical Technologist in the Student Role (STSR), one gains knowledge and experience in aseptic technique, preparation and use of surgical equipment, and instruments and supplies used in surgery, all while learning about and gaining experience in over 12 specialty areas in the classroom and the surgical environment. The curriculum includes didactic (classroom) learning, mock surgery, and under direct supervision, clinical experience and training in authentic operating rooms, labor and delivery rooms, and minor surgical suites. The program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) which allows all graduates eligibility for the national standardized certification exam given by the National Board of Surgical Technologists and Surgical Assistants (NBSTSA) and which is a requirement for all students upon graduation from the program.

### Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

### Program-Ready Requirements for Surgical Technology Cohort

Admission to the Surgical Technology Program is based upon several factors. The Surgical Technology Program cohort begins once a year in the Spring term and ends in the Fall term. There is not a waiting-list, but it is based on competition. Once the allotted seats are selectively filled based upon the requirements below of the highest GPA and TEAS V score, the students not admitted must reapply to the program with a new Program-Ready Form for the next year.

- Minimum grade of "C" for each prerequisite course
- The Program-Ready Form (must be requested from the Surgical Technology Program Director after all prerequisite courses have been completed)
- Copy of the TEAS V (must be submitted prior to the end of the Summer term along with a program-Ready form to compete for enrollment in the SURG Spring cohort)

There is no minimum score required for the TEAS V test, nor is there a time limit on courses (ex: ALHS or BIOL courses). In reference to the GPA requirement for Program-Ready status:

- For those pursuing the degree, only the following courses are utilized for GPA Program-Ready GPA calculations: ENGL 1101, MATH 1111, PSYC 1101, ALHS 1090, BIOL 2113 & BIOL 2113 LAB.

Additionally, upon acceptance into the Surgical Technology program, the following criteria must be completed prior to beginning the SURG courses. Failure to comply or have an eventful result will result in a withdrawal of the Program-Ready acceptance status.

- American Heart Association BLS Healthcare Provider Card
- Successful completion of a criminal background check, drug screen, and a history and physical exam
- Updated immunizations and seasonal flu vaccine: MMR, Tetanus, Hepatitis B, Varicella vaccine, & TB skin test
- Additional Degree student's requirement: BIOL 2114 and BIOL 2114 Lab must be taken and passed with a "C" or above prior to starting the SURG cohort. For most students, this would mean you could take those two courses in the Fall term after being admitted in the Surgical Technology Program and before starting the cohort in the Spring.

### Readmission Policy

Students who are not successful in their first attempt in the program and/or withdraw for academic or medical reasons can attempt readmission based on the procedures explained in **Admission Requirements for Surgical Technology Courses**. Readmission is not guaranteed and if granted based on the success of the admission requirements, is a one-time readmission with the following condition: repeat of SURG 1010 course.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses Credits

<u>First Term</u>	
ALHS 1090—Medical Terminology for Allied Health Sciences	2
ENGL 1101—Composition and Rhetoric ( <b>Required</b> )	3
MATH 1111—College Algebra ( <b>Required</b> )	3
Social/Behavioral Sciences elective—Choose one: ( <b>Required</b> ) <i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	3
<u>Second Term</u>	
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
HUMN 1101—Introduction to Humanities <b>OR</b> Humanities/Fine Arts elective—Choose one: ( <b>Required</b> ) <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
General Core elective: ( <b>Required</b> )	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6).	



<b>Third Term</b>	
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
BIOL 2117—Introductory Microbiology	3
BIOL 2117L—Introductory Microbiology Lab	1
<b>Fourth Term</b>	
SURG 1010—Introduction to Surgical Technology	8
SURG 1020—Principles of Surgical Technology	7
SURG 2110—Surgical Technology Clinical I	3
<b>Fifth Term</b>	
SURG 1100—Surgical Pharmacology	2
SURG 2030—Surgical Procedures I	4
SURG 2120—Surgical Technology Clinical II	3
<b>Sixth Term</b>	
SURG 1080—Surgical Microbiology	2
SURG 2040—Surgical Procedures II	4
SURG 2130—Surgical Technology Clinical III	3
SURG 2140—Surgical Technology Clinical IV	3
SURG 2240—Seminar in Surgical Technology	2

## ST12 Surgical Technology

Diploma

Offered at the Griffin Campus

Program Entrance Term:	Spring
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	57

### Program Description

The Surgical Technology diploma program prepares students for employment in a variety of positions in the allied health profession. A surgical technologist is a key member of the operating room team that works with nurses and surgeons to assist in providing the best possible care and outcome for the surgical patient. As a Surgical Technologist in the Student Role (STSR), one gains knowledge and experience in aseptic technique, preparation and use of surgical equipment, and instruments and supplies used in surgery, all while learning about and gaining experience in over 12 specialty areas in the classroom and the surgical environment. The curriculum includes didactic (classroom) learning, mock surgery, and under direct supervision, clinical experience and training in authentic operating rooms, labor and delivery rooms and minor surgical suites. The program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) which allows all graduates eligibility for the national standardized certification exam given by the National Board of Surgical Technologists and Surgical Assistants (NBSTSA) and which is a requirement for all students prior to graduation from the program.

### Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

### Program-Ready Requirements for Surgical Technology Cohort

Admission to the Surgical Technology Program is based upon several factors. The Surgical Technology Program cohort begins once a year in the Spring term and ends in the Fall term. There is not a waiting-list, but it is based on competition. Once the allotted seats are selectively filled based upon the requirements below of the highest GPA and TEAS V score, the students not admitted must reapply to the program with a new Program-Ready Form for the next year.

- Minimum grade of "C" for each prerequisite course
- The Program-Ready Form (must be requested from the Surgical Technology Program Director after all prerequisite courses have been completed)
- Copy of the TEAS V (must be submitted prior to the end of the Summer term along with a program-Ready

form to compete for enrollment in the SURG Spring cohort)

There is no minimum score required for the TEAS V test, nor is there a time limit on courses (ex: ALHS or BIOL courses). In reference to the GPA requirement for Program-Ready status:

- For those pursuing the diploma, all diploma prerequisite courses are calculated for the required GPA: ENGL 1010, MATH 1012, PSYC 1010, ALHS 1090, & ALHS 1011.

Additionally, upon acceptance into the Surgical Technology Program, the following criteria must be completed prior to beginning the SURG courses. Failure to comply or have an eventful result will result in a withdrawal of the Program-Ready acceptance status.

- American Heart Association BLS Healthcare Provider Card
- Successful completion of a history and physical exam, a criminal background check, and drug screen.
- Updated immunizations and seasonal flu vaccine: MMR, Tetanus, Hepatitis B, Varicella vaccine, & TB skin test
- Additional Degree student's requirement: BIOL 2114 and BIOL 2114 Lab must be taken and passed with a "C" or above prior to starting the SURG cohort. For most students, this would mean you could take those two courses in the Fall term after being admitted in the Surgical Technology Program and before starting the cohort in the Spring.

### Readmission Policy

Students who are not successful in their first attempt in the program and/or withdraw for academic or medical reasons can reattempt readmission based on the procedures explained in **Admission Requirements for Surgical Technology Courses**. Readmission is not guaranteed and if granted based on the success of the admission requirements, is a one-time readmission with the following condition: repeat of SURG 1010 course.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>First Term</b>	
ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
<b>Second Term</b>	
PSYC 1010—Basic Psychology	3
ALHS 1011—Anatomy and Physiology	5
ALHS 1090—Medical Terminology for Allied Health Sciences	2
<b>Third Term</b>	
SURG 1010—Introduction to Surgical Technology	8
SURG 1020—Principles of Surgical Technology	7
SURG 2110—Surgical Technology Clinical I	3
<b>Fourth Term</b>	
SURG 1100—Surgical Pharmacology	2
SURG 2030—Surgical Procedures I	4
SURG 2120—Surgical Technology Clinical II	3
<b>Fifth Term</b>	
SURG 1080—Surgical Microbiology	2
SURG 2040—Surgical Procedures II	4
SURG 2130—Surgical Technology Clinical III	3
SURG 2140—Surgical Technology Clinical IV	3
SURG 2240—Seminar in Surgical Technology	2

## CS91 Central Sterile Supply Processing Technician

Technical Certificate of Credit  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 2 terms  
 Minimum Credit Hours for Graduation: 20

### 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 health care 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 health care facilities. Upon completion of the program and the award of the certificate from SCTC, each student is eligible to sit for the national certification exam for central sterile.

### Admission Requirements

- Submit completed application and application fee
- Be at least 17 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

### Program Ready Requirements for the Central Sterile Cohort

Admission to the Central Sterile Program is based upon several factors. The Central Sterile Program cohort begins each semester. There is not a waiting-list, but entry into the program is based on completion of the requirements listed below. Once the allotted seats are filled, the students not admitted must reapply to the program with a new Program-Ready Form for the next term.

- Minimum grade of "C" for each co-requisite course
- There is no longer a time limit on the ALHS 1090 course
- The Program-Ready Form (must be requested from the Surgical Technology Program Director)

Additionally, upon acceptance into the Central Sterile Program, the following criteria must be completed prior to beginning the CSSP courses. Failure to comply or have an eventful result will result in a withdrawal of the Program-Ready acceptance status.

- American Heart Association BLS Healthcare Provider Card
- Successful completion of:
  - History and Physical
  - Criminal background check
  - Drug Screening
- Updated immunizations and seasonal flu vaccine
  - MMR, tetanus, Hepatitis B, varicella vaccine, and TB skin test

### Program Courses

### Credits

#### **First Term**

ALHS 1090—Medical Terminology for Allied Health Sciences	2
CSSP 1010—Central Sterile Supply Processing Technician	5
<b>Choose one of the following:</b>	
EMPL 1000—Interpersonal Relations and Prof. Development <b>OR</b>	2
PSYC 1010—Basic Psychology <b>OR</b>	(3)
PSYC 1101—Introductory Psychology	(3)

#### **Second Term**

CSSP 1020—Central Sterile Supply Processing Tech. Practicum I	6
CSSP 1022—Central Sterile Supply Processing Tech. Practicum II	5

Added MATH 1113—Pre-calculus as a Natural Sciences/Mathematics elective.

MGMT 1110—Employment Law changed to MGMT 1110—Employment Rules & Regulations. **REVISED: 10/28/14**

## AS33 Applied Technical Management

Associate of Applied Science Degree

Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer

Minimum Length of Program: Diploma program, plus 3 terms

Minimum Credit Hours for Graduation: 68

### Program Description

The AAS in Applied Technical Management allows a student to prepare for positions in business that require general skills along with technical proficiency. The student will obtain degree-level general education knowledge and business-related skills in addition to the knowledge obtained in a diploma program.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**Students must have completed a diploma to receive this degree.**

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

### Credits

**Completion of diploma program required for this AAS program (minimum of 37 credit hours) and the following courses.**

#### **First Term**

MGMT 1100—Principles of Management (**Required**) 3

ENGL 1101—Composition and Rhetoric (**Required**) 3

Social/Behavioral Sciences elective—Choose one: (**Required**) 3

*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111*

#### **Second Term**

MGMT 1105—Organizational Behavior (**Required**) 3

Natural Sciences/Mathematics elective—Choose one: (**Required**) 3

MATH 1111—College Algebra **OR**

MATH 1112—College Trigonometry **OR**

MATH 1101\*—Mathematical Modeling **OR**

MATH 1113—Pre-calculus

Humanities/Fine Arts elective—Choose one: (**Required**) 3

*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101*

#### **Third Term**

ACCT 1100—Financial Accounting I (**Required**) 4

MGMT 2125—Performance Management (**Required**) 3

Specific Occupational elective—Choose One (**Required**) 3

ACCT 2140—Legal Environment of Business **OR**

MGMT 1110—Employment Rules & Regulations

General Core elective: (**Required**) 3

Choose one non-repetitive course from Area I, II, III, or IV (see page 6)

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

# AC12 Accounting

## Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 42

**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.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**Course Expiration**

To ensure that students graduate with current skills in Accounting, the following courses must be taken five years prior to graduation: ACCT 1115—Computerized Accounting, ACCT 1120—Spreadsheet Applications, ACCT 1125—Individual Tax Accounting, ACCT 1130—Payroll Accounting. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

**First Term**

ENGL 1010—Fundamentals of English I	3
ACCT 1100—Financial Accounting I	4
COMP 1000—Introduction to Computers	3

**Second Term**

ACCT 1105—Financial Accounting II	4
ACCT 1120—Spreadsheet Applications	4
BUSN 1440—Document Production	4
<b>Choose one of the following Math courses</b>	<b>3</b>
MATH 1011—Business Math <b>OR</b>	
MATH 1012—Foundations of Mathematics	

**Third Term**

ACCT 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
<b>Choose one of the following Social/Behavioral Science courses</b>	
EMPL 1000—Interpersonal Relations and Prof. Development <b>OR</b>	2
PSYC 1010—Basic Psychology	(3)

**Fourth Term**

ACCT 1130—Payroll Accounting	3
Accounting elective	3
Specific Occupational-Guided elective	3

**Specific Occupational Electives**

ACCT 2100 - Accounting Internship I	4
ACCT 2105 - Accounting Internship II	8
ACCT 2110—Accounting Simulation	3
ACCT 2115 - Bookkeeper Certification Review	3
ACCT 2120—Business Tax Accounting	3
ACCT 2125 - Capstone Review Course of Accounting Principles	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
ACCT 2150—Principles of Auditing	3
ACCT 2155—Principles of Fraud Examination	3

**Additional Approved Electives**

BUSN 2190—Business Document Proofreading and Editing	3
BUSN 1420—Database Applications	4
BUSN 1240—Office Procedures	3
BUSN 1210—Electronic Calculators	2
BUSN 1220—Telephone Training	2
BUSN 1300—Introduction to Business	3
BUSN 1330—Personal Effectiveness	3
MGMT 1100—Principle of Management	3
MGMT 1105—Organizational Behavior	3
MGMT 1120—Introduction to Business	3
MGMT 1110—Employment Rules & Regulations	3
MGMT 1115—Leadership	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3

**\* Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.**

The list of Specific Occupational Electives and Business Administrative Technology Electives changed to Guided Electives. MGMT 1110—Employment Law changed to MGMT 1110—Employment Rules & Regulations. **REVISED: 10/28/14**

## BA23 Business Administrative Technology

Associate of Applied Science Degree  
Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 5 terms  
Minimum Credit Hours for Graduation: 64

### 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 that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, and presentation applications software. Students are also introduced to accounting fundamentals, electronic communications, Internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

### Course Expiration

To ensure that students graduate with current skills in Business Administrative Technology, the following courses must be taken five years prior to graduation: BUSN 1400—Word Processing Applications, BUSN 1410—Spreadsheet Concepts and Applications, BUSN 1420—Database Applications, BUSN 1430—Desktop Publishing and Presentation Applications, and BUSN 2160—Electronic Mail Applications. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

### Credits

#### **First Term**

ENGL 1101—Composition and Rhetoric	3
COMP 1000—Introduction to Computers	3
Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	<b>3</b>
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111</i>	
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b>	<b>3</b>
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling	

#### **Second Term**

General Core elective: <b>(Required)</b>	<b>3</b>
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
Humanities/Fine Arts elective—Choose one: <b>(Required)</b>	<b>3</b>
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
BUSN 1440—Document Production*	4
BUSN 2190—Business Document Proofreading and Editing	3

#### **Third Term**

BUSN 1410—Spreadsheet Concepts and Applications <b>OR</b>	
ACCT 1120—Spreadsheet Applications	4
BUSN 1430—Desktop Publishing and Presentation Applications	4
BUSN 1400—Word Processing Applications	4
BUSN 2160—Electronic Mail Applications	2

#### **Fourth Term**

BUSN 1420—Database Applications	4
BUSN 1190—Digital Technologies in Business	2
BUSN 1240—Office Procedures	3
MGMT 1100—Principles of Management	3

#### **Fifth Term**

ACCT 1100—Financial Accounting I	4
Six (6) credit hours of guided electives	6
BUSN 2210—Applied Office Procedures	3

### Guided Electives

ACCT 1105—Financial Accounting II	4
ACCT 1110—Managerial Accounting	3
ACCT 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
ACCT 1130—Payroll Accounting	3
ACCT 2110—Accounting Simulation	3
ACCT 2120—Business Tax Accounting	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
ACCT 2150—Principles of Auditing	3
ACCT 2155—Principles of Fraud Examination	3
BUSN 1100—Introduction to Keyboarding	3
BUSN 1180—Computer Graphics and Design	3
BUSN 1200—Machine Transcription	2
BUSN 1210—Electronic Calculators	2
BUSN 1220—Telephone Training	2
BUSN 1300—Introduction to Business	3
BUSN 1340—Customer Service Effectiveness	3
BUSN 2170—Web Page Design	2
CIST 1001—Computer Concepts	3
CIST 1130—Operating Systems Concepts	3

CIST 1305—Program Design and Development	3
MGMT 1105—Organizational Behavior	3
MGMT 1110—Employment Rules & Regulations	3
MGMT 1115—Leadership	3
MGMT 1120—Introduction to Business	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3
MGMT 2120—Labor Management Relations	3
MGMT 2130—Employee Training and Development	3
MGMT 2135—Management Communication Techniques	3
MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
MGMT 2200—Production/Operations Management	3
MGMT 2205—Service Sector Management	3
MKTG 1100—Principles of Marketing	3
PARA 1100—Introduction to Law and Ethics	3
PARA 1145—Law Office Management	3

**\*Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.**

**\*MATH course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**



The list of Specific Occupational Electives and Business Administrative Technology Electives changed to Guided Electives. MGMT 1110—Employment Law changed to MGMT 1110—Employment Rules & Regulations. **REVISED: 10/28/14**

## BA22 Business Administrative Technology Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 50

### 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 that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, Internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business administrative technology.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

### Course Expiration

To ensure that students graduate with current skills in Business Administrative Technology, the following courses must be taken five years prior to graduation: BUSN 1400—Word Processing Applications, BUSN 1410—Spreadsheet Concepts and Applications, BUSN 1420—Database Applications, BUSN 1430—Desktop Publishing and Presentation Applications, and BUSN 2160—Electronic Mail Applications. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

### Credits

#### **First Term**

ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
MATH 1012—Foundations of Mathematics	3

#### **Choose one of the following two courses**

EMPL 1000—Interpersonal Relations and Prof. Development <b>OR</b>	2
PSYC 1010—Basic Psychology	(3)

#### **Second Term**

BUSN 1240—Office Procedures	3
BUSN 1410—Spreadsheet Concepts and Applications <b>OR</b>	
ACCT 1120—Spreadsheet Applications	4
BUSN 1190—Digital Technologies in Business	2
BUSN 1440—Document Production*	4

#### **Third Term**

BUSN 2190—Business Document Proofreading and Editing	3
BUSN 1430—Desktop Publishing and Presentation Applications	4
BUSN 1400—Word Processing Applications	4
BUSN 2160—Electronic Mail Applications	2

#### **Fourth Term**

ACCT 1100—Financial Accounting I	4
Six (6) credit hours of guided electives	6
BUSN 2210—Applied Office Procedures	3

### Guided Electives

ACCT 1105—Financial Accounting II	4
ACCT 1110—Managerial Accounting	3
ACCT 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
ACCT 1130—Payroll Accounting	3
ACCT 2110—Accounting Simulation	3
ACCT 2120—Business Tax Accounting	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
ACCT 2150—Principles of Auditing	3
ACCT 2155—Principles of Fraud Examination	3
BUSN 1100—Introduction to Keyboarding	3
BUSN 1180—Computer Graphics and Design	3
BUSN 1200—Machine Transcription	2
BUSN 1210—Electronic Calculators	2
BUSN 1220—Telephone Training	2
BUSN 1300—Introduction to Business	3
BUSN 1330—Personal Effectiveness	3
BUSN 1340—Customer Service Effectiveness	3
BUSN 1420—Database Applications	4
BUSN 2170—Web Page Design	2
CIST 1001—Computer Concepts	3
CIST 1130—Operating Systems Concepts	3
CIST 1305—Program Design and Development	3
MGMT 1100—Principle of Management	3
MGMT 1105—Organizational Behavior	3
MGMT 1110—Employment Rules & Regulations	3
MGMT 1115—Leadership	3
MGMT 1120—Introduction to Business	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3
MGMT 2120—Labor Management Relations	3

MGMT 2130—Employee Training and Development	3
MGMT 2135—Management Communication Techniques	3
MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
MGMT 2200—Production/Operations Management	3
MGMT 2205—Service Sector Management	3
MKTG 1100—Principles of Marketing	3
PARA 1100—Introduction to Law and Ethics	3
PARA 1145—Law Office Management	3

**\*Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.**

## AS21 Administrative Support Assistant

Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 2 terms  
Minimum Credit Hours for Graduation: 20

### Program Description

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

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

### Credits

#### **First Term**

COMP 1000—Introduction to Computers	3
BUSN 1240—Office Procedures	3
Specific Occupational-Guided Elective	6

#### **Second Term**

BUSN 1400—Word Processing Applications	4
BUSN 1440—Document Production*	4

#### **Specific Occupational-Guided Electives:**

ACCT 1105—Financial Accounting II	4
ACCT 1115—Computerized Accounting	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
BUSN 1100—Introduction to Keyboarding	3
BUSN 1200—Machine Transcription	2
BUSN 1210—Electronic Calculators	2
BUSN 1300—Introduction to Business	3
BUSN 1340—Customer Service Effectiveness	3
BUSN 1420—Database Applications	4
CIST 1001—Computer Concepts	3
MGMT 1100—Principles of Management	3
MGMT 1105—Organizational Behavior	3
MGMT 1110—Employment Rules & Regulations	3
MGMT 1115—Leadership	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3
MGMT 2155—Quality Management Principles	3

\* Students enrolling in BUSN 1440 are required to take a typing test indicating the ability to key at least 25 words per minute accurately, or successfully pass BUSN 1100 with grade of C or better.

**MF41 Microsoft Office  
Application Professional**  
Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses, and  
Taylor and Butts Centers

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 2 terms  
 Minimum Credit Hours for Graduation: 22

**Program Description**

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

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

	<u>Credits</u>
<b>First Term</b>	
COMP 1000—Introduction to Computers	3
Specific Occupational-Guided elective	3
<b>Second Term</b>	
BUSN 1400—Word Processing Applications	4
BUSN 1410—Spreadsheet Concepts and Applications	4
BUSN 1420—Database Applications	4
BUSN 1430—Desktop Publishing and Presentation Applications	4
<b>Specific Occupational-Guided Electives:</b>	
ACCT1105—Financial Accounting II	4
ACCT 1110—Managerial Accounting	3
ACCT 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
ACCT 1130—Payroll Accounting	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
ACCT 2155—Principles of Fraud Examination	3
BUSN 1100—Introduction to Keyboarding	3
BUSN 1200—Machine Transcription	2
BUSN 1210—Electronic Calculators	2
BUSN 1220—Telephone Training	2
BUSN 1300—Introduction to Business	3
BUSN 1340—Customer Service Effectiveness	3
CIST 1001—Computer Concepts	3
MGMT 1105—Organizational Behavior	3
MGMT 1115—Leadership	3
MGMT 1110—Employment Rules & Regulations	3
MGMT 1120—Introduction to Business	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3

**DAM3 Design and Media  
Production Technology**  
Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 6 terms  
Minimum Credit Hours for Graduation: 66

Students may enroll any term, but must begin the DMPT course sequence fall term with DMPT 1000. Additionally, it is strongly recommended that students complete COMP 1000 as well as the appropriate program-level English and math courses either concurrent or prior to beginning their DMPT coursework. Due to pre-requisite requirements, students should plan to take the DMPT courses in the order shown below.

**Program Description**

The Design and Media Production Technology program prepares students for employment in a variety of media production industries. This program of study emphasizes hands-on production in the specialization of Graphic Design and Prepress.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**Course Expiration**

To ensure that students graduate with current skills in Design and Media Production Technology, all DMPT courses must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
<b>First Term</b>	
ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
COMP 1000—Introduction to Computers <b>(Required)</b>	3
DMPT 1000—Intro to Design and Media Production <b>(Required)</b>	6
<b>Second Term</b>	
DMPT 1005—Vector Graphics <b>(Required)</b>	5
DMPT 1010—Raster Imaging <b>(Required)</b>	5
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b>	3
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling	
<b>Third Term</b>	
Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
DMPT 2105—Page Layout <b>(Required)</b>	4
DMPT 2120—Prepress and Output <b>(Required)</b>	4
<b>Fourth Term</b>	
Humanities/Fine Arts elective—Choose one: <b>(Required)</b>	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
DMPT 2100—Identity Design <b>(Required)</b>	4
DMPT 2115—Advertising and Promotional Design <b>(Required)</b>	4
Program Specific elective(s) (min. 4 credit hours required)	4
<b>Fifth Term</b>	
General Core elective: <b>(Required)</b>	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
DMPT 2110—Publication Design <b>(Required)</b>	4
DMPT 2930—Exit Review <b>(Required)</b>	4
<b>Sixth Term</b>	
DMPT 2905—Practicum/Internship <b>(Required)</b>	4
<b>Specific Occupational Guided Electives</b>	
CIST 1530—Web Graphics I	3
CIST 1540—Web Animation I	3
CIST 2510—Web Technologies	3
CIST 2531—Web Graphics II	3
CIST 2541—Web Animation II	3
CIST 2801—Interactive Video Productions I	4
DMPT 2125—Advanced Raster Imaging	4
DMPT 2130—Advanced Vector Graphics	4

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

**DEM2 Design and Media  
Production Technology**  
Diploma  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 5 terms  
 Minimum Credit Hours for Graduation: 51

Students may enroll any term, but must begin the DMPT course sequence fall term with DMPT 1000. Additionally, it is strongly recommended that students complete COMP 1000 as well as the appropriate program-level English and math either concurrent or prior to beginning their DMPT coursework. Due to pre-requisite requirements, students should plan to take the DMPT courses in the order shown below.

**Program Description**

The Design and Media Production Technology program prepares students for employment in a variety of media production industries. This program of study emphasizes hands-on production in the specialization of Graphic Design and Prepress.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**Course Expiration**

To ensure that students graduate with current skills in Design and Media Production Technology, all DMPT courses must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<b>Program Courses</b>	<b>Credits</b>
<b>First Term</b>	
ENGL 1010—Fundamentals of English I <b>(Required)</b>	3
MATH 1012—Foundations of Mathematics <b>OR</b>	3
MATH 1011—Business Math	(3)
COMP 1000—Introduction to Computers <b>(Required)</b>	3
DMPT 1000—Intro to Design and Media Production <b>(Required)</b>	6
<b>Second Term</b>	
EMPL 1000—Interpersonal Relations/Prof. Development <b>OR</b>	2
PSYC 1010—Basic Psychology	(3)
DMPT 1005—Vector Graphics <b>(Required)</b>	5
DMPT 1010—Raster Imaging <b>(Required)</b>	5
<b>Third Term</b>	
DMPT 2105—Page Layout <b>(Required)</b>	4
DMPT 2120—Prepress and Output <b>(Required)</b>	4
<b>Fourth Term</b>	
DMPT 2100—Identity Design <b>(Required)</b>	4
DMPT 2115—Advertising and Promotional Design <b>OR</b>	4
DMPT 2110—Publication Design <b>OR</b>	(4)
Specific Occupational Guided Elective	(4)
<b>Fifth Term</b>	
DMPT 2930—Exit Review <b>(Required)</b>	4
DMPT 2115—Advertising and Promotional Design <b>OR</b>	4
DMPT 2110—Publication Design <b>OR</b>	(4)
Specific Occupational Guided Elective	(4)
<b>Specific Occupational Guided Electives</b>	
CIST 1530—Web Graphics I	3
CIST 1540—Web Animation I	3
CIST 2510—Web Technologies	3
CIST 2531—Web Graphics II	3
CIST 2541—Web Animation II	3
CIST 2801—Interactive Video Productions I	4
DMPT 2125—Advanced Raster Imaging	4
DMPT 2130—Advanced Vector Graphics	4

MGMT 1110—Employment Law changed to MGMT 1110—Employment Rules & Regulations. Added all choices for Social/Behavioral Sciences electives. **REVISED: 10/28/14**

## MD13 Business Management

Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 5 terms  
Minimum Credit Hours for Graduation: 64

### 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, Human Resource Management, Logistics Management, Service Sector Management, or Small Business Management.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

	<b>Credits</b>
<b>First Term</b>	
COMP 1000—Introduction to Computers	3
ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
MGMT 1100—Principle of Management	3
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b>	<b>3</b>
MATH 1101*—Mathematical Modeling <b>OR</b>	
MATH 1111—College Algebra	
<b>Second Term</b>	
Humanities/Fine Arts elective—Choose one: <b>(Required)</b>	<b>3</b>
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
MGMT 1105—Organizational Behavior	3
MGMT 1120—Introduction to Business	3
Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	<b>3</b>
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
<b>Third Term</b>	
MGMT 1110—Employment Rules & Regulations	3
MGMT 1115—Leadership	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3

### Fourth Term

ACCT 1100—Financial Accounting I	4
MGMT 2125—Performance Management	3
MGMT 2215—Team Project	3
General Core elective: <b>(Required)</b>	<b>3</b>
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	

### Fifth Term

General Core elective: <b>(Required)</b>	
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	3
Complete one of the specializations below (12 hours)	12

### Specializations—Choose One

#### General Management Specialization (12 hours)

Choose any THREE specialization courses below	9
Specific Occupational Guided electives	3

#### Human Resources Management Specialization (12 hours)

MGMT 2120—Labor Management Relations	3
MGMT 2130—Employee Training and Development	3
MGMT 2205—Service Sector Management	3
Specific Occupational Guided electives	3

#### Service Sector Management Specialization (12 hours)

MGMT 2130—Employee Training and Development	3
MGMT 2140—Retail Management	3
MGMT 2205—Service Sector Management	3
Specific Occupational Guided electives	3

#### Small Business Management Specialization (12 hours)

MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
Specific Occupational Guided electives	3

### Specific Occupational Guided Electives

ACCT 1115—Computerized Accounting	3
BUSN 1410—Spreadsheet Concepts and Applications	4
BUSN 1420—Database Applications	4
BUSN 1430—Desktop Publishing and Presentation Applications	4
MKTG 1100—Principles of Marketing	3
MGMT 2120—Labor Management Relations	3
MGMT 2130—Employee Training and Development	3
MGMT 2135—Management Communication Techniques	3
MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
MGMT 2200—Production/Operations Management	3
MGMT 2205—Service Sector Management	3
MGMT 2220—Management-Occupation Based Instructions	3

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

## MD12 Business Management

Diploma  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 48

### 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.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

### Credits

#### **First Term**

COMP 1000—Introduction to Computers	3
ENGL 1010—Fundamentals of English I	3
MATH 1011—Business Math <b>OR</b>	
MATH 1012—Foundations of Mathematics	3
MGMT 1100—Principles of Management	3

#### **Second Term**

EMPL 1000—Interpersonal Relations and Prof Development <b>OR</b>	2
PSYC 1010—Basic Psychology	(3)
MGMT 1105—Organizational Behavior	3
MGMT 1120—Introduction to Business	3

#### **Third Term**

MGMT 1110—Employment Rules & Regulations	3
MGMT 1115—Leadership	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3

#### **Fourth Term**

ACCT 1100—Financial Accounting I	4
MGMT 2125—Performance Management	3
MGMT 2215—Team Project	3
Guided electives	6

#### **Specific Occupational—Guided Electives (6 hours)**

ACCT 1115—Computerized Accounting	3
BUSN 1410—Spreadsheet Concepts and Applications	4
BUSN 1420—Database Applications	4
BUSN 1430—Desktop Publishing and Presentation Applications	4
MKTG 1100—Principles of Marketing	3
MGMT 2120—Labor Management Relations	3
MGMT 2130—Employee Training and Development	3
MGMT 2135—Management Communication Techniques	3
MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
MGMT 2200—Production/Operations Management	3
MGMT 2205—Service Sector Management	3
MGMT 2220—Management-Occupation Based Instruction	3



## HRM1 Human Resource Management Specialist

Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 2 terms  
 Minimum Credit Hours for Graduation: 18

**Program Description**

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

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
<b>First Term</b>	
MGMT 1105—Organizational Behavior	3
MGMT 2115—Human Resource Management	3
Guided elective	3
MGMT 1110—Employment Rules & Regulations <b>OR</b>	3
MGMT 2120—Labor Management Relations	3

<b>Second Term</b>	
MGMT 2125—Performance Management	3
MGMT 2130—Employee Training and Development	3

<b><u>Specific Occupational—Guided Elective (3hours minimum)</u></b>	
ACCT 1100—Financial Accounting I	4
MGMT 1100—Principle of Management	3
MGMT 1110—Employment Rules & Regulations	3
MGMT 1115—Leadership	3
MGMT 1120—Introduction to Business	3
MGMT 1125—Business Ethics	3
MGMT 2120—Labor Management Relations	3
MGMT 2135—Management Communication Techniques	3
MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
MGMT 2205—Service Sector Management	3

## MAL1 Management and Leadership Specialist

Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses and Henry and Jasper Centers

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 2 terms  
 Minimum Credit Hours for Graduation: 18

**Program Description**

The Management and Leadership Specialist program prepares individuals to become supervisors and leaders 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 Management and Leadership Specialist TCC.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
<b>First Term</b>	
MGMT 1100—Principles of Management	3
COMP 1000—Introduction to Computers	3
MGMT 1115—Leadership	3
MGMT 1110—Employment Rules & Regulations <b>OR</b>	3
MGMT 2120—Labor Management Relations	(3)

<b>Second Term</b>	
MGMT 2125—Performance Management	3
MGMT 2130—Employee Training and Development	3

**SB41 Small Business Management  
Specialist**  
Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses  
and Henry Center

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 2 terms  
 Minimum Credit Hours for Graduation: 19

**Program Description**

The Small Business Management Specialist certificate prepares individuals to manage and direct day-to-day functions of a variety of small businesses. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills, and attitudes required for job acquisition, retention, and success in small business management. Graduates will receive a Small Business Management Specialist TCC.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>First Term</b>	
MGMT 2140—Retail Management	3
COMP 1000—Introduction to Computers	3
<b>Second Term</b>	
ACCT 1100—Financial Accounting I	4
MGMT 2125—Performance Management	3
MGMT 2150—Small Business Management	3
<b>Choose one of the following</b>	
MGMT 1110—Employment Rules & Regulations <b>OR</b>	3
MGMT 2120—Labor Management Relations	(3)

**SS31 Supervisory/Management  
Specialist**  
Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses  
and Henry Center

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 1 term  
 Minimum Credit Hours for Graduation: 12

**Program Description**

The Supervisory/Management 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 Supervisory/Management Specialist TCC.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
MGMT 1100—Principles of Management	3
MGMT 1115—Leadership	3
MGMT 2115—Human Resource Management	3
<b>Choose one of the following</b>	
MGMT 1110—Employment Rules & Regulations <b>OR</b>	3
MGMT 2120—Labor Management Relations	(3)

**LAS3 Logistics and Supply Chain Management**  
 Associate of Applied Science Degree  
 Offered at the Henry Center

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 62

**Program Description**

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

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

The following is a suggested path to complete this program in a timely manner. An individual’s path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
<b>First Term</b>	
ECON 1101—Principles of Economics <b>(Required)</b>	3
PSYC 1101—Introductory Psychology <b>OR</b>	3
SOCI 1101—Introduction to Sociology	(3)
COMP 1000—Introduction to Computers	3
SCMA 1000—Introduction to Supply Chain Management	3
LOGI 1000—Business Logistics	3
<b>Second Term</b>	
ENGL 1101—Composition and Rhetoric I <b>(Required)</b>	3
MATH 1111—College Algebra <b>(Required)</b>	3
ACCT 1100—Financial Accounting I	4
ACCT 1120—Spreadsheet Applications	4
LOGI 1010—Purchasing	3
<b>Third Term</b>	
MGMT 1100—Principles of Management	3
SCMA 1003—Intro. to Transportation and Logistics Management	3
Humanities/Fine Arts elective—Choose one: <b>(Required)</b>	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, OR ENGL 2130</i>	
LOGI 1020—Materials Management	3
SCMA 1015—E-Commerce in Supply Chain Management	3
<b>Fourth Term</b>	
MKTG 1130—Business Regulations and Compliance	3
MGMT 2120—Labor Management Relations	3
SCMA 2103—Supply Chain Management Concepts	3
SCMA 2106—Key Issues in the Global Integrated Supply Chain	3
SCMA 2200—Capstone/Case Studies in Logistics Management	3

## CP23 Computer Programming

Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 5 terms  
Minimum Credit Hours for Graduation: 66

### Program Description

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

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

### Pre-requisites

All pre-requisite courses must be completed with at least a C grade.

### Course Expiration

To ensure that students graduate with current skills in computer information systems, all CIST courses must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

	<b>Credits</b>
<b>First Term</b>	
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
<b>Second Term</b>	
CIST 1510—Web Development I	3
Specific Occupational elective	3
Humanities/Fine Arts elective—Choose one: <b>(Required)</b> <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
CIST 2311—Visual Basic I <b>OR</b>	4
CIST 2351—PHP Programming I	(4)
<b>Third Term</b>	
CIST 1220—Structured Query Language (SQL)	4
CIST 2312—Visual Basic II <b>OR</b>	4
CIST 2352—PHP Programming II	(4)
CIST 2921—IT Analysis, Design, and Project Management	4
<b>Fourth Term</b>	
CIST 2361—C++ Programming I	4
CIST 2371—Java Programming I	4
Social/Behavioral Sciences elective—Choose one: <b>(Required)</b> <i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	3
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b> MATH 1111—College Algebra <b>OR</b>	3
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	3
MATH 1101*—Mathematical Modeling	3
<b>Fifth Term</b>	
CIST 2362—C++ Programming II	4
General Core elective: <b>(Required)</b>	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
Choose one of the following courses:	
ACCT 1100—Financial Accounting I <b>OR</b>	4
BUSN 1300—Introduction to Business <b>OR</b>	(3)
MGMT 1120—Introduction to Business	(3)
Specific Occupational elective	3
<b>Specific Occupational Electives</b>	
CIST 1130—Operating Systems Concepts	3
CIST 1200—Database Management	4
CIST 1401—Computer Networking Fundamentals	4
CIST 1530—Web Graphics I	3
CIST 1540—Web Animation I	3
CIST 1601—Information Security Fundamentals	3
CIST 2991—CIST Internship I	3

**Note:** Students are required to meet with their advisor for approval of occupational electives.

**\*Course will be accepted when transferred in from another institution with a grade of a C or better, but may not be offered at this institution.**

**ISE1 Internet Specialist  
Web Site Developer**  
Technical Certificate of Credit  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 3 terms  
 Minimum Credit Hours for Graduation: 35

**Program Description**

The curriculum in the Internet Specialist—Web Site Developer TCC program prepares the student to create and maintain professional, high-quality web sites. Program graduates will be competent in the technical areas of web design, including web graphic design, XHTML, scripting, web application server-side languages, database driven content, web project management, Internet security, and mobile applications. Various software tools will be used throughout the curriculum including Microsoft Visual Studio, Adobe Web Suite and/or open source products. Program graduates earn a Computer Information Systems Technology/Internet Specialist Web Site Developer TCC and will have the skills necessary for employment in the web design field or to work as a free-lance web designer. The purpose of this certificate is to provide training opportunities for persons either already employed in the computer industry or have already been trained in a related computer area and wish to upgrade their skills with advanced courses and skills.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**Pre-requisites**

All pre-requisite courses must be completed with at least a C grade.

**Course Expiration**

To ensure that students graduate with current skills in computer information systems, all CIST courses must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

**First Term**

CIST 1220—Structured Query Language (SQL)	4
CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3
CIST 1520—Scripting Technologies	3

**Second Term**

CIST 1530—Web Graphics I	3
CIST 1540—Web Animation I	3
CIST 2510—Web Technologies	3
CIST 2351—PHP Programming I <b>OR</b>	
CIST 2381—Mobile Application Development	4

**Third Term**

CIST 1601—Information Security Fundamentals	3
CIST 2531—Web Graphics II <b>OR</b>	
CIST 2541—Web Animation II	3
CIST 2550—Web Development II	3

## NS13 Networking Specialist

Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 6 Terms  
Minimum Credit Hours for Graduation: 66

### 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.

### Admission Requirements

- Submit completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript with test scores and ALL post - secondary transcripts in an official sealed envelope;
- Meet assessment requirements.

### Prerequisites:

All Prerequisite courses must be completed with at least a 'C' grade.

### Course Expiration

To ensure that students graduate with current skills in Computer Information Systems all CIST courses must be taken within five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

Please refer to the list of CIS Electives for the Networking Degree. All Networking Degree Students will be required to take 4 CIS Electives.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Please note:** While all courses are offered, they may vary by term and campus. See program advisor for any questions.

### Choose one Networking Specialization:

#### Microsoft Windows Specialization

Program Courses	Credits
<b>First Term</b>	
COMP 1000—Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1130 - Operating Systems Concepts	3
ENGL 1101 - Composition and Rhetoric <b>(Required)</b>	3
<b>Second Term</b>	
CIST 1122 - Hardware Installation and Maintenance	4
CIST 1401 - Computer Networking Fundamentals <b>OR</b>	
CIST 2451 - Introduction to Networks - CISCO	4

Natural Sciences/Mathematics Elective - Choose one: **(Required)**  
MATH 1111 - College Algebra **OR**  
MATH 1100\* - Quantitative Skills and Reasoning **OR**  
MATH 1101\* - Mathematical Modeling 3

#### Third Term

CIST 1601 - Information Security Fundamentals 3  
CIST 2411 - Microsoft Client 4  
Social/Behavioral Sciences Elective - Choose one: **(Required)**  
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111* 3

#### Fourth Term

CIST 2412 - Microsoft Server Directory Services 4  
Specific Occupational Elective 3  
Humanities/Fine Arts Elective - Choose one: **(Required)**  
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101* 3

#### Fifth Term

CIST 2413 - Microsoft Server Infrastructure 4  
Specific Occupational Elective 3  
General Core Elective: **(Required)**  
Choose one non-repetitive course from Area I, II, III or IV (see page 6). 3

#### Sixth Term

CIST 2414 - Microsoft Server Administrator 4  
Specific Occupational Elective 4  
Specific Occupational Elective 4

#### CISCO CCNA Specialization

##### First Term

COMP 1000 - Introduction to Computers 3  
CIST 1001 - Computer Concepts 4  
CIST 1130 - Operating Systems Concepts 3  
ENGL 1101 - Composition and Rhetoric **(Required)** 3

##### Second Term

CIST 1122 - Hardware Installation and Maintenance 4  
CIST 1401 - Computer Networking Fundamentals 4  
Natural Sciences/Mathematics Elective - Choose one: **(Required)**  
MATH 1111 - College Algebra **OR**  
MATH 1100\* - Quantitative Skills and Reasoning **OR**  
MATH 1101\* - Mathematical Modeling 3

##### Third Term

CIST 1601 - Information Security Fundamentals 3  
CIST 2451 - Introduction to Networks - CISCO 4  
Social/Behavioral Sciences Elective - Choose one: **(Required)**  
*ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111* 3

##### Fourth Term

CIST 2452 - Cisco Routing Protocols and Concepts 4  
Specific Occupational Elective 3  
Humanities/Fine Arts Elective - Choose one: **(Required)**  
*HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101* 3

##### Fifth Term

CIST 2453 - Cisco LAN Switching and Wireless 4  
Specific Occupational Elective 3  
General Core Elective: **(Required)**  
Choose one non-repetitive course from Area I, II, III or IV (see page 6). 3

##### Sixth Term

CIST 2454 - Cisco Accessing the WAN 4  
Specific Occupational Elective 4  
Specific Occupational Elective 4

**Microsoft Windows Specialization and CISCO CCNA Specialization**

If students choose to take both Networking specializations together: be advised the credit hours are 72.

**First Term**

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1130 - Operating Systems Concepts	3
ENGL 1101 - Composition and Rhetoric <b>(Required)</b>	3

**Second Term**

CIST 1122 - Hardware Installation and Maintenance	4
CIST 1401 - Computer Networking Fundamentals	4
Natural Sciences/Mathematics Elective - Choose one: <b>(Required)</b>	
MATH 1111 - College Algebra <b>OR</b>	
MATH 1100* - Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101* - Mathematical Modeling	3

**Third Term**

CIST 1601 - Information Security Fundamentals	3
CIST 2451 - Introduction to Networks - CISCO	4
Social/Behavioral Sciences Elective - Choose one: <b>(Required)</b>	
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	3

**Fourth Term**

CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4
CIST 2451 - Introduction to Networks - CISCO	4
Humanities/Fine Arts Elective - Choose one: <b>(Required)</b>	
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3

**Fifth Term**

CIST 2413 - Microsoft Server Infrastructure	4
CIST 2452 - Cisco Routing Protocols and Concepts	4
CIST 2453 - Cisco LAN Switching and Wireless	4

**Sixth Term**

CIST 2414 - Microsoft Server Administrator	4
CIST 2454 - Cisco Accessing the WAN	4
General Core Elective: <b>(Required)</b>	
Choose one non-repetitive course from Area I, II, III or IV (see page 6).	3

**Specific Occupational Electives**

CIST 1200 - Database Management	4
CIST 1220 - Structured Query Language (SQL)	4
CIST 1305 - Program Design and Development	3
CIST 1510 - Web Development I	3
CIST 2122 - A+ Preparation	3
CIST 2222 - Administering Microsoft SQL Server	4
CIST 2224 - Design and Implement Databases/MS SQL Server	4
CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4
CIST 2413 - Microsoft Server Infrastructure	4
CIST 2414 - Microsoft Server Administrator	4
CIST 2451 - Introduction to Networks - CISCO	4
CIST 2452 - Cisco Routing Protocols and Concepts	4
CIST 2453 - Cisco LAN Switching and Wireless	4
CIST 2454 - Cisco Accessing the WAN	4
CIST 2471 - CCNP ROUTE: Implementing IP Routing	4
CIST 2472 - CCNP SWITCH: Implementing IP Switching	4
CIST 2473 - CCNP TSHOOT: Maintaining and Troubleshooting IP Networks	4
CIST 2510 - Web Technologies	3
CIST 2921 - IT Analysis, Design, and Project Management	4
CIST 2991 - CIST Internship I	3
FOSC 2039 - Computer Forensics	5
Programming courses approved by Advisor	

**Note:** It is suggested that students take both of the networking specialty tracks. This will meet the requirements of the networking electives.

**\*Course will be accepted when transferred in from another institution with a grade of a "C" or better but may not be offered at this institution.**

**NS14 Networking Specialist**  
Diploma  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 5 Terms  
Minimum Credit Hours for Graduation: 54

**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.

**Admission Requirements**

- Submit completed application and application fee;
- Be at least 16 years of age;
- Submit official high school transcript or GED transcript with test scores and ALL post - secondary transcripts in an official sealed envelope;
- Meet assessment requirements.

**Prerequisites:**

All Prerequisite courses must be completed with at least a 'C' grade.

**Course Expiration**

To ensure that students graduate with current skills in Computer Information Systems all CIST courses must be taken within five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Please note:** While all courses are offered, they may vary by term and campus. See program advisor for any questions.

**Choose one Networking Specialization:**

**Program Courses**

**Microsoft Windows Specialization**

	<b>Credits</b>
<b>First Term</b>	
COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1130 - Operating Systems Concepts	3
ENGL 1010 - Fundamentals of English I	3

**Second Term**

CIST 2411 - Microsoft Client	4
CIST 1401 - Computer Networking Fundamentals <b>OR</b>	
CIST 2451 - Introduction to Networks - CISCO	4
MATH 1012 - Foundations of Mathematics	3

**Third Term**

CIST 2412 - Microsoft Server Directory Services	4
CIST 1601 - Information Security Fundamentals	3
EMPL 1000 - Interpersonal Relations and Prof Development	2

**Fourth Term**

CIST 1122 - Hardware Installation and Maintenance	4
CIST 2413 - Microsoft Server Infrastructure	4
Specific Occupational Elective	3

**Fifth Term**

CIST 2414 - Microsoft Server Administrator	4
Specific Occupational Elective	3
Specific Occupational Elective	3

**CISCO CCNA Specialization**

**First Term**

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1130 - Operating Systems Concepts	3
ENGL 1010 - Fundamentals of English I	3

**Second Term**

CIST 1122 - Hardware Installation and Maintenance	4
CIST 1401 - Computer Networking Fundamentals	4
MATH 1012 - Foundations of Mathematics	3

**Third Term**

CIST 2451 - Introduction to Networks - CISCO	4
CIST 1601 - Information Security Fundamentals	3
EMPL 1000 - Interpersonal Relations and Prof Development	2

**Fourth Term**

CIST 2452 - Cisco Routing Protocols and Concepts	4
CIST 2453 - Cisco LAN Switching and Wireless	4
Specific Occupational Elective	3

**Fifth Term**

CIST 2454 - Cisco Accessing the WAN	4
Specific Occupational Elective	3
Specific Occupational Elective	3



**Microsoft Windows Specialization and CISCO CCNA Specialization**

If students choose to take both Networking specializations together:  
be advised the credit hours are 61.

<u>Program Courses</u>	<u>Credits</u>
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**First Term**

COMP 1000 - Introduction to Computers	3
CIST 1001 - Computer Concepts	4
CIST 1130 - Operating Systems Concepts	3
ENGL 1010 - Fundamentals of English I	3

**Second Term**

CIST 1401 - Computer Networking Fundamentals	4
CIST 2411 - Microsoft Client	4
CIST 2451 - Introduction to Networks - CISCO	4

**Third Term**

CIST 1601 - Information Security Fundamentals	3
CIST 2412 - Microsoft Server Directory Services	4
CIST 2452 - Cisco Routing Protocols and Concepts	4
EMPL 1000 - Interpersonal Relations and Prof Development	2

**Fourth Term**

CIST 2413 - Microsoft Server Infrastructure	4
CIST 2453 - Cisco LAN Switching and Wireless	4
MATH 1012 - Foundations of Mathematics	3

**Fifth Term**

CIST 2414 - Microsoft Server Administrator	4
CIST 2454 - Cisco Accessing the WAN	4
CIST 1122 - Hardware Installation and Maintenance	4

**Specific Occupational Elective**

CIST 1200 - Database Management	4
CIST 1220 - Structured Query Language (SQL)	4
CIST 1305 - Program Design and Development	3
CIST 1510 - Web Development I	3
CIST 2122 - A+ Preparation	3
CIST 2222 - Administering Microsoft SQL Server	4
CIST 2224 - Design and Implement Databases/MS SQL Server	4
CIST 2411 - Microsoft Client	4
CIST 2412 - Microsoft Server Directory Services	4
CIST 2413 - Microsoft Server Infrastructure	4
CIST 2414 - Microsoft Server Administrator	4
CIST 2451 - Introduction to Networks - CISCO	4
CIST 2452 - Cisco Routing Protocols and Concepts	4
CIST 2453 - Cisco LAN Switching and Wireless	4
CIST 2454 - Cisco Accessing the WAN	4
CIST 2471-CCNP ROUTE: Implementing IP Routing	4
CIST 2472-CCNP SWITCH: Implementing IP Switching	4
CIST 2473-CCNP TSHOOT: Maintaining and Troubleshooting IP Networks	4
CIST 2510-Web Technologies	3
CIST 2921 - IT Analysis, Design, and Project Management	4
CIST 2991 - CIST Internship I	3
FOSC 2039 - Computer Forensics	5
Programming courses approved by Advisor	

**Note:** It is suggested that students take both of the networking specialty tracks. This will meet the requirements of the networking electives.

**EC13 Early Childhood  
Care/Education**  
Associate of Applied Science Degree  
Offered at the Griffin and Flint River Campuses  
and Henry Center

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 6 terms  
Minimum Credit Hours for Graduation: 72

**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 childcare centers and homes, Head Start/Early Head Start programs, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will earn one of four areas of specialization: exceptionalities, infant/toddler, program administration, or paraprofessional.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

A minimum grade of C for each ECCE course is required to receive the AAS from SCTC

**Additional Costs**

*Approximate additional costs other than tuition, fees, and textbooks*

CPR/first aid	\$60
Fingerprint check(s)	\$53
NOCTI exam	\$19

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
<b>First Term</b>	
ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
COMP 1000—Introduction to Computers <b>(Required)</b>	3
ECCE 1101—Intro to Early Childhood Care/Education <b>(Required)</b>	3
ECCE 1103—Child Growth and Development <b>(Required)</b>	3
<b>Second Term</b>	
Language Arts/Humanities/Fine Arts elective— <b>(Required)</b> Choose one: ENGL 1102, SPCH 1101, HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101	3
ECCE 1105—Health, Safety and Nutrition <b>(Required)</b>	3
ECCE 1112—Curriculum and Assessment <b>(Required)</b>	3
General Core elective: <b>(Required)</b>	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
<b>Third Term</b>	
ECCE 2202—Social Issues and Family Involvement <b>(Required)</b>	3
ECCE 2203—Guidance and Classroom Management <b>(Required)</b>	3
PSYC 1101—Introductory Psychology <b>(Required)</b>	3
Humanities/Fine Arts elective—Choose one: <b>(Required)</b> HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101	3
<b>Fourth Term</b>	
ECCE 1113—Creative Activities for Children <b>(Required)</b>	3
ECCE 2115—Language and Literacy <b>(Required)</b>	3
ECCE 2116—Math and Science <b>(Required)</b>	3
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b> MATH 1111—College Algebra <b>OR</b> MATH 1100*—Quantitative Skills and Reasoning <b>OR</b> MATH 1101*—Mathematical Modeling	3
<b>Fifth Term</b>	
ECCE 2201—Exceptionalities <b>(Required)</b>	3
Choose two courses from one area of specialization <b>(Required)</b>	6
ECCE 1121—Early Childhood/Education Practicum <b>(Required)</b>	3
<b>Sixth Term</b>	
ECCE 2240—Early Childhood Care and Education Internship	12
<b>Specializations—Choose ONE Pair (6 hours)</b> <b>(Both courses chosen must be from the same area of specialization)</b>	
Paraprofessional specialization requires both courses below	
ECCE 2310—Paraprofessional Methods and Materials	3
ECCE 2312—Paraprofessional Roles and Practices	3
<b>OR</b>	
Program Administration specialization requires both courses below	
ECCE 2320—Program Administration and Facility Management	3
ECCE 2322—Personnel Management	3
<b>OR</b>	
Infant/Toddler Development specialization requires both courses below	
ECCE 2330—Infant/Toddler Development	3
ECCE 2332—Infant/Toddler Group Care and Curriculum	3
<b>OR</b>	
Exceptionalities specialization requires both courses below	
ECCE 2360—Classroom Strategies for Exceptional Children	3
ECCE 2362—Exploring Your Role in the Exceptional Environment	3

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

The Henry Center is added as a location for the program. **REVISED: 10/28/14**

**ECC2 Early Childhood  
Care/Education Diploma**  
Offered at the Griffin and Flint River Campuses  
and Henry Center

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 5 terms  
Minimum Credit Hours for Graduation: 53

**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 childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K Programs.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

A minimum grade of C for each ECCE course is required to receive the diploma from SCTC.

**Additional Costs**

*Approximate additional costs other than tuition, fees, and textbooks*

CPR/first aid	\$60
Fingerprint check(s)	\$53
NOCTI exam	\$19

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

**First Term**

ENGL 1010—Fundamentals of English I <b>(Required)</b>	3
COMP 1000—Introduction to Computers <b>(Required)</b>	3
ECCE 1101—Intro to Early Childhood Care/Education <b>(Required)</b>	3
ECCE 1103—Child Growth and Development <b>(Required)</b>	3

**Second Term**

MATH 1012—Foundations of Mathematics <b>(Required)</b>	3
ECCE 1105—Health, Safety and Nutrition <b>(Required)</b>	3
ECCE 1112—Curriculum and Assessment <b>(Required)</b>	3
ECCE 1113—Creative Activities for Children <b>(Required)</b>	3

**Third Term**

ECCE 2202—Social Issues and Family Involvement <b>(Required)</b>	3
ECCE 2203—Guidance and Classroom Management <b>(Required)</b>	3

**Fourth Term**

ECCE 1121—Early Childhood Care/Education Practicum <b>(Required)</b>	3
ECCE 2115—Language and Literacy <b>(Required)</b>	3
ECCE 2116—Math and Science <b>(Required)</b>	3
Choose one	
EMPL 1000—Interpersonal Relations and Prof. Development <b>OR</b>	2
PSYC 1010—Basic Psychology	(3)

**Fifth Term**

ECCE 2240—Early Childhood Care/Education Internship <b>(Required)</b>	12
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## CD61 Child Development Specialist

Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses  
Henry Center and Online

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 1 term  
Minimum Credit Hours for Graduation: 14

### Program Description

The 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 childcare program. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

### Additional Costs

*Approximate additional costs other than tuition, fees, and textbooks*

CPR/first aid	\$60
Fingerprint check(s)	\$53

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
ECCE 1101—Intro to Early Childhood Care/Education ( <b>Required</b> )	3
ECCE 1103—Child Growth and Development ( <b>Required</b> )	3
ECCE 1105—Health, Safety and Nutrition ( <b>Required</b> )	3
ECCE 1112—Curriculum and Assessment ( <b>Required</b> )	3
Choose One: ( <b>Required</b> )	
EMPL 1000—Interpersonal Relations and Prof. Development <b>OR</b>	2
ECCE 1121—Early Childhood Care/Education Practicum	3

## EC31 Early Childhood Care and Education Basics

Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses  
Henry Center and Online

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 1 term  
Minimum Credit Hours for Graduation: 9

### Program Description

The Early Childhood Care and Education (ECCE) Basics TCC includes three Early Childhood Care and Education courses that are needed for entry-level workers. The program provides an introductory course to the ECCE field, a child growth and development course, and a health, safety, and nutrition course. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

### Additional Costs

*Approximate additional costs other than tuition, fees, and textbooks*

CPR/first aid	\$60
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The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
ECCE 1101—Intro to Early Childhood Care/Education ( <b>Required</b> )	3
ECCE 1103—Child Growth and Development ( <b>Required</b> )	3
ECCE 1105—Health, Safety and Nutrition ( <b>Required</b> )	3

## EC41 Early Childhood Exceptionalities

Technical Certificate of Credit  
Offered at the Griffin Campus and Online

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 1 term  
Minimum Credit Hours for Graduation: 9

### Program Description

The Early Childhood Exceptionalities TCC is a sequence of three courses designed to prepare students to work with children with special needs. The program emphasizes an inclusive classroom including strategies and activities for exceptional children (both low- and high-achieving students). Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
ECCE 2201—Exceptionalities (Required)	3
ECCE 2360—Classroom Strategies for Except. Children (Required)	3
ECCE 2362—Exploring Your Role in Except. Environment (Required)	3

## ECP1 Early Childhood Program Administration

Technical Certificate of Credit  
Offered Online

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 1 term  
Minimum Credit Hours for Graduation: 9

### Program Description

The Early Childhood Program Administration TCC program is a sequence of three courses designed to prepare students for a job as manager of a childcare learning center or a group day care center. The program emphasizes child growth and development and management and administration issues involved in managing childcare programs. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

### Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
ECCE 1103—Child Growth and Development (Required)	3
ECCE 2320—Program Administration and Facility Mgmt. (Required)	3
ECCE 2322—Personnel Management (Required)	3

The Henry Center is added as a location for the program. **REVISED: 10/28/14**

## IC31 Infant/Toddler Child Care Specialist

Technical Certificate of Credit  
Offered Online

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 1 term  
Minimum Credit Hours for Graduation: 15

### **Program Description**

The 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 childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

### **Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

All learning support classes must be completed and a minimum grade of C for each course is required to receive the certificate of award from SCTC.

### **Additional Costs**

*Approximate additional costs other than tuition, fees, and textbooks*

CPR/First Aid \$60

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### **Program Courses**

### **Credits**

ECCE 1101—Intro to Early Childhood Care/Education (Required)	3
ECCE 1103—Child Growth and Development (Required)	3
ECCE 1105—Health, Safety and Nutrition (Required)	3
ECCE 2330—Infant/Toddler Development (Required)	3
ECCE 2332—Infant/Toddler Group Care/Curriculum (Required)	3

## CJT3 Criminal Justice Technology

Associate of Applied Science Degree  
Offered at the Griffin and Flint River Campuses  
Henry Center

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 6 terms  
Minimum Credit Hours for Graduation: 60

### Program Description

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

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

### Public Safety Employment Awareness Statement

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

	<u>Credits</u>
<b>First Term</b>	
ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
COMP 1000—Introduction to Computers	3
Natural Sciences/Mathematics elective—Choose one: <b>(Required)</b>	3
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning <b>OR</b>	
MATH 1101*—Mathematical Modeling	

### **Second Term**

Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
Humanities/Fine Arts electives—Choose one: <b>(Required)</b>	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
General Core elective: <b>(Required)</b>	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
CRJU 1010—Introduction to Criminal Justice	3

### **Third Term**

CRJU 1030—Corrections	3
CRJU 1040—Principles of Law Enforcement	3

### **Fourth Term**

CRJU 2050—Criminal Procedure	3
CRJU 1400—Ethics and Cultural Perspectives for Criminal Justice	3

### **Fifth Term**

CRJU 1068—Criminal Law for Criminal Justice	3
CRJU 2020—Constitutional Law for Criminal Justice	3
CRJU 2070—Juvenile Justice	3
Practicum <b>OR</b> Internship—Choose one	3
CRJU 2090—Criminal Justice Practicum <b>OR</b>	
CRJU 2100—Criminal Justice Externship	

### **Sixth Term**

Occupational electives: **Choose five (5) courses below, minimum 15 hours**

CRJU 1021—Private Security	3
CRJU 1043—Probation and Parole	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 Investigation	3
CRJU 1062—Methods of Criminal Investigation	3
CRJU 1065—Community-Oriented Policing	3
CRJU 1075—Report Writing	3
CRJU 2060—Criminology	3
CRJU 2110—Homeland Security	3
CRJU 2201—Criminal Courts	3
FOSC 1206—Introduction to Forensic Science	3
FOSC 2010—Crime Scene Investigation I	4
FOSC 2011—Crime Scene Investigation II	4
FOSC 2012—Forensic Trace Evidence	4
FOSC 2014—Documentation and Report Preparation	4
FOSC 2033—Death Investigation	3
FOSC 2035—Forensic Photography	4
FOSC 2037—Victimology	3
FOSC 2039—Computer Forensics	5
FOSC 2040—Forensic Firearms and Toolmark Identification	3
FOSC 2041—Latent Print Examination	4
FOSC 2150—Case Preparation and Courtroom Testimony	4

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

## CJT2 Criminal Justice Technology

Diploma

Offered at the Griffin and Flint River Campuses

Henry Center

Program Entrance Term:                      Fall, Spring, Summer  
 Minimum Length of Program:                      5 terms  
 Minimum Credit Hours for Graduation:                      48

### **Program Description**

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

### **Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

### **Public Safety Employment Awareness Statement**

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### **Program Courses**

### **Credits**

#### **First Term**

ENGL 1010—Fundamentals of English I	3
PSYC 1010—Basic Psychology	3
COMP 1000—Introduction to Computers	3
CRJU 1010—Introduction to Criminal Justice	3

#### **Second Term**

MATH 1012—Foundations of Mathematics	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

#### **Third Term**

CRJU 1400—Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020—Constitutional Law for Criminal Justice	3
CRJU 2070—Juvenile Justice	3

#### **Fourth Term**

Practicum or Internship—Choose one	3
CRJU 2090—Criminal Justice Practicum <b>OR</b>	
CRJU 2100—Criminal Justice Externship	

#### **Fifth Term**

Choose three Occupational electives below for a minimum of 9 hours

#### **Specific Occupational Electives**

CRJU 1021—Private Security	3
CRJU 1043—Probation and Parole	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 Investigation	3
CRJU 1062—Methods of Criminal Investigation	3
CRJU 1065—Community-Oriented Policing	3
CRJU 1075—Report Writing	3
CRJU 2060—Criminology	3
CRJU 2110—Homeland Security	3
CRJU 2201—Criminal Courts	3
FOSC 1206—Introduction to Forensic Science	3
FOSC 2010—Crime Scene Investigation I	4
FOSC 2011—Crime Scene Investigation II	4
FOSC 2012—Forensic Trace Evidence	4
FOSC 2014—Documentation and Report Preparation	4
FOSC 2033—Death Investigation	3
FOSC 2035—Forensic Photography	4
FOSC 2037—Victimology	3
FOSC 2039—Computer Forensics	5
FOSC 2040—Forensic Firearms and Toolmark Identification	3
FOSC 2041—Latent Print Examination	4
FOSC 2150—Case Preparation and Courtroom Testimony	4



Program is no longer offered at the Butts, Jasper, and Taylor Centers. Program is only offered at the Griffin Campus, Flint River Campus and Henry Center. **REVISED: 10/28/14**

## **CJ21 Criminal Justice Specialist**

Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses  
Henry Center

Program Entrance Term: Fall, Spring Summer  
Minimum Length of Program: 1 term  
Minimum Credit Hours for Graduation: 15

### **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 applications necessary for successful employment. 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.

### **Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED **NOT** required
- Meet assessment requirements

### **Public Safety Employment Awareness Statement**

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
CRJU 1010—Introduction to Criminal	3
CRJU 1030—Corrections	3
CRJU 1040—Principles of Law Enforcement	3
CRJU 1068—Criminal Law for Criminal Justice	3
CRJU 2020—Constitutional Law for Criminal Justice	3

FRSC 1050, 1060, 1070, and 1080 were removed. Students must complete the NIMS courses of study prior to the end of the **first** week.

REVISED: 10/28/14

**F112 Firefighter/EMSP**  
 Diploma  
 Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 50

**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.

Note: criminal background checks and drug screens may be required based on the requirements for participation in clinical experiences.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Physical exam and drug screening: A physical exam as outlined in Georgia O.C.G.A. 25-4-8(a)(5) as well as a ten-panel drug screen including Oxytocin must be submitted prior to entering the firefighter program. **(Required document)**
- Students, most commonly, will have to submit a satisfactory state and federal criminal background check as well as a seven-year motor vehicle background check in order to be placed in a clinical-ride-along facility to complete the clinical portions of the educational training. **(Required document)**
- National Incident Management Systems Training (NIMS): Firefighter students must complete the National Incident Management Systems (NIMS) 700a, 800b, 100b, and 200b courses of study prior to the first week of class. The NIMS classes are offered online by FEMA at [www.training.fema.gov](http://www.training.fema.gov). Students must present the course(s) completion certificate before credit can be awarded. **(Required document)**
- CPR certification: Students must provide a completed CPR certification prior to entering the firefighter program. Acceptable certification: American Heart Association—BLS for Health Care Provider. A student who holds a valid AHA CPR card should present a copy of the card during the first week of class. **(Required document)**

- Dress code/program uniform: Students are expected to dress in a professional manner. Sleeveless shirts and shorts/cutoff pants, flip flops or open toe shoes will not be allowed. Professional appearance is encouraged of all students attending the Firefighter Training Course. Program shirts and uniform requirements will be discussed during the first week of class.

**Public Safety Employment Awareness Statement**

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual’s path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

<b>First Term</b>	
FRSC 1020—Basic Firefighter—Emergency Services Fundamentals	3
FRSC 1030—Basic Firefighter - MODULE I	5
FRSC 1040—Basic Firefighter - MODULE II	3
FRSC 1141—Hazardous Materials Operations	4
<b>Second Term</b>	
MATH 1012—Foundations of Mathematics	3
EMSP 1110—Introduction to the EMT Profession	3
EMSP 1120—EMT Assessment/Airway Mgt. and Pharmacology	3
EMSP 1510—Advanced Concepts for the AEMT	3
<b>Third Term</b>	
ENGL 1010—Fundamentals of English I	3
EMSP 1130—Medical Emergencies for the EMT	3
EMSP 1140—Special Patient Populations	3
EMSP 1150—Shock and Trauma for the EMT	3
EMSP 1160—Clinical and Practical Applications for the EMT	1
<b>Fourth Term</b>	
COMP 1000—Introduction to Computers	3
EMSP 1520—Advanced Patient Care for the AEMT	3
EMSP 1530—Clinical Applications for the AEMT	1
EMSP 1540—Clinical and Practical Applications for the AEMT	3

**Note:** All courses must be completed with a grade of C or better.

**FF11 Firefighter I**  
 Technical Certificate of Credit  
 Offered at the Griffin Campus

Program Entrance Term: Fall, Spring  
 Minimum Length of Program: 1 term  
 Minimum Credit Hours for Graduation: 15

**Program Description**

The Firefighter I technical certificate of credit program is conducted in cooperation with Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. The certificate builds upon skills and knowledge developed by the **National Fire Protection Association**. Graduates will be offered the opportunity to test for National Professional Qualifications level Firefighter I and Hazardous Materials Operations. Program graduates receive a Firefighter I technical certificate of credit.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Physical exam and drug screening: A physical exam as outlined in Georgia O.C.G.A. 25-4-8(a)(5) as well as a ten-panel drug screen including Oxytocin must be submitted prior to the entering the firefighter program. **(Required document)**
- Students, most commonly, will have to submit a satisfactory state and federal criminal background check as well as a seven-year motor vehicle background check in order to be placed in a clinical-ride-along facility to complete the clinical portions of the educational training. **(Required document)**
- National Incident Management Systems Training (NIMS): Firefighter students must complete the National Incident Management Systems (NIMS) 700a, 800b, 100b, and 200b courses of study prior to the end of the **first** week of class. The NIMS classes are offered online by FEMA at [www.training.fema.gov](http://www.training.fema.gov). Students must present the course(s) completion certificate(s) before credit can be awarded. **(Required document)**
- CPR certification: Students must provide a completed CPR certification prior to entering the firefighter program. Acceptable certification: American Heart Association—BLS for Health Care Provider. A student who holds a valid AHA CPR card should present a copy of the card during the first week of class. **(Required document)**
- Dress code/program uniform: Students are expected to dress in a professional manner. Sleeveless shirts and shorts/cutoff pants, flip flops

or open toe shoes will not be allowed. Professional appearance is encouraged of all students attending the Firefighter Training Course. Program shirts and uniform requirements will be discussed during the first week of class.

**Public Safety Employment Awareness Statement**

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

	<b>Credits</b>
FRSC 1020—Basic Firefighter—Emergency Services Fundamentals	3
FRSC 1030—Basic Firefighter—MODULE I	5
FRSC 1040—Basic Firefighter—MODULE II	3
FRSC 1141—Hazardous Materials Operations	4

**Note:** Student must complete all courses in the same term with a grade of C or better.

**FF21 Firefighter II**  
 Technical Certificate of Credit  
 Offered at the Griffin Campus

Program Entrance Term: Fall, Spring  
 Minimum Length of Program: 1 term  
 Minimum Credit Hours for Graduation: 13

**Program Description**

The Firefighter II technical certificate of credit program is conducted in cooperation with Georgia Firefighter Standards and Training to ensure graduates 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 National Fire Protection Association. Students must be a graduate of Firefighter I technical certificate of credit or NPQ Firefighter I Certified. 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.**

**Admission Requirements**

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Physical exam and drug screening: A physical exam as outlined in Georgia O.C.G.A. 25-4-8(a)(5) as well as a ten-panel drug screen including Oxytocin must be submitted prior to the entering the firefighter program. **(Required document)**
- Students, most commonly, will have to submit a satisfactory state and federal criminal background check as well as a seven-year motor vehicle background check in order to be placed in a clinical-ride-along facility to complete the clinical portions of the educational training. **(Required document)**
- National Incident Management Systems Training (NIMS): Firefighter students must complete the National Incident Management Systems (NIMS) 700a, 800b, 100b, and 200b courses of study prior to the **first** week of class. The NIMS classes are offered online by FEMA at [www.training.fema.gov](http://www.training.fema.gov). Students must present the course(s) completion certificate before credit can be awarded. **(Required document)**
- CPR certification: Students must provide a completed CPR certification prior to entering the firefighter program. Acceptable certification: American Heart Association—BLS for Health Care Provider. A student who holds a valid AHA CPR card

should present a copy of the card during the first week of class. **(Required document)**

- Dress code/program uniform: Students are expected to dress in a professional manner. Sleeveless shirts and shorts/cutoff pants, flip flops or open toe shoes will not be allowed. Professional appearance is encouraged of all students attending the Firefighter Training Course. Program shirts and uniform requirements will be discussed during the first week of class.

**Public Safety Employment Awareness Statement**

A criminal history will not hinder a student from receiving a certificate, diploma, or degree in a Public Safety program from Southern Crescent Technical College; however, a student with a criminal background may be denied employment in the public safety field.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

	<u>Credits</u>
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

**Note: Student must complete all courses in the same term with a grade of C or better.**

**EB71 Emergency Medical Responder  
(EMR)**  
 Technical Certificate of Credit  
 Offered at the Griffin Campus

Program Entrance Term: Fall, Spring Summer  
 Minimum Length of Program: 1 term  
 Minimum Credit Hours for Graduation: 11

**Program Description**

The Emergency Medical Responder certificate program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher-level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response under medical oversight. The Emergency Medical Responder (EMR) technical certificate of credit provides students with the opportunity to prepare for entry-level into the emergency medical services professions for possible employment in a variety of pre-hospital, industrial, and first responder settings. It is NOT designed to prepare students to serve as licensed personnel on an ambulance. It will meet requirements for those individuals who must be certified in CPR for health care providers and basic first aid. After successful completion of a SOEMST approved EMR program, the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination. Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED **NOT** required
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<u>Program Courses</u>	<u>Credits</u>
ALHS 1011—Anatomy and Physiology	5
ALHS 1090—Medical Terminology for Allied Health Sciences	2
EMSP 1010—Emergency Medical Responder	4

**Note:** This program is available to high school students. However, it is open to adult students who have an interest in medical first response. These may include but not be limited to law enforcement and fire department employees, safety officers in industrial plants, school and pre-school teachers and administrative staff and others.

All courses must be completed with a grade of C or better.

## AP71 Automotive Refinishing Assistant II

Technical Certificate of Credit  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring  
Minimum Length of Program: 1 term  
Minimum Credit Hours for Graduation: 10

### **Program Description**

The Automotive 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.

### **Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### **Program Courses**

	<b><u>Credits</u></b>
ACRP 2001—Introduction to Auto Painting and Refinishing	5
ACRP 2002—Painting and Refinishing Techniques	5

**DT13 Drafting Technology**  
 Associate of Applied Science Degree  
 Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 60

**Program Description**

The Drafting Technology Associate of Applied Science degree program prepares students for employment in a variety of positions in the drafting field 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.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements.

**Course Expiration**

To ensure that students graduate with current skills in Drafting, all Drafting courses must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Mechanical Drafting Specialization**

**First Term**

ENGL 1101—Composition and Rhetoric	3
MATH 1111—College Algebra	3
COMP 1000—Introduction to Computers	3
DFTG 1101—CAD Fundamentals	4
DFTG 1105—3D Mechanical Modeling	4

**Second Term**

MATH 1112—College Trigonometry <b>OR</b>	
MATH 1113—Pre-calculus	3
Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111</i>	
DFTG 1103—Multiview/Basic Dimensioning	4
DFTG 1107—Advanced Dimensioning/Sectional Views	4
Guided Occupational elective	2

**Third Term**

Humanities/Fine Arts elective—Choose one: <b>(Required)</b>	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
DFTG 1109—Auxiliary Views/Surface Development	4
DFTG 1111—Fasteners	4
Guided Occupational elective	4

**Fourth Term**

DFTG 1113—Assembly Drawings	4
Guided Occupational electives	8

**Architectural Drafting Specialization**

**First Term**

ENGL 1101—Composition and Rhetoric	3
COMP 1000—Introduction to Computers	3
DFTG 1101—CAD Fundamentals	4
DFTG 1125—Architectural Fundamentals	4
DFTG 1127—Architectural 3D Modeling	4

**Second Term**

MATH 1111—College Algebra	3
Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111</i>	
DFTG 1103—Multiview/Basic Dimensioning	4
DFTG 1129—Residential Drawing I	4
Guided Occupational elective	3

**Third Term**

MATH 1112—College Trigonometry <b>OR</b>	
MATH 1113—Pre-calculus	3
Humanities/Fine Arts elective—Choose one: <b>(Required)</b>	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
DFTG 1131—Residential Drawing II	4
Guided Occupational elective	3

**Fourth Term**

DFTG 1133—Commercial Drawing I	4
Guided Occupational electives	8

**Drafting Technology Guided Occupational Electives**

Choose any Trade/Industrial Technology, BUSN, CIST, IDSY, OR MGMT course

DFTG Courses were updated and minimum credit hours for graduation reduced to 46 credit hours. **REVISED: 10/28/14**

# DT12 Drafting Technology

Diploma  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 3 terms  
 Minimum Credit Hours for Graduation: 46

**Program Description**

The Drafting Technology diploma program prepares students for employment in a variety of positions in the drafting field, 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.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**Course Expiration**

To ensure that students graduate with current skills in Drafting, all Drafting courses must be taken five years prior to graduation. Courses older than five years must be retaken. Courses transferred from other colleges also follow the five year rule.

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

**Mechanical Drafting Specialization**

**First Term**

MATH 1012—Foundations of Mathematics	3
COMP 1000—Introduction to Computers	3
DFTG 1101—CAD Fundamentals	4
DFTG 1105—3D Mechanical Modeling	4

**Second Term**

MATH 1015—Geometry and Trigonometry <b>OR</b>	
DFTG 1015 - Practical Mathematics for Drafting Technology	3
DFTG 1103—Multiview/Basic Dimensioning	4
DFTG 1107—Advanced Dimensioning/Sectional Views	4
DFTG 1109—Auxiliary Views/Surface Development	4
Guided Occupational elective	2

**Third Term**

ENGL 1010—Fundamentals of English I	3
EMPL 1000—Interpersonal Relations and Prof. Development	2
DFTG 1111—Fasteners	4
DFTG 1113—Assembly Drawings	4
Guided Occupational electives	2

**Program Courses**

**Credits**

**Architectural Drafting Specialization**

**First Term**

MATH 1012—Foundations of Mathematics	3
COMP 1000—Introduction to Computers	3
DFTG 1101—CAD Fundamentals	4
DFTG 1125—Architectural Fundamentals	4
DFTG 1127—Architectural 3D Modeling	4

**Second Term**

MATH 1015—Geometry and Trigonometry <b>OR</b>	
DFTG 1015 - Practical Mathematics for Drafting Technology	3
ENGL 1010—Fundamentals of English I	3
DFTG 1103—Multiview/Basic Dimensioning	4
DFTG 1129—Residential Drawing I	4

**Third Term**

EMPL 1000—Interpersonal Relations and Prof. Development	2
DFTG 1131—Residential Drawing II	4
DFTG 1133—Commercial Drawing I	4
Guided Occupational electives	4

**Drafting Technology Guided Occupational Electives**

Choose any Trade/Industrial Technology, BUSN, CIST, IDSY, OR MGMT course



ELTR 1110 is no longer offered in program. **REVISED: 10/28/14**

## **IE31 Industrial Electrical Controls**

Technical Certificate of Credit  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
Minimum Length of Program: 2 terms  
Minimum Credit Hours for Graduation: 16

### **Program Description**

The Industrial Electrical Controls technical certificate of credit prepares students for an entry-level position in a commercial or industrial environment in which electrical controls are utilized. Emphasis is placed on electrical theory, electric motors, and programmable logic controllers.

### **Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>First Term</b>	
MATH 1012—Foundations of Mathematics	3
ELTR 1020—Electrical Systems Basics I	3
IDFC 1007—Industrial Safety Procedures	2
<b>Second Term</b>	
ELTR 1180—Electrical Controls	4
ELTR 1220—Industrial PLCs	4

**ET13 Electronics Technology**  
 Associate of Applied Science Degree  
 Offered at the Flint River Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 5 terms  
 Minimum Credit Hours for Graduation: 61

**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 applications 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 communication electronics, industrial electronics, general electronics, or telecommunication electronics.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

	<u>Credits</u>
<b>First Term</b>	
MATH 1111—College Algebra (Required)	3
ELCR 1005—Soldering Technology	1
ELCR 1010—Direct Current Circuits	6
COMP 1000—Introduction to Computers	3
<b>Second Term</b>	
ELCR 1020—Alternating Current Circuits	7
ENGL 1101—Composition and Rhetoric (Required)	3
Social/Behavioral Sciences elective—Choose one: (Required) <i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	3
<b>Third Term</b>	
ELCR 1030—Solid State Devices	5
ELCR 1040—Digital and Microprocessor Fundamentals	5
Humanities/Fine Arts elective—Choose one: (Required) <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
<b>Fourth Term</b>	
ELCR 1060—Linear Integrated Circuits	3
Mathematics elective (Choose one of the following) (Required)	3
MATH 1112—College Trigonometry OR	
MATH 1113—Pre-calculus	

**Students MUST see program advisor for specialization course sequences.**

**And completion of ONE of the following specializations**

**Field Occupational Specialization 16 hours**

(Offered at the Griffin and Flint River Campuses)  
 Occupationally Related electives 16

**Communications Electronics Technology specialization 17 hours**

(Offered at the Flint River Campus only)  
 ELCR 2210—Advanced Circuit Analysis 5  
 ELCR 2220—Digital Communications 3  
 ELCR 2230—Antenna and Transmission Lines 3  
 ELCR 2240—Microwave Communications and Radar 3  
 ELCR 2250—Optical Communications Techniques 3

**Telecommunications Electronics Technology specialization 18 hours**

(Offered at the Griffin Campus only)  
 ELCR 2170—Computer Hardware 5  
 ELCR 2190—Networking I 3  
 ELCR 2590—Fiber Optic Systems 3  
 ELCR 2600—Telecommunication and Data Cabling 3  
 ELCR 2620—Telecommunications Systems Installation, Programming, and Data Transmission 4

**Industrial Electronics Technology specialization 16 hours**

(Offered at the Griffin and Flint River Campuses)  
 ELCR 2110—Process Control 3  
 ELCR 2120—Motor Controls 3  
 ELCR 2130—Programmable Controllers 3  
 ELCR 2140—Mechanical Devices 2  
 ELCR 2150—Fluid Power 2  
 ELCR 2160—Advanced Microprocessors and Robotics 3

**Specific Occupational Related Electives**

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  
 ELCR 2170—Computer Hardware 5  
 ELCR 2190—Networking I 3  
 ELCR 2210—Advanced Circuit Analysis 5  
 ELCR 2220—Digital Communications 3  
 ELCR 2230—Antenna and Transmission Lines 3  
 ELCR 2240—Microwave Communications and Radar 3  
 ELCR 2250—Optical Communications Techniques 3  
 ELCR 2590—Fiber Optic Systems 3  
 ELCR 2600—Telecommunication and Data Cabling 3  
 ELCR 2620—Telecommunications Systems Installation, Programming, and Data Transmission 4  
 ELTR 1060—Electrical Prints, Schematics, and Symbols 2  
 ELTR 1080—Commercial Wiring I 5  
 ELTR 1090—Commercial Wiring II 3  
 ELTR 1180—Electrical Controls 4  
 ELTR 1205—Residential Wiring I 3  
 ELTR 1210—Residential Wiring II 3  
 ELTR 1525—Photovoltaic Systems 5  
 ELTR 1220—Industrial PLCs 4  
 ELTR 1250—Diagnostic Troubleshooting 2  
 ELTR 1270—National Electrical Code Industrial Applications 4  
 IDFC 1007—Industrial Safety Procedures 2  
 IDSY 1170—Industrial Mechanics 5  
 IDSY 1110—Industrial Motor Controls I 5  
 IDSY 1190—Fluid Power and Piping Systems 5  
 IDSY 1120—Basic Industrial PLCs 5  
 IDSY 1130—Industrial Wiring 5  
 IDSY 1210—Industrial Motor Controls II 5  
 IDSY 1220—Intermediate Industrial PLCs 5  
 IDSY 1230—Industrial Instrumentation 5

# ET14 Electronics Technology

## Diploma

Offered at the Flint River Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 54

### 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 communications electronics, general electronics, industrial electronics, or telecommunications electronics.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

	<u>Credits</u>
<b>First Term</b>	
ELCR 1005—Soldering Technology	1
ELCR 1010—Direct Current Circuits	6
COMP 1000—Introduction to Computers	3
<b>Choose one (1) of the following MATH courses:</b>	3
MATH 1012—Foundations of Mathematics <b>OR</b>	
MATH 1013—Algebraic Concepts <b>OR</b>	
MATH 1111—College Algebra	
<b>Second Term</b>	
ELCR 1020—Alternating Current Circuits	7
EMPL 1000—Interpersonal Relations and Prof. Development	2
ENGL 1010—Fundamentals of English I	3
<b>Third Term</b>	
ELCR 1030—Solid State Devices	5
ELCR 1040—Digital and Microprocessor Fundamentals	5
<b>Fourth Term</b>	
ELCR 1060—Linear Integrated Circuits	3

**Students MUST see their program advisor for specialization course sequences.**

### And completion of one of the following specializations

#### Field Occupation Specialization 16 hours

(Offered at the Griffin and Flint River Campuses)

Occupationally Related electives 16

#### Communications Electronics Technology specialization 17 hours

(Offered at the Flint River Campus only)

ELCR 2210—Advanced Circuit Analysis	5
ELCR 2220—Digital Communications	3
ELCR 2230—Antenna and Transmission Lines	3
ELCR 2240—Microwave Communications and Radar	3
ELCR 2250—Optical Communications Techniques	3

#### Telecommunications Electronics Technology specialization 18 hours

(Offered at the Griffin Campus only)

ELCR 2170—Computer Hardware	5
ELCR 2190—Networking I	3
ELCR 2590—Fiber Optic Systems	3
ELCR 2600—Telecommunication and Data Cabling	3
ELCR 2620—Telecommunications Systems Installation, Programming, and Data Transmission	4

#### Industrial Electronics Technology specialization 16 hours

(Offered at the Griffin and Flint River Campuses)

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

#### Specific Occupational Related Electives

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
ELCR 2170—Computer Hardware	5
ELCR 2190—Networking I	3
ELCR 2210—Advanced Circuit Analysis	5
ELCR 2220—Digital Communications	3
ELCR 2230—Antenna and Transmission Lines	3
ELCR 2240—Microwave Communications and Radar	3
ELCR 2250—Optical Communications Techniques	3
ELCR 2590—Fiber Optic Systems	3
ELCR 2600—Telecommunication and Data Cabling	3
ELCR 2620—Telecommunications Systems Installation, Programming, and Data Transmission	4
ELTR 1060—Electrical Prints, Schematics, and Symbols	2
ELTR 1080—Commercial Wiring I	5
ELTR 1090—Commercial Wiring II	3
ELTR 1180—Electrical Controls	4
ELTR 1205—Residential Wiring I	3
ELTR 1210—Residential Wiring II	3
ELTR 1525—Photovoltaic Systems	5
ELTR 1220—Industrial PLCs	4
ELTR 1250—Diagnostic Troubleshooting	2
ELTR 1270—National Electrical Code Industrial Applications	4
IDFC 1007—Industrial Safety Procedures	2
IDSY 1170—Industrial Mechanics	5
IDSY 1110—Industrial Motor Controls I	5
IDSY 1190—Fluid Power and Piping Systems	5
IDSY 1120—Basic Industrial PLCs	5
IDSY 1130—Industrial Wiring	5
IDSY 1210—Industrial Motor Controls II	5
IDSY 1220—Intermediate Industrial PLCs	5
IDSY 1230—Industrial Instrumentation	5

Elective Courses credit hours, titles, and description were updated. **REVISED: 10/28/14**

# EH13 Horticulture

Associate of Applied Science Degree  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 6 terms  
 Minimum Credit Hours for Graduation: 60

**Program Description**

The Environmental Horticulture program offers a sequence of courses designed to prepare students for a wide range of career opportunities in the green industry including landscape design and installation, floral design, grounds management, lawn care, nursery and greenhouse operations, pest management, and irrigation. The curriculum provides dynamic hands-on training which introduces, develops, and reinforces academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The Environmental Horticulture program is an excellent pathway to train for a new career or to enhance knowledge and skills for professional advancement. Horticulture represents a segment of agriculture, Georgia's largest industry.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**Approximate additional costs other than tuition, fees, and textbooks**

Pruners, personal protection equipment (work boots, safety glasses, hearing protection, gloves) \$125

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**\*Completion time: 6 terms—(\*Schedule assumes full-time enrollment beginning fall term including summer terms in order to complete within a two-year time period. This schedule also assumes no learning support courses.)**

**Program Courses**

**Credits**

**First Term**

COMP 1000—Introduction to Computers	3
ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
HORT 1000—Horticulture Science	3
HORT 1010—Woody Ornamental Plant Identification	3

**Second Term**

Social/Behavioral Sciences elective—Choose one: <b>(Required)</b> <i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111</i>	3
MATH 1111—College Algebra <b>(Required)</b>	3
HORT 1020—Herbaceous Plant Identification	3
HORT 1080—Pest Management	3

**Third Term**

HORT XXXX—Horticulture elective	3-4
HORT XXXX—Horticulture elective	3-4

**Fourth Term**

Humanities/Fine Arts elective—Choose one: <b>(Required)</b> <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
General Core elective: <b>(Required)</b>	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
HORT XXXX—Horticulture elective	3-4
HORT XXXX—Horticulture elective	3-4

**Fifth Term**

HORT XXXX—Horticulture elective	3-4
HORT XXXX—Horticulture elective	3-4
HORT XXXX—Horticulture elective	3-4
HORT XXXX—Horticulture elective	3-4

**Sixth Term**

HORT XXXX—Horticulture elective	3-4
HORT 1150—Environmental Horticulture Internship <b>OR</b>	3
HORT XXXX—Horticulture elective	

**MUST COMPLETE MINIMUM OF 30 ELECTIVE CREDIT HOURS**

**Horticulture Guided Electives Courses**

HORT 1030—Greenhouse Management	4
HORT 1041—Landscape Construction	4
HORT 1050—Nursery Production and Management	4
HORT 1060—Landscape Design	4
HORT 1070 - Landscape Installation	4
HORT 1100 - Introduction to Sustainable Agriculture	3
HORT 1110 - Small Scale Food Production	4
HORT 1120—Landscape Management	4
HORT 1140—Horticulture Business Management	4
HORT 1150—Environmental Horticulture Internship	3
HORT 1160—Landscape Contracting	3
HORT 1250—Plant Production and Propagation	4
HORT 1310—Irrigation and Water Management	4
HORT 1330—Turf grass Management	4
HORT 1410 - Soils	3
HORT 1500—Small Gas Engine Repair and Maintenance	4
HORT 1680—Woody Plant Identification II	3
HORT 1720—Introductory Floral Design	4
HORT 1800—Urban Landscape Issues	3
HORT 2500—Specialty Landscape Construction	4
HORT XXXX—Horticulture elective	3
HORT XXXX—Horticulture elective	4

## EH12 Horticulture

Diploma  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 44

**Program Description**

The Environmental Horticulture diploma program offers a sequence of courses designed to prepare students for a wide range of career opportunities in the green industry including landscape design and installation, floral design, grounds management, lawn care, nursery and greenhouse operations, pest management, and irrigation. The curriculum provides dynamic hands-on training which introduces, develops, and reinforces academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The Environmental Horticulture program is an excellent pathway to train for a new career or to enhance knowledge and skills for professional advancement. Horticulture represents a segment of agriculture, Georgia's largest industry.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**Approximate additional costs other than tuition, fees, and textbooks**

Pruners, personal protection equipment (work boots, safety glasses, hearing protection, gloves) \$125

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**\*Completion time: four terms (\*Schedule assumes full-time enrollment beginning fall term including summer term in order to complete within a two-year time period. This schedule also assumes no learning support courses.)**

**Program Courses**

**Credits**

**First Term**

COMP 1000—Introduction to Computers	3
ENGL 1010—Fundamentals of English I	3
HORT 1000—Horticulture Science	3
HORT 1010—Woody Ornamental Plant Identification	3

**Second Term**

MATH 1012—Foundations of Mathematics	3
HORT 1020—Herbaceous Plant Identification	3
HORT 1080—Pest Management	3
HORT XXXX—Horticulture elective	3-4

**Third Term**

EMPL 1000—Interpersonal Relations and Prof. Development	2
HORT XXXX—Horticulture elective	3-4
HORT XXXX—Horticulture elective	3-4

**Fourth Term**

HORT XXXX—Horticulture elective	3-4
HORT XXXX—Horticulture elective	3-4
HORT XXXX—Horticulture elective	3-4
HORT 1150—Environmental Horticulture Internship <b>OR</b>	
HORT XXXX—Horticulture elective	3

**MUST COMPLETE MINIMUM OF 21 ELECTIVE CREDIT HOURS**

**Horticulture Guided Electives Courses**

HORT 1030— Greenhouse Management	4
HORT 1041—Landscape Construction	4
HORT 1050—Nursery Production and Management	4
HORT 1060—Landscape Design	4
HORT 1070 - Landscape Installation	4
HORT 1100 - Introduction to Sustainable Agriculture	3
HORT 1110 - Small Scale Food Production	4
HORT 1120—Landscape Management	4
HORT 1140—Horticulture Business Management	4
HORT 1150—Environmental Horticulture Internship	3
HORT 1160—Landscape Contracting	3
HORT 1250—Plant Production and Propagation	4
HORT 1310—Irrigation and Water Management	4
HORT 1330—Turf Grass Management	4
HORT 1410 - Soils	3
HORT 1500—Small Gas Engine Repair and Maintenance	4
HORT 1680—Woody Plant Identification II	3
HORT 1720—Introductory Floral Design	4
HORT 1800—Urban Landscape Issues	3
HORT 2500—Specialty Landscape Construction	4
HORT XXXX—Horticulture elective	3
HORT XXXX—Horticulture elective	4

**GC31 Garden Center Technician**  
 Technical Certificate of Credit  
 Offered at the Griffin Campus

Program Entrance Term: Fall, Spring  
 Minimum Length of Program: 2 terms  
 Minimum Credit Hours for Graduation: 13

**Program Description**

The Garden Center Technician certificate prepares graduates with the fundamental horticulture skills for positions in the nursery and garden center environment. The curriculum emphasizes plant identification and use, pest management, and business concepts that apply to nursery and retail centers.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**\*Completion time: two terms (Full time schedule is not available for this program due to the seasonal requirements for certain courses.)**

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>First Term (offered in the fall)</b>	
HORT 1010—Woody Ornamental Plant Identification	3
HORT 1080—Pest Management	3
<b>Second Term (offered in the spring)</b>	
HORT 1020—Herbaceous Plant Identification	3
HORT 1140—Horticulture Business Management	4

**LS11 Landscape Specialist**  
 Technical Certificate of Credit  
 Offered at the Griffin Campus

Program Entrance Term: Fall, Spring  
 Minimum Length of Program: 2 terms  
 Minimum Credit Hours for Graduation: 17

**Program Description**

The Landscape Specialist certificate prepares graduates with fundamental skills for positions in landscape management, grounds keeping, and landscape installation. The key concepts include plant identification, plant care, pruning techniques, basic lawn care, pest management, equipment safety, and knowledge of associated fertilizers and chemicals.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

Completion of the Compass test is required with minimum scores of reading 70, English 32, and mathematics 26. If learning support courses are required based on Compass test scores, then learning support courses must be completed concurrent or prior to enrollment in occupational courses.

Students may enroll in occupational courses upon receiving provisional or regular admission status.

**Approximate additional costs other than tuition, fees, and textbooks**

Pruners, personal protection equipment (work boots, safety glasses, hearing protection, gloves) \$125

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**\*Completion time: two terms (Full time schedule is not available for this program due to the seasonal requirements for certain courses.)**

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
<b>First Term (offered in the fall)</b>	
HORT 1000—Horticulture Science	3
HORT 1010—Woody Ornamental Plant Identification	3
<b>Second Term (offered in the spring)</b>	
HORT 1080—Pest Management	3
HORT 1070—Landscape Installation	4
HORT 1120—Landscape Management	4

COMP 1000 was removed. Courses for Specific Occupational-Guided Electives were added and the elective credit hours increased from 12 to 15. Program is offered on the Griffin and Flint River Campuses. **REVISED: 10/28/14**

## IS13 Industrial Systems Technology

Associate of Applied Science Degree  
Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 61

### 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, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The degree program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLCs, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems technology degree that qualifies them for employment as industrial electricians or industrial systems technicians.

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

### Credits

#### **First Term**

ENGL 1101—Composition and Rhetoric <b>(Required)</b>	3
IDSY 1101—DC Circuit Analysis	3
IDSY 1105—AC Circuit Analysis	3
IDSY 1170—Industrial Mechanics	5
Natural Sciences/Mathematics—Choose one of the following	3
MATH 1111—College Algebra <b>OR</b>	
MATH 1100*—Quantitative Skills and Reasoning* <b>OR</b>	
MATH 1101*—Mathematical Modeling*	

#### **Second Term**

Social/Behavioral Sciences elective—Choose one: <b>(Required)</b>	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
IDSY 1110—Industrial Motor Controls I	5
IDSY 1190—Fluid Power and Piping Systems	5

#### **Third Term**

Humanities/Fine Arts elective—Choose one: <b>(Required)</b>	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
IDSY 1120—Basic Industrial PLCs	5
IDSY 1130—Industrial Wiring	5

#### **Fourth Term**

General Core elective: <b>(Required)</b>	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
Specific Occupational electives	15

#### Specific Occupational Electives—Choose 15 credit hours

IDSY 1210—Industrial Motor Controls II	5
IDSY 1220—Intermediate Industrial PLCs	5
IDSY 1230—Industrial Instrumentation	5
IDFC 1007—Industrial Safety Procedures	2

#### **OR**

Any course(s) from following

AIRC  
 CIST  
 COMP  
 ELCR  
 IDSY  
 MCHT  
 WELD

**\*Course will be accepted when transferred in from another institution with a grade of a C or better but may not be offered at this institution.**

COMP 1000 was removed. Courses for Specific Occupational-Guided Electives were added and the elective credit hours increased from 12 to 15. Program is offered on the Griffin and Flint River Campuses. **REVISED: 10/28/14**

**IST4 Industrial Systems Technology**  
**Diploma**  
**Offered at the Griffin and Flint River Campuses**

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 54

**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, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain or upgrade present knowledge and skills. The diploma program teaches skills in Industrial Systems Technology providing background skills in several areas of industrial maintenance including electronics, industrial wiring, motors, controls, PLCs, instrumentation, fluid power, mechanical, pumps and piping, and computers. Graduates of the program receive an Industrial Systems technology diploma that qualifies them for employment as industrial electricians or industrial systems technicians.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

**Credits**

**First Term**

IDSY 1101—DC Circuit Analysis	3
IDSY 1105—AC Circuit Analysis	3
IDSY 1170—Industrial Mechanics	5
<b>Choose one of the following mathematics courses</b>	<b>3</b>
MATH 1012—Foundations of Mathematics OR	
MATH 1013—Algebraic Concepts	

**Second Term**

ENGL 1010—Fundamentals of English I	3
IDSY 1110—Industrial Motor Controls I	5
IDSY 1190—Fluid Power and Piping Systems	5

**Third Term**

EMPL 1000—Interpersonal Relations and Prof Development	2
IDSY 1120—Basic Industrial PLCs	5
IDSY 1130—Industrial Wiring	5

**Fourth Term**

Specific Occupational electives	15
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**Specific Occupational Electives—Choose 15 credit hours**

IDSY 1210—Industrial Motor Controls II	5
IDSY 1220—Intermediate Industrial PLCs	5
IDSY 1230—Industrial Instrumentation	5
IDFC 1007—Industrial Safety Procedures	2

**OR**

Any course(s) from following

- AIRC
- CIST
- COMP
- ELCR
- IDSY
- MCHT
- WELD



**IE41 Industrial Electrician**  
 Technical Certificate of Credit  
 Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 1 term  
 Minimum Credit Hours for Graduation: 11

**Program Description**

The Industrial Electrician technical certificate of credit prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
IDSY 1101—DC Circuit Analysis	3
IDSY 1105—AC Circuit Analysis	3
IDSY 1130—Industrial Wiring	5

**IF11 Industrial Fluid Power Technician**  
 Technical Certificate of Credit  
 Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring  
 Minimum Length of Program: 1 term  
 Minimum Credit Hours for Graduation: 10

**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.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

<b><u>Program Courses</u></b>	<b><u>Credits</u></b>
IDSY 1170—Industrial Mechanics	5
IDSY 1190—Fluid Power and Piping Systems	5

**IM41 Industrial Motor Control  
Technician**  
Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 1 term  
 Minimum Credit Hours for Graduation: 10

**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.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

	<b><u>Credits</u></b>
IDSY 1110—Industrial Motor Controls I	5
IDSY 1210—Industrial Motor Controls II	5

**PC81 Programmable Control  
Technician I**  
Technical Certificate of Credit  
Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 1 term  
 Minimum Credit Hours for Graduation: 15

**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 PLCs.

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

The following is a suggested path to complete this program in a timely manner. An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

	<b><u>Credits</u></b>
IDSY 1110—Industrial Motor Controls I	5
IDSY 1120—Basic Industrial PLCs	5
IDSY 1220—Intermediate Industrial PLCs	5

The program sequence was removed and new program-ready guidelines were added for the semester entering program. **REVISED: 10/28/14**

# CT12 CNC Technology

Diploma  
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 3 terms  
 Minimum Credit Hours for Graduation: 50

**Program Description**

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

**Admission Requirements**

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

**New Program-Ready Fall and Spring Semester CNC Technology Students:**

- MCHT 1011, MCHT 1012, AND MATH 1012
- Students who wish to enroll in additional classes are encouraged to contact the program coordinator for further advisement.

**New Program-Ready Summer Semester CNC Technology Students:**

- First Semester Summer students are advised to enroll in core (general education) classes only. This schedule should include MATH 1012 when applicable. Student should be aware of the compressed nature of the summer semester (8 weeks) compared to the Fall and Spring (16 weeks).

Subsequent to the first semester, students are asked to first meet with the program advisor for recommended enrollment.

An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

**Program Courses**

	<b><u>Credits</u></b>
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
MATH 1012—Foundations of Mathematics	3
MCHT 1011—Introduction to Machine Tool	4
EMPL 1000—Interpersonal Relations and Prof Development	2
MCHT 1012—Blueprint for Machine Tool	3
MCHT 1120—Mill Operations I	3
<b>Choose a minimum of 3 credits</b>	
MCHT 1013—Machine Tool Math <b>OR</b>	(3)
<i>MATH 1013/1015 Cluster</i> (3 credits each)	
MATH 1013—Algebraic Concepts <b>AND</b>	
MATH 1015—Geometry and Trigonometry	6
AMCA 2110—CNC Fundamentals	3
MCHT 1119—Lathe Operations I	3
MCHT 1020—Heat Treatment and Surface Grinding	3
AMCA 2130—CNC Mill Manual Programming	5
AMCA 2150—CNC Lathe Manual Programming	5
AMCA 2190—CAD/CAM Programming	4
Specific Occupational elective(s)	3

**Specific Occupational Electives (Must have 3 or more credit hours)**

Choose any course using the following course headings

- MCHT
- AMCA
- WELD
- IDSY
- DFTG

You may also choose

- MATH 1112
- MATH 1113

The program sequence was removed and new program-ready guidelines were added for the semester entering program. **REVISED: 10/28/14**

## MTT2 Machine Tool Technology

Diploma

Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer  
 Minimum Length of Program: 4 terms  
 Minimum Credit Hours for Graduation: 42

### Program Description

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

### Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements

### New Program-Ready Fall and Spring Semester Machine Tool Students:

- MCHT 1011, MCHT 1012, AND MATH 1012
- Students who wish to enroll in additional classes are encouraged to contact the program coordinator for further advisement.

### New Program-Ready Summer Semester Machine Tool Students:

- First Semester Summer students are advised to enroll in core (general education) classes only. This schedule should include MATH 1012 when applicable. Student should be aware of the compressed nature of the summer semester (8 weeks) compared to the Fall and Spring (16 weeks).

Subsequent to the first semester, students are asked to first meet with the program advisor for recommended enrollment.

An individual's path to completion may be different based on institutional and personal factors affecting his/her academic progress.

**Note:** While all courses are offered, they may vary by term and campus. See the program advisor for any questions.

### Program Courses

	<u>Credits</u>
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
MATH 1012—Foundations of Mathematics	3
MCHT 1011—Introduction to Machine Tool	4
EMPL 1000—Interpersonal Relations and Prof Development	2
MCHT 1012—Blueprint for Machine Tool	3
MCHT 1120—Mill Operations I	3

### Choose a minimum of 3 credits

MCHT 1013—Machine Tool Math <b>OR</b>	(3)
<i>MATH 1013/1015 Cluster</i> (3 credits each)	
MATH 1013—Algebraic Concepts <b>AND</b>	
MATH 1015—Geometry and Trigonometry	6

AMCA 2110—CNC Fundamentals	3
MCHT 1119—Lathe Operations I	3
MCHT 1020—Heat Treatment and Surface Grinding	3
MCHT 1219—Lathe Operations II	3
MCHT 1220—Mill Operations II	3
Specific Occupational elective(s)	3

### Specific Occupational Electives (Must have 3 or more credit hours)

Choose any course using the following course headings

MCHT  
 AMCA  
 WELD  
 IDSY  
 DFTG

You may also choose

MATH 1112  
 MATH 1113

The following courses include revisions or additions to the course titles, course descriptions, credit hours, pre-requisites and or co-requisites.  
**REVISED: 10/28/14**

## COURSE DESCRIPTIONS

### ACCT Accounting

#### 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.

Pre-requisites: ACCT 1100 - Financial Accounting I with a grade of "C" or better

### CSSP Central Sterile Supply Processing

#### CSSP 1022 - Central Sterile Supply Proc. Tech Practicum II (5)

This course complements CSSP 1010 Central Sterile Supply Processing Technician, and together with CSSP 1020 Central Sterile Processing Supply Practicum II, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

Pre-requisites: Advisor Approval

### CUUL Culinary Arts

#### CUUL 2160 - Contemporary Cuisine (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: None

Co-requisites: CUUL 1129 - Fundamentals of Restaurant Operations with a grade of "C" or better, CUUL 1220 - Baking Principles with a grade of "C" or better, CUUL 1320 - Garde Manger with a grade of "C" or better, AND CUUL 2130 - Culinary Practicum and Leadership

### DENA Dental Assisting

#### DENA 1050 - Microbiology and Infection Control (3)

Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

Pre-requisites: Program Admission

Co-Requisite: DENA 1340 - Dental Assisting I: General Chairside

#### 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: Program Admission

Co-requisites: DENA 1080 - Dental Anatomy with a grade of "C" or better

#### DENA 1080 - Dental Anatomy (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 Exam Prep (1)

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 1400 - Dental Practice Management (2)

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:

DENA 1340 - Dental Assisting I: General Chairside with a grade of "C" or better

## **DFTG Drafting**

### **DFTG 1015 - Practical Mathematics for Drafting Technology (3)**

This course introduces and develops basic mathematic concepts needed to be successful in the drafting industry. Course content will emphasize geometric concepts and trigonometric concepts as they pertain to drafting/CAD.

Pre-requisites: None

### **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: None

### **DFTG 1107 - Advanced Dimensioning/Sectional Views (4)**

Advanced Dimensioning/Sectional Views continues dimensioning skill development and introduces tools for precision measurement and sectional views.

Pre-requisites: DFTG 1103 - Multiview/Basic Dimensioning with a grade of "C" or better, DFTG 1105 - 3D Mechanical Modeling with a grade of "C" or better

### **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.

Pre-requisites: None

### **DFTG 2110 - Print Reading 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 2210 - Print Reading II (2)**

This course continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.

Pre-requisites: None

Co-requisites: DFTG 2110 - Print Reading I with a grade of "C" or better

## **ELCR Electronics Technology**

### **ELCR 1010 - Direct Current Circuits (6)**

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, DC theorems, and Applied Algebraic Concepts.

Pre-requisites: Program Instructor Approval or Program Admission

### **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 - Direct Current Circuits with a grade of "C" or better OR Program Instructor Approval

### **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 1010 - Direct Current Circuits with a grade of "C" or better OR Program Instructor Approval

### **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 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 - Alternating Current Circuits with a grade of "C" or better OR Program Instructor Approval

### **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 1020 - Alternating Current Circuits with a grade of "C" or better OR Program Instructor Approval

**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 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval

**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 contactors, NEC and NEMA standards, ladder diagrams, and power sources.

Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval

**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 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval

**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 1040 - Digital and Microprocessor Fundamentals or Program Instructor Approval

**ELCR 2170 - Computer Hardware (5)**

Provides an introduction to the fundamentals of installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Topics include installation, configuration, upgrading, diagnosing, troubleshooting, preventive maintenance, basic hardware, printers, and basic networking.

Pre-requisites: Program Admission

**ELCR 2190 - Networking I (3)**

Provides an introduction to networking technologies. Cover a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems and implementing the installation of networks. The course reviews cabling, connection schemes, the fundamentals of LAN and Wan technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: media and topologies, protocols and standards, network implementation, and network support.

Pre-requisites: Program Admission

**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.

Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval

**ELCR 2220 - Digital Communications (3)**

This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

Pre-requisites: None

Co-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval

**ELCR 2230 - Antenna and Transmission Lines (3)**

Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

Pre-requisites: None

Co-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval

**ELCR 2240 - Microwave Communications and Radar (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 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval

**ELCR 2250 - Optical Communications Techniques (3)**

Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval

**ELCR 2590 - Fiber Optic Systems (3)**

Introduces the fundamentals of fiber optics and explores the applications of fiber optic transmission systems. Laboratory exercises give students hands-on experience with fiber optic devices and test equipment. Topics includes: fundamentals of fiber optics, types of optical fibers, fiber materials and manufacture, cabling, light sources/transmitters/receivers, connectors, splicing, test measurement, and fiber optic system design.

Pre-requisites: None

**ELCR 2600 - Telecommunication and Data Cabling (3)**

Introduces the basic of cable installation from the initial site survey to splicing cable and making connections. Through laboratory activities, students perform the basic tasks of a cable installer. Topics include: basic standards and practices, cable rating and performance, cable installation and management, testing and troubleshooting, industry standards, pulling cable, and understanding blueprints.

Pre-requisites: ELCR 1010 - Direct Current Circuits with a grade of "C" or better

**ELCR 2620 - Telecommunications Systems Installation, Programming, and Data Transmission (4)**

This course provides instruction in the installation, programming, testing, and repair of simple and complex telephone systems. An introduction is also given to basic concepts on telecommunication and data transmission.

Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C"

Co-requisites: ELCR 2600 - Telecommunication and Data Cabling

**ELTR Electrical Technology**

**ELTR 1090 - Commercial Wiring II (3)**

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.

Pre-requisites: None

**ELTR 1150 - Interpreting the National Electrical Code (5)**

This course facilitates the reading and interpretation of the National Electrical Code, and is designed for students with some experience in electrical wiring and the use of the NEC. Students with an interest in electrical wiring and the NEC will, upon completion of the course, be able to find information in the Code needed to do residential, commercial, farm, and industrial wiring, and to be successful with electrical licensing examinations.

Pre-requisites: Program Admission

**ELTR 1180 - Electrical Controls (4)**

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, and operation, application and ladder diagrams.

Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls and variable speed controls.

Pre-requisites: None

Co-requisites: ELTR 1120 - Variable Speed/Low Voltage Controls with a grade of "C" or better

**ELTR 1205 - Residential Wiring I (3)**

Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

Pre-requisites: None

Co-requisites: ELTR 1210 - Residential Wiring II

**ELTR 1210 - Residential Wiring II (3)**

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: single and multi-family load calculations, single and multi-family service installations, sub-panels and feeders, and specialty circuits.

Pre-requisites: None

Co-requisites: ELTR 1205 - Residential Wiring I with a grade of "C" or better

**ELTR 1270 - Industrial Wiring Concepts (4)**

Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid/IMC conduit installation, EMT conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).

Pre-requisites: None

Co-requisites: ELTR 1080 - Commercial Wiring I AND ELTR 1090 - Commercial Wiring II

**ELTR 1530 - Conduit Sizing (2)**

Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/trade sizes, and percent of fill.

Pre-requisites: Program Admission; IDFC 1007 - Industrial Safety Procedures with a grade of "C" or better



## **HORT Horticulture Science**

### **HORT 1030 - Greenhouse Management (4)**

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 1041 - Landscape Construction (4)**

This course develops fundamental skills in landscape construction with an emphasis on landscape grading, drainage, retaining walls, and pavements. Topics include workplace safety, site preparation, project layout, construction methods, sequencing, and managerial functions.  
Pre-requisites: None

### **HORT 1050 - Nursery Production and Management (4)**

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 (4)**

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.  
Pre-requisites: Provisional Admission

### **HORT 1070 - Landscape Installation (4)**

This course develops skills needed for the proper selection, installation, and establishment of landscape trees, shrubs, groundcovers, turf, and flowers. Topics include workplace safety, interpreting a landscape plan, soil preparation, planting methods, post care and establishment, and managerial functions for landscape installers.  
Pre-requisites: None

### **HORT 1100 - Introduction to Sustainable Agriculture (3)**

Introduces the fundamentals of small scale agriculture with a sustainable approach. Emphasis will be placed on an industry overview, history and foundation of sustainable practices, management and fertility of soils, pest management, and economic and marketing theory and practices.  
Pre-requisites: Provisional Admission

### **HORT 1110 - Small Scale Food Production (4)**

Continues hands-on experience in food-crop production to be sold direct to the consumer, at farmers markets or CSA (Community Sponsored Agriculture). Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.  
Pre-requisites: Provisional Admission

### **HORT 1120 - Landscape Management (4)**

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.  
Pre-requisites: Provisional Admission

### **HORT 1140 - Horticulture Business Management (4)**

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 1250 - Plant Production and Propagation (4)**

This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for the local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting, and budding, tissue culture), and propagation facilities construction.  
Pre-requisites: Advisor Approval

### **HORT 1310 - Irrigation and Water Management (4)**

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.  
Pre-requisites: Provisional Admission

### **HORT 1330 - Turf grass Management (4)**

A study of turf grass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds; and estimating costs on management practices  
Pre-requisites: Provisional Admission

**HORT 1410 – Soils (3)**

This course introduces students to the basic fundamentals of soil science including: soil formation and classification; physical, chemical and biological characteristics; soil fertility and productivity; and soil management and conservation practices.

Pre-requisites: Program Admission

**HORT 1500 – Small Engine Repair and Maintenance (4)**

Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

Pre-requisites: None

**HORT 1720 - Introductory Floral Design (4)**

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: None

**HORT 2500 - Specialty Landscape Construction (4)**

This course is designed to introduce construction methods, materials, and safety procedures related to the design and installation of specialty landscape features such as water features, lighting, and garden structures.

Pre-requisites: None

**IDSY Industrial Systems Technology****IDSY 1105 - AC Circuit Analysis (3)**

This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

Pre-requisites: Program Admission

Co-requisites: IDSY 1101 - DC Circuit Analysis OR IDFC 1011 - Direct Current I

**IDSY 1120 - Basic Industrial PLC's (5)**

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.

Pre-requisites: IDSY 1110 - Industrial Motor Controls I with a grade of "C" or better

**LOGI Logistics****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 student's knowledge of supply chains and how effective material management improves supply chain performance.

Pre-requisites: None

**MATH Mathematics****MATH 1131 - Calculus I (4)**

Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

Pre-requisites: Regular Admission and MATH 1113 with a grade of "C" better OR appropriate math placement test score.

**MGMT Business Management****MGMT 1110—Employment Rules & Regulations (3)**

Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker's Compensation, Unemployment Compensation, and National Labor Relations Act.

Pre-requisites: Provisional Admission

**RADT Radiology Technology****RADT 2201 – Introduction to Computed Tomography (2)**

Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

Pre-requisites: Program Admission

**RADT 2220 – Computed Tomography Procedures I (3)**

Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

Pre-requisites: Program Admission

**RADT 2250 – Computed Tomography Clinical I (4)**

Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students will progress toward completion of clinical competency evaluations. Topic include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

Pre-requisites: Program Admission

**SCMA Supply Chain Management**

**SCMA 1000 - Introduction to Supply Chain Management (3)**

Provides a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for delivering 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: None

**WELD Welding**

**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: Advisor approval only.

**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.

Pre-requisites: Advisor approval only

**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.

Pre-requisites: Advisor approval only.

**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.

Pre-requisites: Advisor approval only

## TERMINATED COURSES AND PROGRAMS

### **Auto Collision Repair**

2014-2015 Course Catalog

Removed Program

- (AB51) Automotive Collision Repair Assistant I (TCC) – page 128

### **Commercial Photography**

2014-2015 Course Catalog

Removed Program

- (DP21) Digital Photographer (TCC) – page 52

Removed Courses

- PHOT 1102 - Visual Theory I – page 52, 53, 54 and 219
- PHOT 1105 - Digital Imaging I – page 52, 53, 54 and 219
- PHOT 1126 - Portraiture I – page 52 and 219
- PHOT 2103 - Commercial I – page 52 and 219

### **Criminal Justice**

2014-2015 Course Catalog

Program is no longer offered at Butts, Jasper, and Taylor Centers. Program is only available on the Griffin and Flint River Campuses and Henry Center.

- (CJ21) Criminal Justice Specialist (TCC) – page 103

### **Culinary Arts**

2014-2015 Course Catalog

Removed Program

- (CNB1) Culinary Nutrition Assistant (TCC) – page 90

Removed Course

- CUUL 1170 - Introduction to Culinary Nutrition – page 186

### **Dental Assisting**

2014-2015 Course Catalog

Removed Course

- DENA 1010 - Basic Human Biology – page 11 and 187

### **Electrical Technology**

2014-2015 Course Catalog

Removed Course

- ELTR 1110 - Electric Motors – page 197

### **Forensic Science Technology**

2014-2015 Course Catalog

Removed Program

- (FCS1) Forensic Computer Science (TCC) – page 111

### **Environment Horticulture**

2014-2015 Course Catalog

Removed Program

- (FD11) Floral Designer (TCC) – page 150

Removed Courses

- HORT 1040 - Landscape Installation – page 148, 149, 151, and 208
- HORT 1440 - Landscape Grading and Drainage – page 148, 149, and 209
- HORT 1730 - Advanced Floral Design – page 148, 149, 150, and 209
- HORT 2249 - Flower Shop Management – page 148, 149, 150, and 209

### **Paramedicine**

2014-2015 Course Catalog

Program is no longer offered at the Flint River Campus. Program is only available on the Griffin Campus.

- EB71 Emergency Medical Responder (EMR) (TCC) – page 118

# FULL TIME FACULTY AND STAFF DIRECTORY

## OFFICE OF THE PRESIDENT

**Randall L. Peters, Ed.D**  
Kimberly Santerre

**President**  
Executive Administrative Assistant

## ECONOMIC DEVELOPMENT

**Mark Andrews**  
Wanda Hammock  
Angela Weatherford

**Executive Vice President, Economic Development**  
Administrative Assistant to the Vice President  
Administrative Assistant to the Vice President

**Steve Hendrix**  
Marion Savage  
Leann White

**Director of Economic Development**  
Economic Development Instructor  
Receptionist

Mia Collier  
Drew Todd

High School Coordinator  
High School Coordinator

**Scott Ross**  
Linda Simmons  
Amber Murphy  
Karen Porter  
SanJuana Rosales

**Director of Satellite Centers**  
Jasper County Center Coordinator  
Taylor County Center Coordinator  
Administrative Assistant, Henry County Center  
Administrative Assistant, Butts County Center

## ADMINISTRATIVE SERVICES

**Miriam Caslin**  
Dawn Powers

**Vice President, Administrative Services**  
Administrative Assistant to the Vice President

**Mary Hankinson**  
Diane Blankenship

**Director of Accounting**  
Accounting Technician

**Stacy Acey**  
Kathy Pitts  
Yasheka Buckner

**Director of Administrative Services**  
Accounting Technician  
Purchasing Technician

**Gina Byrd**  
Errica Diggs  
Roschell Guss  
Barbara Johnson  
Rachel Johnson  
Lynn Maynard

**Director of Student Accounts**  
Accounting Technician  
Accounting Technician  
Accounting Technician  
Accounting Technician  
Accounting Technician

**Melissa Smith**  
Terri George  
Brannen Wall

**Bookstore Manager**  
Bookstore Assistant  
Bookstore Assistant

**Sharon H. Irby**  
Vickie Brezee  
Elizabeth Ogletree  
Cherie Spillers

**Director of Human Resources**  
Payroll Coordinator  
Human Resources Coordinator  
Human Resources Coordinator

**Angela Moore**

**Director of Tender Tech - a Child Development Center**

# FULL TIME FACULTY AND STAFF DIRECTORY

## ADULT EDUCATION

***Melissa T. Gordon***

Wendy Gladden  
Dale Rush

***Vice President, Adult Education***

Administrative Assistant to the Vice President  
Career Transition Facilitator

***MS, Georgia College and State University***

Erin Dickey  
Judy Cook-Snider  
Carol Tucker

Lead Adult Education Teacher  
Lead Adult Education Teacher  
Lead Adult Education Teacher

M.S., Troy University  
Ed.S., West Georgia College  
B.S., Mercer University

Connie Cardell  
Katie Dallas  
Rhonda Jenkins  
Chelsea McGhee  
Elizabeth Thoms

Adult Education Teacher  
Adult Education Teacher  
Adult Education Teacher  
Adult Education Teacher  
Adult Education Teacher

M.S., Troy University  
B.S.E.D., University of Georgia  
B.S., Mercer University  
M.S., Troy University  
B.S., Georgia Institute of Technology

Donna Bolton  
Lynne Brown  
Stacie Davis  
Kathrine Pryor  
Marquita Traylor

Program Assistant, Griffin Campus  
Program Assistant, Flint River Campus  
Program Assistant, Griffin Campus  
Program Assistant, Henry County Center  
Program Assistant, Flint River Campus

## FACILITIES AND OPERATIONS

***Jim Brown***

DeeGee Gassett

***Vice President, Facilities and Operations***

Administrative Assistant to the Vice President

***Kenneth Troisi***

Mark Butler  
Christopher Campbell  
Eric Hein

***Campus Police Chief***

Campus Police Officer-Griffin Campus  
Campus Police Officer-Henry County Center  
Campus Police Officer-Flint River Campus

**Tom "Max" Neal, Jr.**

**Director of Facilities and Operations**

***Scott Floyd***

Marty Helms  
Ashley Jackson  
Charles Slay  
Gary Bryant  
Carlton Alston  
Regina Cooley  
Terry Henry  
Perry James  
Rafael Nazario  
Emmett Ponder  
Morris Powers  
Jesse Smith

***Maintenance Supervisor-Griffin Campus***

Maintenance Technician  
Maintenance Technician  
Maintenance Technician  
Groundskeeper  
Custodian  
Custodian  
Custodian  
Custodian  
Custodian  
Custodian  
Custodian  
Custodian

***Kevin Huckaby***

Danny Ford  
Preston Gleaton  
Thaddeus Harvey  
Fred McCullough  
Ralph McGouirk  
Lonnie Atwater  
Robert Hardman  
Michael McGregor  
Quinitha Searcy  
Millicent Wright

***Maintenance Supervisor-Flint River Campus***

Maintenance Technician  
Maintenance Technician  
Maintenance Technician  
Maintenance Technician  
Groundskeeper  
Custodian  
Custodian  
Custodian  
Custodian  
Custodian

## FULL TIME FACULTY AND STAFF DIRECTORY

### INSTITUTIONAL ADVANCEMENT

<b>Barbara Jo Cook</b> Linda Kennedy	<b>Vice President, Institutional Advancement</b> Administrative Assistant to the Vice President
<b>Kristen Miller</b>	<b>Director of Institutional Advancement</b>
<b>Anna Taylor</b> Kimberly DeWinter	<b>Director of Marketing and Public Relations</b> Marketing Specialist

### TECHNOLOGY AND INSTITUTIONAL RESEARCH

<b>Brent Mayes</b>	<b>Vice President, Technology and Institutional Research</b>
<b>Michael Shiver</b> Jason Brown Thomas Rogers	<b>Chief Information Officer</b> Systems Administrator Information System Administrator
<b>Niki Gloré</b> John Barlow Cammie Hubbard Rodney Risper Tim Wilmoth	<b>Help Desk Coordinator</b> Technology Support Specialist Technology Support Specialist Technology Support Specialist Technology Support Specialist
<b>Bethany Trice</b> James Watkins Joshua Green Thomas Harris	<b>Institutional Effectiveness Coordinator</b> Data Analyst Web Developer Project Assistant

### STUDENT AFFAIRS

<b>Xenia Johns</b> Jan James	<b>Vice President, Student Affairs</b> Administrative Assistant to the Vice President
<b>Jasper Foust, Ph.D.</b>	<b>Director of Enrollment Management</b>
<b>Jada Clemons</b> Lourdes Gomez Kimberly Garlin Jennifer Goolsby Angel Ford	<b>Admissions Coordinator-Griffin Campus</b> Student Affairs Specialist Admissions Assistant Admissions Assistant Admissions Assistant
<b>Kathy Neeley</b> LaRaysha Mobley Jennifer Richardson	<b>Admissions Coordinator-Flint River Campus</b> Student Affairs Specialist Student Affairs Specialist
Sonya Lawrence Leah Santerre	Recruiter/Admission Counselor-Flint River Campus Recruiter/Admission Counselor-Griffin Campus
Kristin Goodson Shirley Rieger	Receptionist, Griffin Campus Receptionist, Flint River Campus
<b>Susan Murray</b> Colandra Taylor	<b>Director of Career Services</b> Workforce Investment Act Coordinator-Griffin Campus

## FULL TIME FACULTY AND STAFF DIRECTORY

### ***Kimberly Morris***

Monique Flowers  
Melodie Pirone  
Carletta Ashley  
Darlene Baldwin  
Kennisha Carter  
Denise Daniel  
Carl Harris  
Deborah Thompson  
Ginger Dove

### ***Director of Financial Aid***

Financial Aid Coordinator  
Financial Aid Specialist-Griffin Campus  
Financial Aid Technician-Griffin Campus  
Financial Aid Technician-Flint River Campus  
Financial Aid Technician-Griffin Campus  
Financial Aid Technician-Flint River Campus  
Financial Aid Technician-Griffin Campus  
Financial Aid Technician-Griffin Campus  
Student Affairs Assistant

### ***Kathlyn Burden***

Robin Burns  
Gail Daniel  
Anita Jackson-Evans

### ***Registrar***

Registrar Office Assistant  
Student Affairs Coordinator  
Data Entry Specialist

Yeasmin Cherry  
Monica Green  
Ashley Stout

Assistant Registrar-Griffin Campus  
Assistant Registrar-Flint River Campus  
Assistant Registrar-Griffin Campus

### ***Cheryl Gilbert***

*Toni Doaty*  
Teresa Brooks  
Mary Kate Jackson  
Andrew Thomas

### ***Director of Student Support Services***

*Assistant Director, Student Support Services*  
Special Services Coordinator-Interpreter/Disabilities-Griffin Campus  
Special Services Coordinator-Special Populations-Flint River Campus  
Special Services Coordinator-Graduation Coach-Griffin Campus

Joel C. Bishop  
Calvin Sinkfield

Student Activities Coordinator  
Athletics Coordinator

Selethia Gregory  
Patricia M. Roberts  
Deidra Dugger

Assessment Specialist II-Griffin Campus  
Assessment Specialist I-Griffin Campus  
Testing Specialist-Flint River Campus

## ACADEMIC AFFAIRS

### ***Dawn Z. Hodges***

Jean Cash

### ***Vice President, Academic Affairs***

Administrative Assistant to the Vice President

***Ph.D., University of Oklahoma***

Raymond LeFils  
Sandra Patterson

Academic Affairs Coordinator  
Program Assistant, Flint River Campus

B.A., Mercer University

### ***Scott Votaw***

***Leila Wells Rogers***

### ***Executive Director, Georgia Film Institute***

***Director of Quality Enhancement Plan***

***B.S., University of Montevallo***

***M.A., University of Louisville***

## ALLIED HEALTH

### ***Michael Melvin***

Annie Tucker  
Celestine Weathers

### ***Dean, Allied Health***

Program Assistant-Griffin Campus  
Program Assistant-Flint River Campus

***B.S., University of Georgia***

### ***Benson Bradley***

Christy Coker

### ***Department Chair, Allied Health***

Allied Health

***M.B.A., St. Leo University***

A.S., Griffin Technical College

Christopher Booth, RTC

Computed Tomography

A.S., Griffin Technical College

Barbara Askew  
Luz Marina Ibarra

Dental Assisting  
Dental Assisting

M.S., Clayton State University

D.D.S., Universidad Central de Venezuela



## FULL TIME FACULTY AND STAFF DIRECTORY

Christy Smith	Hemodialysis/Phlebotomy	Hemodialysis/American Nephrology Nursing Association
Mettie Hogan, RMA Diana Kendrick, RN	Medical Assisting Medical Assisting	Diploma, Southern Crescent Technical College A.S.N., Gordon College
Vicky Mack, RN Wendy Jackson, LPN Kimberly Crawley, LPN	Nurse Aide/Patient Care Assistant Nurse Aide/Patient Care Assistant Nurse Aide/Patient Care Assistant	M.S.N., South University Diploma, Griffin Technical College Diploma, Griffin Technical College
Samuel Brown, OTC	Orthopaedic Technology	M.S., Mississippi State University
Lisa Soares, CPhT, M.H.R.M.	Pharmacy Technology	M.S., DeVry University
Wendy Farr, RN Peggy Grady, RN Stephanie Hammack, RN Cathy Hammond, RN Tanya Harp, RN Shelly Leidig, RN Dixie Dawn Moore, RN Kimberly Register, RN Christina Taylor, RN Veronica Taylor, RN	Practical Nursing Practical Nursing Practical Nursing Practical Nursing Practical Nursing Practical Nursing Practical Nursing Practical Nursing Practical Nursing Practical Nursing	M.S.N., Walden University A.S.N., Hillsborough Community College M.S.N., Walden University M.S.N., South University M.S.N., Clayton State University A.S.N., Gordon College A.S.N., Gordon College A.S.N., Gordon College M.S.N., Walden University M.S.N., University of Phoenix
Dana Breeser, R.T.(R) Debbie R. Dawson, R.T.(R)	Radiologic Technology Radiologic Technology	B.M.SC., Emory University B.M.SC., Emory University
Riedetta M. McCreary Duane Reed	Respiratory Technology Respiratory Technology	Ed.D., Cambridge College M.A., Central Michigan University
Benson Bradley Marissa Mathis	Surgical Technology Surgical Technology	M.B.A., St. Leo University A.A.S., Southern Crescent Technical College
Tammy Hatcher	Central Sterile Supply Processing	A.A.S., Fayetteville Technical Community College

### BUSINESS TECHNOLOGY /ARTS AND SCIENCE

<b>Rebecca Johnson</b> Linda Henley	<b>Dean, Business Technology/Arts &amp; Sciences</b> Program Assistant, Griffin Campus	<b>M.S.Ed., Northern Illinois University</b>
Vonette Lanier-Braswell Jane Crawford Marion Rinaldi	Learning Support Program Specialist Learning Support Specialist Student Navigator	M.A., National University B.S., Mercer University B.A., Reinhardt University
<b>Karla Weaver</b>	<b>Department Chair, Business Technology</b>	<b>M.A., University of Phoenix</b>
Felicia Barkley Curtis Crocker Amy Morales-Garcia	Accounting Accounting Accounting	M.A., DeVry University D.B.A., Nova Southeastern University M.B.A., Colorado Technical University
Leslie R. Ratliff Karla Weaver Kimberly B. Yevak	Business Administrative Technology Business Administrative Technology Business Administrative Technology	B.S., Mercer University M.A., University of Phoenix M.Ed., University of West Georgia
Michael S. Cook Jennifer Edwards Christi S. Ellington Tahesha Wade	Business Management Business Management Business Management Business Management	M.B.A., Shorter College M.B.A., Shorter College M.S., Troy University M.Ed., University of Phoenix
Terinicka Brogan, RHIA	Health Information Management	M.S., Capella University
Scott D. Silvis	Paralegal Studies	J.D., Emory University

## FULL TIME FACULTY AND STAFF DIRECTORY

Marjorie Willbanks	Design and Media Production	B.A., Georgia State University
<i>Gregory O'Neal</i>	<i>Department Chair, Arts and Science</i>	<i>M.Ed., University of Georgia</i>
Karen Burke	Biology	Ph.D., Tennessee State University
Vyhyahn Maloof	Biology	M.D., Belize Medical School
Celeste Matthews	Biology	D.V.M., University of Georgia
Shellie C. Morgan	Biology	M.A., Columbia Seminary
Daniel Hartley	English	Ph.D., University of Maryland
Elizabeth H. Jester	English	M.A., Georgia State University
Brittany Anne Varga	English	M.A., Georgia College and State University
J. Joel Stancliff	English	ABD., University of Georgia
Tina M. Venus	English	M.A., Mississippi State University
David Willingham	English	M.A., University of Tennessee at Chattanooga
C. Joseph Taylor	Logistics	M.S., Auburn University
Ervin China	Mathematics	M.A., Eastern Michigan University
Stephen C. Cooper	Mathematics	M.S., Clemson University
Pierre J. Dolcine	Mathematics	Ed.S., Piedmont College
Nam K. Lee	Mathematics	M.S., Long Island University at C.W. Post Campus
James R. Wilson	Mathematics	Ed.S., State University of West Georgia
Margaret Wilson	Mathematics	M.S., Clayton State University
Lynn Futral	Psychology	M.S., Valdosta State University
Clint T. Powell	Psychology	M.A., University of the Rockies
Gregory O'Neal	Psychology	M.Ed., University of Georgia
Brad Jester	Speech	M.S., Ball State University

### COMPUTER INFORMATION SERVICES

<i>Temple Kitchens</i>	<i>Dean, Computer Information Systems/ Distance Education</i>	<i>M.S. CIS, University of Phoenix</i>
Miranda Frazier	Program Assistant-Griffin Campus	
Gary Pitts	Audio Visual/Information Technology Specialist	
C.J. Bowman	Audio Visual Assistant	
Brandon Votaw	GA Film Institute	B.A., Azusa Pacific University
<i>Charles Cash</i>	<i>Department Chair, Computer Information Systems</i>	<i>M.S., Mercer University</i>
Mark S. Avery	Introduction to Computers	M.B.A., Walden University
Gordon Cams	Computer Information Services	B.S., Mercer University
Charles Cash	Computer Information Services	M.S., Mercer University
Caren Smith	Computer Information Services	M.Ed., Troy University
Steven G. White	Computer Information Services	M.S., Cappella University
William Paul Scott	Computer Networking	Ed.S., Liberty University

### INDUSTRIAL TECHNOLOGY

<i>Steve Cromer</i>	<i>Dean, Industrial Technology</i>	<i>M.S., Cappella University</i>
Celeste Weathers	Program Assistant-Flint River Campus	
<i>Alan W. Stanfield</i>	<i>Department Chair, Industrial Technology</i>	<i>M.B.A., Mercer University</i>
Ricky Henson	Air Conditioning Technology	M.B.A., Baker College
Tony Martin	Air Conditioning Technology	B.S., Clayton State University
Robert Hagen, ASE	Automotive Collision Repair	Diploma, Madison Area Technical College

## FULL TIME FACULTY AND STAFF DIRECTORY

Wade Finch, ASE	Automotive Technology	A.A.S., Clayton State University
Allen McChargue, ASE	Automotive Technology	
Monte McCraw, ASE	Automotive Technology	M.A., East Carolina University
William Pickett	Carpentry	B.A.S., Mercer University
Christopher Harrell	Commercial Truck Driving	
John W. Balsler, ASE	Diesel Equipment	A.A.S., Griffin Technical College
Charles M. Howard	Drafting Technology	M.Ed., University of Georgia
Alan W. Stanfield	Electrical Construction	M.B.A., Mercer University
R. Blake Murphy	Electronics Technology	B.S.E.E., Auburn University
William T. Woodall	Electronics Technology	
Gregory Huber	Environmental Horticulture	B.L.A., University of Georgia
Willie L. Colvin	Environmental Horticulture	B.S., Fort Valley State University
Michael E. Chandler	Industrial Systems	A.A.T., Griffin Technical College
Larry Pilkenton	Machine Tool Technology	A.A.T., Gordon College
Chris Patterson, CAWI, CWE	Welding Technology	
David Wiley, CWI, CWE	Welding Technology	A.A.S., Griffin Technical College

### PERSONAL /PUBLIC SERVICES

<b><i>Lemuel Mercado</i></b>	<b><i>Dean, Personal/Public Services</i></b>	<b><i>M.P.A., Columbus State University</i></b>
Janis Phillips	Program Assistant-Griffin Campus	
Angela Chappell	Advisor	B.A., American Intercontinental University
Sharon Craft	Advisor	M.Ed., University of West Georgia
Karen Lee	Advisor	Ed.S., Georgia Southern University
Lori Pitts	Advisor	M.S., University of Georgia
Bridgette H. Worst	Advisor	B.A. Warren Wilson College
Lisa Pippins	Food Services Manager	A.S., Southern Crescent Technical College
<b><i>Gary Larson</i></b>	<b><i>Department Chair, Personal Services</i></b>	<b><i>M.Ed., University of Wisconsin</i></b>
Deanne B. Allen	Cosmetology	Diploma, Flint River Technical College
Susan E. Allen	Cosmetology	Diploma, Flint River Technical College
Kelly Evans	Cosmetology	Diploma, Griffin Technical College
Jeannie Kimbell	Cosmetology	A.A.S., Gordon College
Kimberly Rawlins	Cosmetology	A.A.S., Gordon College
Patrick Boutier, Chef	Culinary Arts	B.S., Institute of Technology
Carolyn Fludd, Chef	Culinary Arts	B.S., Hampton University
Barry Levey, Chef	Culinary Arts	A.A., Culinary Institute of America
Angela W. Chambers	Early Childhood Education	M.Ed., North Central University
M. Gary Larson	Early Childhood Education	M.Ed., University of Wisconsin
Margaret McCall	Early Childhood Education	M.Ed., Georgia State University
Roslyn McCurry	Early Childhood Education	Ed.D., Argosy University
Kathryn Weber	Early Childhood Education	M.Ed., Slippery Rock University

## FULL TIME FACULTY AND STAFF DIRECTORY

*Jeremy Bennett*

*Department Chair, Public Services*

*M.P.A., Columbus State University*

Jeremy Bennett  
Alaina S. Granade  
Donald M. Greathouse  
Stephen N. Knights  
Larry Wright

Criminal Justice  
Criminal Justice  
Criminal Justice  
Criminal Justice  
Criminal Justice

M.P.A., Columbus State University  
J.D., University of Tennessee  
M.P.A., Columbus State University  
J.D., Thomas M. Cooley Law School  
M.P.A., Columbus State University

Lynette S. McCullough  
James Anderson  
Donald Bartlett

Emergency Medical Services  
Emergency Medical Services  
Emergency Medical Services

M.S., California College Health Sciences  
A.S., Southern Crescent Technical College  
A.A.S., Georgia Perimeter College

W. Carl Raymond

Fire Science

B.S., Florida Institute of Technology

Vaughn Estes

Forensic Science

J.D., Florida Coastal School of Law

### LIBRARY and MEDIA SERVICES

*Kathleen Williams*

*Director of Library and Media Services*

*M.S., University of North Carolina*

Sherry Brooks  
Bonnie M. Capobianco  
Teresa Nesbitt  
Bonnie Lee Parker

Librarian  
Librarian  
Librarian  
Librarian

M.Ed., State University of West Georgia  
M.A., University of Arizona  
M.S., Florida State University  
MLIS, Valdosta State University

Jane Busby

Library Assistant

*Sheryl McGouirk*  
Tony Scott

*Copy Center Coordinator*  
Media Center Assistant

