



**SOUTHERN
CRESCENT**

TECHNICAL COLLEGE

**2015-2016
COURSE CATALOG**

ADDENDUM



ADDENDUM TO 2015-2016 COURSE CATALOG

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DA12 Dental Assisting

Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	59

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
- Students must possess a current CPR card. It is recommended to obtain CPR card just prior to entering the program so that the card will remain current throughout the program.
- Students who have completed the Hepatitis B Vaccine series must submit a current titer status.
- Students are required to have had 1 of the 3 Hepatitis B vaccinations prior to entering the Dental Assisting Program in Fall Semester.
- Students are required to have the Tuberculosis skin test.
- Students are required to have the Oral Exam & Medical Exam.
- Students are required to have the Drug Screen and Background check.

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, MATH 1012, ALHS 1040 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 PSB test. (no minimum score required)

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
- Health Occupations Aptitude Examination (PSB)
- Program-ready e-mail list

Test results from the PSB 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 PSB scores to a three-digit score and combine it to attain a complete score.

Example:

2.5 GPA:	250
PSB:	+ 130
Total score:	380

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.

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 following information is needed when sending the email to dareadylis@sctech.edu

1. Name (as listed in Banner)
2. Student ID
3. Phone Number(s)
4. Student address
5. Email address

6. Program of study (Please be sure that your status in **BANNER** is listed as **Healthcare Assistant**. If not, you will be removed from the Program Ready List)
7. Courses taken and grade

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.

If the Dental Assisting program cannot contact you by phone or e-mail, you will be removed from 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 spring semester term.

The Dental Assisting program begins a new cohort each fall term. The program is full-time, Monday through Thursday from 8:30 AM until 5:30 PM.

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

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 one year.
- Students who withdrew or completed either Fall, Spring, or Summer semesters in good standing (GPA 2.5 or higher) will be allowed remittance into the Dental Assisting program. The student may be allowed to re-enter the program the following year at the point in which the student withdrew from the program.
- Students who were dismissed from the Dental Assisting program due to receiving a final grade of D or F in any dental assisting class (DENA) will have to successfully complete a written and a laboratory comprehensive examination(s) for each previously completed dental assisting course with a minimum of 70 percent to be eligible to reapply for the next dental assisting co-hort.

- 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.
- 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	\$50
Dental Assisting National Board (DANB)	\$425
Background check	\$78
Drug screen	varies
Hepatitis Titer	\$64
Tuberculosis skin test	\$20
Text Books	\$600

Program Courses

First Term

ENGL 1010—Fundamentals of English I	3
PSYC 1010—Basic Psychology	3
COMP 1000—Introduction to Computers	3
MATH 1012—Foundations of Mathematics	3
ALHS 1040—Introduction to Health Care	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.

NG73 Associates of Science in Nursing

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: 69

Program Description

The two-year associate-level nursing program is a sequence of courses designed to prepare students for positions in the nursing profession. The curriculum is designed to produce highly-trained, technically advanced, competent, and caring individuals who are prepared to practice professional nursing in a variety of health care settings. The purpose of the program is to provide the learner with the necessary knowledge, skills, and attitude to practice competently and safely as a beginning nurse generalist in a variety of acute and long-term care settings. The nurse is viewed as a caring, holistic person who possesses critical thinking/ problem-solving skills, integrity, accountability, a theoretical knowledge base, refined psychomotor skills, and a commitment to life-long learning.

Program graduates receive an Associates of Science in Nursing Degree (ASN) degree. Graduates are then eligible to apply and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Upon successful completion of the NCLEX-RN and licensure by the Georgia Board of Nursing, graduates are employable as registered nurses in a variety of settings.

Admission Requirements

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

The student must:

- Apply to and be accepted by Southern Crescent Technical College prior to submission of ASN Application.
- Be at least 18 years of age.
- Score above the Minimum Test Scores required for the program.
- Submit an ASN Program application (this application is separate from the college's application).
- Have completed all prerequisite classes as listed below.
- Have successfully completed (or transferred in) ENGL 1101, ENGL 1102, and PSYC 1101 (with a grade of "C" or better). Have also completed the following courses: (MATH 1100 or MATH 1101 or MATH 1111), BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, and BIOL 2117L (with a

grade of "B" or better) and must have completed and passed at least one of the following courses (with a "C" or better): ARTS 1101, ENGL 2130, HUMN1101, MUSC 1101, or THEA 1101.

- Submit current test scores from the TEAS V Examination. Scores cannot be more than a year old. The TEAS V exam is administered in the SCTC Community Services Building-100. Results will be accessed online by the ASN Program faculty. Southern Crescent Technical College administers the TEAS V exam on a regular basis. Students must register and pay for the exam online at www.atitesting.com. To set up an appointment to take the exam, please call 770-228-7364.
- Be responsible for notifying the ASN program faculty of his/her intent to compete for admission, by turning in an ASN Program application on or before the assigned date.
 - a. If transfer credits are involved, the student will be responsible for making sure that all of the transcripts are received by the college and evaluated by the College Registrar by the assigned deadline.
 - b. Program faculty will NOT accept late submissions of applications to the ASN Program.
 - c. If the student is not accepted and wishes to reapply the following year, the student must re-submit a new ASN Program application and TEAS V results to the ASN Program.
 - d. There is no waiting list!

Note: Grading standards for the ASN Program are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every ASN course. Students must maintain a minimum GPA of 2.0 to remain in the program.

Candidate Selection

- Should there be more qualified students applying than available spaces, candidates are admitted based on a competitive admission process using the following criteria:
 - a. Overall GPA for prerequisite classes
 - b. Nationalized test score (TEAS V)
 - c. Program application date
- Classroom spaces will be filled using the highest scores downward until the maximum enrollment total is reached.
- The student's application date will break any tie.
 - a. Application date is defined as the date when the student has their second major listed as ASN in Banner.
 - b. All applicants will be notified of their program acceptance status by mail **3-4**

weeks after the ASN Program application acceptance deadline.

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

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 next class begins based on space availability.

The student must reapply for program admission and compete with other Nursing program applicants. **THIS COURTESY IS EXTENDED ONLY ONCE.**

The student must:

- Submit a new application to the ASN program.
- Submit a **plan of action** for success upon returning to the ASN program.
- Successfully complete written comprehensive examinations for each previously completed ASN course with a minimum of 80 percent.
- Successfully complete drug calculations examination with a minimum competency of 90 percent.
- Successfully complete skill check offs. Deficiencies will result in the student repeating appropriate course/courses.
- Complete another criminal background check, drug screen and health screen as designated by participating clinical sites.
- Students who do not successfully complete the ASN program after two attempts, will not be readmitted into the program again.

Approximate additional costs other than tuition, fees, and textbooks

Equipment/Supplies	\$150.00
Uniforms	\$200.00
Liability Insurance	\$ 25.00
NCLEX-RN Exam	\$200.00
Background/Drug Screening	\$ 78.50 or higher
CPR	\$ 5.00
Graduation fees	\$ 35.00

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.

<u>Program Courses</u>	<u>Credits</u>
First Term	
ENGL 1101—Composition and Rhetoric (Required)	3
Natural Sciences/Mathematics elective—Choose one: (Required)	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101*—Mathematical Modeling	
PSYC 1101—Introductory Psychology (Required)	3
BIOL 2113—Anatomy and Physiology I (Required)	3
BIOL 2113L—Anatomy and Physiology Lab I (Required)	1
Second Term	
BIOL 2114—Anatomy and Physiology II (Required)	3
BIOL 2114L—Anatomy and Physiology Lab II (Required)	1
BIOL 2117—Introductory Microbiology (Required)	3
BIOL 2117L—Introductory Microbiology Lab (Required)	1
ENGL 1102—Literature and Composition (Required)	3
Humanities/Fine Arts elective—Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
Third Term	
PSYC 2103—Human Development (Required)	3
RNSG 1025—Electronic Medical Records Documentation	2
RNSG 1026—Fundamentals	6
Fourth Term	
RNSG 1027—Nursing Pharmacology	3
RNSG 1028—Nursing Concepts I	7
Fifth Term	
RNSG 2025—Family Nursing	6
RNSG 2026—Mental Health Concepts	3
Sixth Term	
RNSG 2027—Nursing Concepts II	7
RNSG 2028—Nursing Leadership	5

Note:

If necessary, Learning Support courses should be completed during the first semester

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: 54

Program Description

The Medical Assisting diploma program prepares the competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, prepares the student to sit for the 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: scheduling appointments, banking, bookkeeping, 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 with 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 pre-requisite classes. This is accomplished by turning in the yellow program-ready sheet to a Medical Assisting advisor or the Allied Health secretary *the week of June 9th (for Fall program entry) or the week of September 9th (for Spring program entry)*. The evening program begins every 4th semester, please see advisor for program application date.

Upon successful completion (or transfer in) of ENGL 1010, PSYC 1010, COMP 1000 OR COLL 1500, 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 readmittance 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. 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 three 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	\$300
Equipment/supplies	\$50-100
National Registry (RMA)	\$125.00
Liability insurance	\$11.50
Medical/dental	varies
Background check/drug screen	varies
CPR (if completed with ALHS 1040)	varies

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) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
(www.caahep.org)

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
ALHS 1090—Medical Terminology for Allied Health Sciences	2

Second Term

MATH 1012—Foundations of Mathematics	3
ALHS 1011—Anatomy and Physiology	5
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	

DAY Program Courses

Third Term—Day Program Courses

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 Diseases	3

Fourth Term—Day Program Courses

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

Fifth Term—Day Program Courses

MAST 1170—Medical Assisting Externship	6
MAST 1180—Medical Assisting Seminar	3

EVENING Program Courses

Third Term—Evening Program Courses

MAST 1060—Medical Office Procedures	4
MAST 1100—Medical Insurance Management	2
MAST 1120—Human Diseases	3

Fourth Term—Evening Program Courses

MAST 1010—Legal and Ethical Concerns in the Medical Office	2
MAST 1080—Medical Assisting Skills I	4
MAST 1110—Administrative Practice Management	3

Fifth Term—Evening Program Courses

MAST 1030—Pharmacology in the Medical Office	4
MAST 1090—Medical Assisting Skills II	4

Sixth Term—Evening Program Courses

MAST 1170—Medical Assisting Externship	6
MAST 1180—Medical Assisting Seminar	3

Effective Spring Term 2016 (201614), ACCT 2000—Managerial Accounting replaced ACCT 1110—Managerial Accounting. ACCT 2135 and ACCT 2250 was added as an occupational elective and must be taken five years prior to graduation.

AC13 Accounting

Associate of Applied Science Degree
Offered at the Griffin Campus and Henry Center

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

Program Description

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

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, ACCT 2120—Business Tax Accounting and ACCT 2250—Representation and Specialized Returns.

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
ACCT 1100—Financial Accounting I	4
BUSN 1440—Document Production*	4
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
Second Term	
ACCT 1105—Financial Accounting II	4
Accounting elective (Required)	3
Accounting elective (Required)	3
Natural Sciences/Mathematics elective—Choose one: (Required)	3
MATH 1111—College Algebra OR	
MATH 1100**—Quantitative Skills and Reasoning OR	
MATH 1101**—Mathematical Modeling	
Third Term	
Social/Behavioral Sciences elective—Choose one: (Required)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
ACCT 1115—Computerized Accounting	3
ACCT 1120—Spreadsheet Applications	4
ACCT 2000—Managerial Accounting	3
Fourth Term	
Humanities/Fine Arts elective—Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
ACCT 1125—Individual Tax Accounting	3
Elective(s)	6
Fifth Term	
General Core elective: (Required)	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
ACCT 1130—Payroll Accounting	3
Accounting elective (Required)	3
Elective	3
Accounting 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 2135—Intro to Governmental and Nonprofit 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
ACCT 2250—Representation and Specialized Returns	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.

**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.

Effective Spring Term 2016 (201614), ACCT 2135 and ACCT 2250 was added as an occupational elective and must be taken five years prior to graduation.

AC12 Accounting

Diploma

Offered at the Griffin Campus and Henry Center

Program Entrance Term: Fall, Spring, Summer

Minimum Length of Program: 3 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, ACCT 2120—Business Tax Accounting, and ACCT 2250—Representation and Specialized Returns.

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

Choose One: (Required)

COLL 1500—College Success and Career Exploration **OR** 3
COMP 1000—Introduction to Computers
BUSN 1440—Document Production 4

Second Term

ACCT 1105—Financial Accounting II 4
ACCT 1130—Payroll Accounting 3
ACCT 1120—Spreadsheet Applications 4

Choose one of the following Math courses

MATH 1011—Business Math **OR** 3
MATH 1012—Foundations of Mathematics

Third Term

ACCT 1115—Computerized Accounting 3
ACCT 1125—Individual Tax Accounting 3

Choose one of the following Social/Behavioral Science courses

EMPL 1000—Interpersonal Relations and Prof. Development **OR** 2
PSYC 1010—Basic Psychology (3)

Elective 3
Accounting elective 3

Accounting 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 2135—Intro to Governmental and Nonprofit 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
ACCT 2250—Representation and Specialized Returns 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.**

Effective Spring Term 2016 (201614), ACCT 2250 was added as an occupational elective and must be taken five years prior to graduation.

CAY1 Computerized Accounting Specialist
 Technical Certificate of Credit
 Offered at the Griffin Campus and Henry Center

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

Program Description

The Computerized Accounting Specialist program provides students with skills needed to perform a variety of accounting applications using accounting software and practical accounting procedures. Topics include principles of accounting, computerized accounting, spreadsheet fundamentals and basic computers.

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, ACCT 2120—Business Tax Accounting and ACCT 2250—Representation and Specialized Returns. 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>
First Term	
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
ACCT 1100—Financial Accounting I	4
Accounting Elective	3
Second Term	
ACCT 1105—Financial Accounting II	4
ACCT 1115—Computerized Accounting	3
ACCT 1120—Spreadsheet Applications	4

OA31 Office Accounting Specialist
 Technical Certificate of Credit
 Offered at the Griffin Campus and Henry Center

Program Entrance Term: Fall, Spring, Summer
 Minimum Length of Program: 2 terms
 Minimum Credit Hours for Graduation: 14

Program Description

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

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, ACCT 2120—Business Tax Accounting and ACCT 2250—Representation and Specialized Returns. 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>
First Term	
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
ACCT 1100—Financial Accounting I	4
Second Term	
ACCT 1105—Financial Accounting II	4
ACCT 1115—Computerized Accounting	3

Effective Spring Term 2016 (201614), ACCT 2250 was added as an occupational elective and must be taken five years prior to graduation.

PA61 Payroll Accounting Specialist

Technical Certificate of Credit

Offered at the Griffin Campus and Henry Center

Program Entrance Term: Fall, Spring, Summer
 Minimum Length of Program: 2 terms
 Minimum Credit Hours for Graduation: 17

Program Description

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

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, ACCT 2120—Business Tax Accounting, and ACCT 2250—Representation and Specialized Returns.

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

First Term

Choose One: **(Required)**

COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
ACCT 1100—Financial Accounting I	4

Second Term

ACCT 1105—Financial Accounting II	4
ACCT 1115—Computerized Accounting	3
ACCT 1130—Payroll Accounting	3

TPS1 Tax Preparation Specialist

Technical Certificate of Credit

Offered at the Griffin Campus and Henry Center

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

Program Description

The Tax Preparation Specialist technical certificate is designed to provide entry-level skills for tax preparers. Topics include principles of accounting, tax accounting, business calculators, mathematics, and basic computer 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

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, ACCT 2120—Business Tax Accounting, and ACCT 2250—Representation and Specialized Returns.

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

First Term

Choose One: **(Required)**

COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
ACCT 1100—Financial Accounting I	4
ACCT 1125—Individual Tax Accounting	3

Second Term

ACCT 2120—Business Tax Accounting	3
ACCT XXXX—Accounting Elective	3

Effective Spring Term 2016 (201614), ACCT 2250 must be taken five years prior to graduation.

EAE1 Enrolled Agent

Technical Certificate of Credit

Offered at the Griffin Campus and Henry Center

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 2 terms
Minimum Credit Hours for Graduation: 13

Program Description

The Enrolled Agent program is designed to prepare students for the Enrolled Agent Examination. The Enrolled Agent Exam is administered by the Internal Revenue Service (IRS) and represents the highest level of competency for a tax professional. Student completing this program are not only prepared for the examination, but are also prepared for entry level tax preparation. The program provides a strong foundation for the fundamentals of individual, business, gift and estate tax returns.

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 1100—Financial Accounting I, ACCT 1125—Individual Tax Accounting, ACCT 2120—Business Tax Accounting and ACCT 2250—Representation and Specialized Returns.

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

ACCT 1100—Financial Accounting I	4
ACCT 1125—Individual Tax Accounting	3

Second Term

ACCT 2120—Business Tax Accounting	3
ACCT 2250—Representation and Specialized Returns	3

Effective Spring Term 2016 (201614), ACCT 2000—Managerial Accounting replaced ACCT 1110—Managerial Accounting.
 Effective Summer Term 2016 (201616), the program title changed from Business Administrative Technology to Business Technology.

BA23 Business 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 Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, and presentation applications software. Students are also introduced to accounting fundamentals, electronic communications, Internet research, and electronic file management. The program includes instruction in effective communication skills and terminology that encompasses office management and executive assistant qualification and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business 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 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, BUSN 1440—Document Production, 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.

<u>Program Courses</u>	<u>Credits</u>
First Term	
ENGL 1101—Composition and Rhetoric	3
COMP 1000—Introduction to Computers	3
Social/Behavioral Sciences elective—Choose one: (Required) <i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	3
Natural Sciences/Mathematics elective—Choose one: (Required) MATH 1111—College Algebra OR MATH 1100*—Quantitative Skills and Reasoning OR MATH 1101*—Mathematical Modeling	3
Second Term	
General Core elective: (Required) Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	3
Humanities/Fine Arts elective—Choose one: (Required) <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
BUSN 1440—Document Production*	4
BUSN 2190—Business Document Proofreading and Editing	3
Third Term	
BUSN 1410—Spreadsheet Concepts and 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 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
ACCT 1130—Payroll Accounting	3
ACCT 2000—Managerial 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.**

Effective Spring Term 2016 (201614), ACCT 2000—Managerial Accounting replaced ACCT 1110—Managerial Accounting. MATH 1011 was added as a Math option. Effective Summer Term 2016 (201616), the program title changed from Business Administrative Technology to Business Technology.

BA22 Business 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 Technology program is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Technology program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, Internet research, and electronic file management. The program includes instruction in effective communication skills and technology that encompasses office management and executive assistant qualification and technology innovations for the office. Also provided are opportunities to upgrade present knowledge and skills or to retrain in the area of business technology.

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 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, BUSN 1440—Document Production, 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

	<u>Credits</u>
First Term	
ENGL 1010—Fundamentals of English I	3
COMP 1000—Introduction to Computers	3
Choose one of the following Math courses	
MATH 1011—Business Math OR	3
MATH 1012—Foundations of Mathematics	

Choose one of the following two courses

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

Second Term

BUSN 1240—Office Procedures	3
BUSN 1410—Spreadsheet Concepts and 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 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
ACCT 1130—Payroll Accounting	3
ACCT 2000—Managerial 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.**

**MF41 Microsoft Office
Applications Professional**
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: 22

Program Description

The Microsoft Office Applications 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

Course Expiration

To ensure that students graduate with current skills in Business 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, BUSN 1440—Document Production, 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.

<u>Program Courses</u>	<u>Credits</u>
First Term	
COMP 1000—Introduction to Computers	3
Specific Occupational-Guided elective	3
Second Term	
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
<u>Specific Occupational-Guided Electives:</u>	
ACCT 1105—Financial Accounting II	4
ACCT 1115—Computerized Accounting	3
ACCT 1125—Individual Tax Accounting	3
ACCT 1130—Payroll Accounting	3
ACCT 2000—Managerial Accounting	3
ACCT 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

Effective Spring Term 2016 (201614), ACCT 1120 OR BUSN 1410 is offered as a choice in the second term.

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 (LSCM) degree program is a sequence of courses designed to prepare students for entry level coordinator and salaried supervisor and positions in the LSCM profession. This degree program will provide students with an understanding of procurement, issues in executing local, national, and global supply chains, logistics, and transportation. The program also includes 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. Note that COMPASS Scores are higher than for some other degree programs.

Minimum COMPASS Test Scores:

Reading: 79
 English: 65
 Mathematics: 39
 Algebra: 37

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>
First Term	
Social/Behavioral Sciences elective—Choose one: (Required) <i>ECON 1101, POLS 1101, HIST 1111, OR HIST 2111</i>	3
PSYC 1101—Introductory Psychology OR	3
SOCI 1101—Introduction to Sociology	
COMP 1000—Introduction to Computers	3
SCMA 1000—Introduction to Supply Chain Management	3
LOGI 1000—Business Logistics	3
Second Term	
ENGL 1101—Composition and Rhetoric I (Required)	3
MATH 1111—College Algebra (Required)	3
ACCT 1100—Financial Accounting I	4
ACCT 1120—Spreadsheet Applications OR	4
BUSN 1410—Spreadsheet Concepts and Applications	(4)
LOGI 1010—Purchasing	3
Third Term	
MGMT 1100—Principles of Management	3
SCMA 1003—Intro. to Transportation and Logistics Management	3
Humanities/Fine Arts elective—Choose one: (Required) <i>HUMN 1101, MUSC 1101, ARTS 1101, OR ENGL 2130</i>	3
LOGI 1020—Materials Management	3
SCMA 1015—E-Commerce in Supply Chain Management	3
Fourth Term	
MGMT 1115—Leadership OR	3
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

Effective Spring Term 2016 (201614), the suggested course sequence and electives were updated.

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

Credits

First Term

COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
CIST 1200—Database Management (Required)	4

Second Term

ENGL 1101—Composition and Rhetoric	3
CIST 1510—Web Development I	3
CIST 1220—Structured Query Language (SQL)	4
CIST 2371—Java Programming I OR	4
CIST 2311—Visual Basic I OR	
CIST 2351—PHP Programming I	

Third Term

Humanities/Fine Arts elective—Choose one: (Required) <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
Choose one of the following courses:	
ACCT 1100—Financial Accounting I OR	4
BUSN 1300—Introduction to Business OR	(3)
MGMT 1120—Introduction to Business	(3)
CIST 2921—IT Analysis, Design, and Project Management	4

Fourth Term

CIST 2361—C++ Programming I	4
CIST 2371—Java Programming I OR	4
CIST 2311—Visual Basic I OR	
CIST 2351—PHP Programming I	
Social/Behavioral Sciences elective—Choose one: (Required) <i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	3
Natural Sciences/Mathematics elective—Choose one: (Required)	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101*—Mathematical Modeling	

Fifth Term

CIST 2362—C++ Programming II	4
CIST 2312—Visual Basic II OR	4
CIST 2352—PHP Programming II OR	
CIST 2372—Java Programming II	
General Core elective: (Required)	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
Specific Occupational elective	3

Specific Occupational Electives

CIST 1130—Operating Systems Concepts	3
CIST 1401—Computer Networking Fundamentals	4
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.**

Effective Spring Term 2016 (201614), the suggested course sequence and electives were updated.

CP24 Computer Programming

Diploma
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 5 terms
Minimum Credit Hours for Graduation: 52

Program Description

The Computer Programming diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Those interested in a Computer Programming diploma should be highly motivated individuals who are interested in becoming an information technology professional. Program graduates are to be competent in the 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

Credits

First Term

COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
CIST 1200—Database Management (Required)	4

Second Term

ENGL 1010—Fundamentals of English I	3
CIST 1220—Structured Query Language (SQL)	4
CIST 1510—Web Development I	3
CIST 2311—Visual Basic I OR	4
CIST 2351—PHP Programming I OR	
CIST 2371—Java Programming I	

Third Term

EMPL 1000—Interpersonal Relations and Prof. Development	2
MATH 1012—Foundations of Mathematics	3
CIST 2921—IT Analysis, Design, and Project Management	4

Fourth Term

CIST 2361—C++ Programming I	4
CIST 2311—Visual Basic I OR	4
CIST 2351—PHP Programming I OR	
CIST 2371—Java Programming I	

Fifth Term

CIST 2362—C++ Programming II	4
CIST 2312—Visual Basic II OR	4
CIST 2352—PHP Programming II OR	
CIST 2372—Java Programming II	

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

Effective Spring Term 2016 (201614), the suggested course sequence was updated.

DS13 Database Specialist

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: 60

Program Description

The Computer Information Systems - Database 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 database 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

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 and COMP 1000 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.

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>
First Term	
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1200—Database Management	4
CIST 1305—Program Design and Development	3
Second Term	
CIST 1220—Structured Query Language (SQL)	4
CIST 2411—Microsoft Client	4
CIST 2414—Microsoft Server Administrator	4
Natural Sciences/Mathematics elective—Choose one: (Required)	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101*—Mathematical Modeling	
Third Term	
ENGL 1101—Composition and Rhetoric (Required)	3
CIST 2921—IT Analysis, Design, and Project Management	4
Humanities/Fine Arts elective—Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
General Core elective: (Required)	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
Fourth Term	
CIST 2222—Administering Microsoft SQL Server	4
Choose one Programming Language	4
CIST 2361—C++ Programming I OR	
CIST 2371—Java Programming I	
Social/Behavioral Sciences elective—Choose one: (Required)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
Specific Occupational elective	3
Fifth Term	
CIST 2224—Design and Implement Databases/MS SQL Server	4
Specific Occupational Electives	
CIST 1130—Operating Systems Concepts	3
CIST 1401—Computer Networking Fundamentals	4
CIST 1510—Web Development I	3
CIST 1601—Information Security Fundamentals	3
CIST 2311—Visual Basic I	4
CIST 2351—PHP Programming I	4
CIST 2361—C++ Programming I	4
CIST 2371—Java Programming I	4
CIST 2412—Microsoft Server Directory Services	4

Note: Students are required to meet with advisor for approval of CIST programming language and 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.**

Effective Spring Term 2016 (201614), the suggested course sequence was updated.

DS14 Database Specialist

Diploma
Offered at the Griffin Campus

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

Program Description

The Computer Information Systems - Database Specialist diploma program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. 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 database 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

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 and COMP 1000 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.

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
CIST 1001—Computer Concepts	4
CIST 1200—Database Management	4
CIST 1305—Program Design and Development	3

Second Term

CIST 1220—Structured Query Language (SQL)	4
CIST 2411—Microsoft Client	4
CIST 2414—Microsoft Server Administrator	4
MATH 1012—Foundations of Mathematics	3

Third Term

ENGL 1010—Fundamentals of English I	3
CIST 2921—IT Analysis, Design, and Project Management	4
EMPL 1000—Interpersonal Relations and Prof. Development	2
Specific Occupational elective	3

Fourth Term

CIST 2222—Administering Microsoft SQL Server	4
Choose one Programming Language	
CIST 2361—C++ Programming I OR	4
CIST 2371—Java Programming	

Fifth Term

CIST 2224—Design and Implem. Databases/MS SQL Server	4
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Specific Occupational Electives:

CIST 1130—Operating Systems Concepts	3
CIST 1401—Computer Networking Fundamentals	4
CIST 1510—Web Development I	3
CIST 1601—Information Security Fundamentals	3
CIST 2311—Visual Basic I	4
CIST 2351—PHP Programming I	4
CIST 2361—C++ Programming I	4
CIST 2371—Java Programming I	4
CIST 2412—Microsoft Server Directory Services	4

Note: Students are required to meet with their advisor for approval of CIST programming language and occupational electives.

Effective Fall Term 2015 (201612), CIST 2991 was added as an option in the fifth term.

IS43 Internet Specialist Web Applications Development

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 Internet Specialist–Web Applications Development 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 and fine arts, social and behavioral sciences, and natural sciences and 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 E-Commerce web programmers.

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

ENGL 1101—Composition and Rhetoric (Required)	3
COMP 1000—Introduction to Computers	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3

Second Term

CIST 1510—Web Development I	3
CIST 1520—Scripting Technologies	3
CIST 2351—PHP Programming I	4
Humanities/Fine Arts elective—Choose one: (Required) <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3

Third Term

CIST 1220—Structured Query Language (SQL)	4
CIST 2352—PHP Programming II	4
CIST 2921—IT Analysis, Design, and Project Management	4
Social/Behavioral Sciences elective—Choose one: (Required) <i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	3

Fourth Term

CIST 2381—Mobile Application Development	4
CIST 2550—Web Development II	3
Natural Sciences/Mathematics elective—Choose one: (Required) MATH 1111—College Algebra OR MATH 1100*—Quantitative Skills and Reasoning OR MATH 1101*—Mathematical Modeling	3

Fifth Term

CIST 1601—Information Security Fundamentals	3
CIST 2580—Interactive and Social Apps Integration	4
CIST 2950—Web Systems Project OR CIST 2991—CIST Internship I	3
General Core elective: (Required) Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	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.**

Effective Spring Term 2016 (201614), the program sequence was revised.

CA43 Culinary Arts

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: 65

Program Description

The Culinary Arts degree program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts degree. Graduates who are current practitioners will benefit through enhancement of career potential. The culinary field offers diverse job opportunities for cooks, chefs, bakers, cake decorators and caterers. Our program prepares students for entry level management positions in hotels and restaurants as well as in the institutional hospitality industry such as school systems, hospitals and retirement homes.

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
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

Approximate additional costs other than tuition, fees, and textbooks

2 sets of uniform with aprons	\$115
Knife kit	\$310

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 (Required)	3
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
CUUL 1000—Fundamentals of Culinary Arts (Required)	4
CUUL 1110—Culinary Safety and Sanitation (Required)	2
Natural Sciences/Mathematics elective—Choose one: (Required)	3
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101*—Mathematical Modeling OR	
MATH 1111—College Algebra	

Second Term

Social/Behavioral Sciences elective—Choose One: (Required)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
Cooking Option—Choose <u>6</u> credit hours	
CUUL 1120—Principles of Cooking (Required) OR	6
CUUL 1122**—Foundations of Cooking Principles AND	(3)
CUUL 1124**—Foundations of Cooking Techniques	(3)
Choose one of the following (Required)	
MGMT 1115—Leadership OR	3
CUUL 2190—Principles of Culinary Leadership	(3)

Third Term

Humanities/Fine Arts elective—Choose One: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
CUUL 1220—Baking Principles (Required)	5
Choose two (2) of the following courses (Required)	
CUUL 1129—Fundamentals of Restaurant Operations OR	4
CUUL 1320—Garde Manger OR	(4)
CUUL 1370—Culinary Nutrition and Menu Development	(3)

Fourth Term

General Core elective: (Required)	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
CUUL 2160—Contemporary Cuisine (Required)	4
Specific Occupational elective—See electives below (Required)	3 or 4
Choose one (1) of the following courses (Required)	
CUUL 1129—Fundamentals of Restaurant Operations OR	4
CUUL 1320—Garde Manger OR	(4)
CUUL 1370—Culinary Nutrition and Menu Development	(3)

Fifth Term

CUUL 2130—Culinary Practicum (Required)	6
Specific Occupational elective—See electives below (Required)	6

Specific Occupational Electives Approved by Advisor

CUUL 2250—Advanced Baking Principles	6
ACCT 1100—Financial Accounting I	4
ACCT 1105—Financial Accounting II	4
MGMT 1100—Principles of Management	3
MGMT 1125—Business Ethics	3
MGMT 2130—Employee Training and Development	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.**

****Only applies to dual-enrolled MOWR students.**

Note: CUUL 1000, CUUL 1110, and CUUL 1120 require a grade of a "C" or better to enroll in all other occupational culinary courses.

Effective Spring Term 2016 (201614), the program sequence was revised.

CA44 Culinary Arts

Diploma

Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
 Minimum Length of Program: 5 terms
 Minimum Credit Hours for Graduation: 52

Program Description

The Culinary Arts diploma program is a sequence of courses that prepares students for the culinary profession. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of culinary theory and practical application necessary for successful employment. Program graduates receive a Culinary Arts diploma. Graduates who are current practitioners will benefit through enhancement of career potential. The culinary field offers diverse job opportunities for cooks, chefs, bakers, cake decorators and caterers. Our program prepares students for entry level management positions in hotels and restaurants as well as in the institutional hospitality industry such as school systems, hospitals and retirement homes.

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
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

Approximate additional costs other than tuition, fees, and textbooks

2 sets of uniform with aprons	\$115
Knife kit	\$310

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

MATH 1012—Foundations of Mathematics	3
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
CUUL 1000—Fundamentals of Culinary Arts	4
CUUL 1110—Culinary Safety and Sanitation	2

Second Term

ENGL 1010—Fundamentals of English I	3
Cooking Option—Choose 6 credit hours	
CUUL 1120—Principles of Cooking OR	6
CUUL 1122**—Foundations of Cooking Principles AND	(3)
CUUL 1124**— Foundations of Cooking Techniques	(3)
Choose one of the following	
MGMT 1115—Leadership OR	3
CUUL 2190—Principles of Culinary Leadership	(3)

Third Term

EMPL 1000—Interpersonal Relations and Prof Development	2
CUUL 1220—Baking Principles	5
Choose two (2) of the following courses	
CUUL 1129—Fundamentals of Restaurant Operations OR	4
CUUL 1320—Garde Manger OR	(4)
CUUL 1370—Culinary Nutrition and Menu Development	(3)

Fourth Term

CUUL 2160—Contemporary Cuisine	4
Choose one (1) of the following courses	
CUUL 1129—Fundamentals of Restaurant Operations OR	4
CUUL 1320—Garde Manger OR	(4)
CUUL 1370—Culinary Nutrition and Menu Development	(3)

Fifth Term

CUUL 2130—Culinary Practicum	6
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***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.**

****Only applies to dual-enrolled MOWR students.**

Note: CUUL 1000, CUUL 1110, and CUUL 1120 require a grade of a "C" or better to enroll in all other occupational culinary courses.

Effective Spring term 2016 (201614), PC51 Prep Cook was added as a new program.

PC51 Prep Cook

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: 12

Program Description

The Prep Cook technical certificate of credit provides skills for entry into the food services preparation area as a prep cook. Topics include: food services history, safety and sanitation, purchasing and food control, nutrition and menu development and design, along with the principles of cooking.

Admission Requirements

- Submit completed application and application fee
- Be at least 16 years of age
- High school diploma or GED are NOT required
- Meet assessment requirements
- Student must have the ability to lift 25 lbs., to do prolonged standing, and to tolerate heat.

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>
First Term	
CUUL 1000—Fundamentals of Culinary Arts	4
CUUL 1110—Culinary Safety and Sanitation	2
Second Term	
Cooking Option—Choose 6 credit hours	
CUUL 1120—Principles of Cooking OR	6
CUUL 1122*—Foundations of Cooking Principles AND	(3)
CUUL 1124*— Foundations of Cooking Techniques	(3)

Note: CUUL 1000 and CUUL 1110 require a final grade of a C to advance into any other CUUL occupational courses.

***Only applies to dual-enrolled MOWR students.**

Effective Spring Term 2016 (201614), the course sequence was revised and COSM 1080, 1090, 1100, and 1110 credit hours were reduced to 3 hours. COSM 1115 and 1125 were added to the curriculum.

C012 Cosmetology

Diploma

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: 55

Program Description

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

General 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

Applicants must meet **general admission** requirements as well as the following **program admission** requirements.

- Successfully complete (or transfer in) ENGL 1010, MATH 1012, EMPL 1000 or PSYC 1010, and COMP 1000/COLL 1500 with a minimum grade of C in each course.

It is the responsibility of the student to notify cosmetology program advisors via e-mail when all **program admission** requirements have been met. (For verification, please include full name and student ID number) With this notification, the student will be placed on the COSM program-ready list. Once eligibility has been confirmed by program advisors, students will then be eligible to register for COSM Occupational Courses. The number of students allowed into COSM classes is limited. Classes will be filled by students from the COSM program-ready list.

Readmission

If a student changes his/her declared major from Cosmetology to a different diploma, and then back to Cosmetology, the latest program application date will be used to determine placement on the eligibility list.

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies	\$752.50
Uniforms	\$90
State licensure exam	
Testing	\$109
License	\$35

A minimum grade of C for each course is required to receive a Cosmetology diploma 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.

Program Courses

Credits

Program Courses	Credits
First Term—(Basic Skills Courses)	
MATH 1012—Foundations of Mathematics - (Required)	3
ENGL 1010—Fundamentals of English I - (Required)	3
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
Choose one of the following—(Required)	
EMPL 1000—Interpersonal Relations and Prof Development OR	2
PSYC 1010—Basic Psychology	(3)
Second Term—(Occupational Courses)	
COSM 1000—Introduction to Cosmetology Theory	4
COSM 1010—Chemical Texture Services	3
COSM 1020—Hair Care and Treatment	3
COSM 1030—Haircutting	3
COSM 1040—Styling	3
Third Term—(Occupational Courses)	
COSM 1050—Hair Color	3
COSM 1060—Fundamentals of Skin Care	3
COSM 1070—Nail Care and Advanced Techniques	3
COSM 1080—Physical Hair Services Practicum	3
Fourth Term—(Occupational Courses)	
COSM 1090—Hair Services Practicum I	3
COSM 1100—Hair Services Practicum II	3
COSM 1110—Hair Services Practicum III	3
COSM 1120—Salon Management	3
COSM 1125—Skin and Nail Care Practicum	2
Fifth Term—(Occupational Courses)	
COSM 1115—Hair Services Practicum IV*	2

*Note: Student will only attend class for first five weeks of the term.

NT11 Nail Technician

Technical Certificate of Credit
Offered at the Flint River Campus

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

Program Description

The Nail Technician program is a sequence of courses that prepares students for careers in the field of nail technician. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety, sanitation, state laws, rules, and regulations, nail diseases and disorders, skin and nail care, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Nail Technician certificate and are employable as a nail 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

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies	
Kit #1	\$74.00
Kit #2	\$154.50
Uniforms	\$90.00
State licensure exam	
Testing	\$109.00
License	\$35.00

A minimum grade of C for each course is required to receive a Nail Technician TCC 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>
First Term	
COSM 1000—Introduction to Cosmetology Theory	4
COSM 1070—Nail Care and Advanced Techniques	3
COSM 1120—Salon Management	3
Second Term	
COSM 1180—Nail Care I	5
COSM 1190—Nail Care II	5

ST11 Shampoo 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: 12

Program Description

The Shampoo Technician technical certificate of credit introduces courses that prepare students for careers in the field of cosmetology as shampoo technicians. Learning opportunities develop academic and professional knowledge required for job acquisition, retention, and advancement. The program emphasizes specialized training for safety, sanitation, state laws, rules and regulations, chemistry, anatomy and physiology, structure of the hair, diseases and disorders of the hair and scalp, hair and scalp analysis, basic hair and scalp treatments, basic shampooing techniques, reception sales, management, employability skills, and work ethics. Graduates receive a Shampoo Technician technical certificate of credit and are employable as a cosmetology salesperson, salon manager, or salon owner.

Admission Requirements

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

Note: Students enrolled in the Cosmetology program **MUST** meet the general and program admission requirements for Cosmetology.

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies	
Kit #1	\$70.75

A minimum grade of C for each course is required to receive a Shampoo Technician TCC 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>
First Term	
EMPL 1000—Interpersonal Relations and Prof Development	2
PSYC 1010—Basic Psychology	(3)
COSM 1000—Introduction to Cosmetology Theory	4
COSM 1020—Hair Care and Treatment	3
COSM 1120—Salon Management	3

Effective Summer Term 2016 (201616), AIRC 20XX elective hours changed to 4 credit hours each.

ACT3 Air Conditioning 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: 66

Program Description

The Air Conditioning Technology associate degree program is a sequence of courses that prepares students for careers in the HVACR (Heating, Ventilation, Air Conditioning, and Refrigeration) industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical applications necessary for successful employment. Program graduates receive an Air Conditioning Technology Program associate degree that qualifies them as entry-level 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

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

- Tools \$500 and up
- Equipment/supplies \$70 and up

Other required expenses for industry exams

- EPA 608 certification \$25
(Must be achieved before or during AIRC 1060)
- HVAC Excellence competency/work ready/exit exam (AIRC 1030) in HVACR Electrical \$15
- HVAC Excellence competency/work ready/exit exam (AIRC 1090) in HVACR Electrical \$15

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 (Required)	3
AIRC 1005—Refrigeration Fundamentals	4
AIRC 1010—Refrigeration Principles and Practices	4
AIRC 1020—Refrigeration Systems Components	4
Natural Sciences/Mathematics elective—Choose one: (Required)	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101*—Mathematical Modeling	

Second Term

Social/Behavioral Sciences elective—Choose one: (Required)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
AIRC 1030—HVACR Electrical Fundamentals	4
AIRC 1040—HVACR Electrical Motors	4
AIRC 1050—HVACR Electrical Components and Controls	4

Third Term

Humanities/Fine Arts elective—Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
AIRC 1060—Air Conditioning Systems Application and Installation	4
AIRC 1070—Gas Heat	4
AIRC 1080—Heat Pumps and Related Systems	4

Fourth Term

General Core elective: (Required)	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
AIRC 1090—Troubleshooting Air Conditioning Systems (Required)	4
Specific Occupational elective	4
Specific Occupational elective	4

Specific Occupational Electives (minimum of 8 Credits required)

AIRC 2005—Design and Application of Light Commercial A/C	(4)
AIRC 2010—Light Commercial Air Conditioning Control Systems	(4)
AIRC 2020—Light Commercial A/C Systems Operation	(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.**

LC11 Light Commercial Air Conditioning Specialization

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: 12

Program Description

The Light Commercial Air Conditioning Specialization TCC is a sequence of courses that prepares diploma or degree graduates or air conditioning technicians for careers in the light commercial air conditioning industry. The program emphasizes a combination of air conditioning theory and practical applications necessary for successful employment. Program graduates receive a Light Commercial Air Conditioning Specialization 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

Credits

AIRC 2005—Design and Application of Light Commercial AC	4
AIRC 2010—Light Commercial Air Conditioning Control Systems	4
AIRC 2020—Light Commercial Air Conditioning Systems Operation	4

Effective Spring Term 2016 (201614), Automotive Collision Repair Assistant I is offered in two terms.

**AB51 Automotive Collision Repair
Assistant I**
Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

Automotive collision repair and refinishing technicians repair vehicles which have sustained damage through various forms of accidents and they can refinish vehicles for a variety of reasons for customers. Glass replacement and repair as well as dent repairs and detailing are also service aspects of this field. Technicians are paid an hourly wage but labor is actually billed out per job. This means that experienced technician often show more time in billing repairs than they actually have time on the clock. This system is called flat rate and it enables technicians to make higher annual wages than their hourly rate would indicate. Graduates of Collision Repair training programs have also been employed as insurance estimators and as technicians on military bases refurbishing equipment or aircraft.

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>
First Term	
ACRP 1000—Introduction to Auto Collision Repair	4
ACRP 1005—Automobile Component Repair and Replacement	4
ACRP 1017—Mechanical and Electrical Systems I	4
Second Term	
ACRP 1015—Fundamentals of Automotive Welding	4
ACRP 1019—Mechanical and Electrical Systems II	5

Effective Summer Term 2016 (201616), Photovoltaic Systems will be offered on the Griffin and Flint River Campuses.

PS11 Photovoltaic Systems Installation and Repair Technician

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: 15

Program Description

The Photovoltaic Systems Installation and Repair Technician Technical Certificate of Credit provides individuals with the opportunity to enter the workforce area that specializes in electrical applications of installing, inspecting, and repairing solar panels in the electrical construction industry.

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>
First Term	
IDFC 1007—Industrial Safety Procedures	2
IDFC 1011—Direct Current I	3
ELTR 1020—Electrical Systems Basics I	3
ELTR 1060—Electrical Prints, Schematics, and Symbols	2
Second Term	
ELTR 1525—Photovoltaic Systems	5

Effective Spring Term 2016 (201614), a maximum of one (1) non-HORT course may be taken as a guided elective with advisor approval.

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	
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
ENGL 1101—Composition and Rhetoric (Required)	3
HORT 1000—Horticulture Science	3
HORT 1010—Woody Ornamental Plant Identification	3

Second Term
Social/Behavioral Sciences elective—Choose one: **(Required)** 3
ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111

MATH 1111—College Algebra **(Required)** 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: **(Required)** 3
HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101

General Core elective: **(Required)** 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 **OR**
HORT XXXX—Horticulture elective 3

MUST COMPLETE MINIMUM OF 30 ELECTIVE CREDIT HOURS

<u>Horticulture Guided Electives Courses</u>	
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	3
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(s)	3
HORT XXXX—Horticulture elective(s)	4
XXXX XXXX—Advisor Approved Elective	3
(Maximum of one (1) non-HORT course)	

Effective Spring Term 2016 (201614), PSYC 1010/PSYC 1101 may be taken as substitution for EMPL 1000. A maximum of one (1) non-HORT course may be taken as a guided elective.

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

Choose one of the following: **(Required)**

COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computers	
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

Choose one of the following:

EMPL 1000—Interpersonal Relations and Prof. Development OR	2
PSYC 1010—Basic Psychology OR	(3)
PSYC 1101—Introductory Psychology	(3)
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 OR	
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	3
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(s)	3
HORT XXXX—Horticulture elective(s)	4
XXXX XXXX—Advisor Approved Elective	3
(Maximum of one (1) non-HORT course)	

Effective Spring 2016, COMP1000 or COLL 1500 are no longer required courses for program, but is offered as an elective.

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

	<u>Credits</u>
ENGL 1010—Fundamentals of English I	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 OR	(3)
<i>MATH 1013/1015 Cluster</i> (3 credits each)	
MATH 1013—Algebraic Concepts AND	
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)	6

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

COLL 1500—College Success and Career Exploration	3
COMP 1000—Introduction to Computers	3
MATH 1112—College Trigonometry	3
MATH 1113—Pre-calculus	3

Effective Spring 2016, COMP1000 or COLL 1500 are no longer required courses for program, but is offered as an elective.

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
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 OR	(3)
<i>MATH 1013/1015 Cluster</i> (3 credits each)	
MATH 1013—Algebraic Concepts AND	
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)	6

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

COLL 1500—College Success and Career Exploration	3
COMP 1000—Introduction to Computers	3
MATH 1112—College Trigonometry	3
MATH 1113—Pre-calculus	3

The following course descriptions include new courses and revisions to the course titles, course descriptions, credit hours, pre-requisites and/or co-requisites.

Course Descriptions

ACCT Accounting

ACCT 2000 - Managerial Accounting (3)

(Pre-requisites: ACCT 1105 - Financial Accounting II with a grade of "C" or better.)

Emphasizes the interpretation of data by management in planning and controlling business activities. Topics include Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

ACCT 2135 - Introduction to Governmental and Nonprofit Accounting (3)

(Pre-requisites: ACCT 1105 - Financial Accounting II with a grade of "C" or better)

Provides an introduction to financial reporting and accounting principles for state/local governments and nonprofit entities.

AIRC Air Conditioning Technology

AIRC 2005 - Design and Appl. of Light Commercial Air Condition. (4)

(Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better)

Continues in-depth instruction on components and functions of air conditioning systems with emphasis on design and application of light commercial air conditioning systems. Topics include: refrigeration piping, hydronic piping, pump sizing, commercial load design, air flow, codes, and safety.

AIRC 2010 - Light Commercial Air Condition. Control Systems (4)

(Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better)

Emphasizes the study of complex control systems on light commercial air conditioning systems. Topics include: pneumatic controls, electronic controls, electrical controls, mechanical controls, and safety.

AIRC 2020 - Light Commercial Air Condition. Syst. Operation (4)

(Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better)

Provides in-depth study of the operation of light commercial air conditioning systems. Topics include: boiler operations, refrigeration components, energy management, codes, and safety.

AIRC 2040 - Residential Systems Designs (4)

(Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better)

Presents advanced refrigeration and electrical skills and theories. Topics include: heat gain and heat loss, duct design, zone control, equipment selection, and safety.

AIRC 2050 - GA State and Local Residential Air Condit. Codes (4)

(Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better)

Presents advanced level residential air conditioning code concepts and theories. Topics include: local residential air conditioning codes, state residential air conditioning codes, gas piping, refrigeration piping, and safety.

AIRC 2060 - Air Distribution Syst. for Residential Air Condition (4)

(Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better)

Continues development of air systems concepts, theories, and skills. Emphasis will be placed on test and balance techniques and fan laws. Topics include: test and balance techniques, fan laws, and safety.

AIRC 2070 - Commercial Refrigeration Design (4)

(Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better)

Provides an increased level of concepts and theory beyond ACT 102. Students are introduced to more design theory in commercial refrigeration. Topics include: refrigeration heat calculation, equipment selection, refrigeration piping, codes, and safety.

AIRC 2080 - Commercial Refrigeration Application (4)

(Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better)

Introduces the application of fundamental theories and concepts of refrigeration. Emphasis will be placed on equipment application and installation procedures. Topics include: equipment application, installation procedures, cycle controls, energy management, and safety.

AIRC 2090 - Troubleshooting and Serv. Commercial Refrigeration (4)

(Pre/Co-requisites: AIRC 1090 - Troubleshooting Air Conditioning Systems with a grade of "C" or better.)

Continues to provide experience in maintenance techniques in servicing light commercial refrigeration systems. Topics include: system clearing, troubleshooting procedures, replacement of components, and safety.

CIST Computer Information Systems

CIST 1220 - Structured Query Language (SQL) (4)

(Pre-requisites: COMP 1000 - Introduction to Computers with a grade of "C" or better, CIST 1001 - Computer Concepts with a grade of "C" or better, and CIST 1200 - Database Management with a grade of "C" or better)

Includes basic database design concepts and solving database retrieval and modification problems using the SQL language. Topics include: database Vocabulary, Relational Database Design, Date retrieval using SQL, Data Modification using SQL, Developing and Using SQL Procedures.

CIST 2222 - Administering Microsoft SQL Server (4)

(Pre-requisites: CIST 1220 - Structured Query Language with a grade of "C" or better and CIST 2414 - Microsoft Server Administrator with a grade of "C" or better)

Provides instruction on how to administer a Microsoft SQL server. Topics include: planning, installation and configuration, configuring and managing security, managing and maintaining data, monitoring and optimization, and troubleshooting.

COMP Introduction to Computers

COMP 1000 - Introduction to Computers (3)

(Pre-requisites: Provisional Admission)

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include an introduction to computer terminology, the Windows environment, Internet and e-mail, word processing software, spreadsheet software, database software, and presentation software. Students must have a current and relevant 3rd Party e-text/software code and reliable access to a computer that utilizes either the Windows 8 or Windows 10 Operating System AND Microsoft Office 2013 or Office 2016 versions of Word, Excel, Access, and PowerPoint

COSM Cosmetology

COSM 1080 - Physical Hair Services Practicum (3)

(Pre-requisites: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better

Co-requisites: COSM 1010 - Chemical Texture Services, COSM 1020 - Hair Care and Treatment, COSM 1030 - Haircutting, COSM 1040 - Styling, COSM 1050 - Hair Color, COSM 1060 - Fundamentals of Skin Care, COSM 1070 - Nail Care and Advanced Techniques)

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is required by the Georgia State Board of Cosmetology. This course includes a portion of the required hours for licensure. Topics include: scalp and hair treatments; haircutting; styling; dispensary; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1090 - Hair Services Practicum I (3)

(Pre-requisites: None

Co-requisites: COSM 1080 - Physical Hair Services Practicum with a grade of "C" or better.)

This course provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color, foiling, lightening, hair and scalp treatments; haircutting; clipper design, precision cutting, styling; dispensary; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; product knowledge, customer service skills, client retention, State Board Rules and Regulations guidelines, and State Board foundation prep.

COSM 1100 - Hair Services Practicum II (3)

(Pre-requisites: None

Co-requisites: COSM 1090 - Hair Services Practicum I with a grade of "C" or better)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: texture services; permanent waving and relaxers; hair color and lightening; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COSM 1110 - Hair Services Practicum III (3)

(Pre-requisites: None

Co-requisites: COSM 1100 - Hair Services Practicum II with a grade of "C" or better)

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; dispensary; styling; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1115 - Hair Services Practicum IV (2)

(Pre-requisites: None)

Co-requisites: COSM 1110 - Hair Services Practicum III)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and lightening; hair and scalp treatments; haircutting; dispensary; styling; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation.

COSM 1125 - Skin and Nail Care Practicum (2)

(Pre-requisites: None)

Co-requisites: COSM 1060 - Fundamentals of Skin Care AND COSM 1070 - Nail Care and Advanced Techniques)

This course provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: skin treatment; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

CUUL Culinary Arts

CUUL 1120 - Principles of Cooking (6)

(Pre-requisites: CUUL 1000 - Fundamentals of Culinary Arts with a grade of "C" or better and CUUL 1110 - Culinary Safety and Sanitation with a grade of "C" or better)

Co-requisites: COLL 1500 - College Success and Career Exploration OR COMP 1000 - Introduction to Computers with a grade of "D" or better)

This course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, basic cooking principles, methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1122 - Foundations of Cooking Principles (3)

(Pre-requisites: CUUL 1000 - Fundamentals of Culinary Arts with a grade of "C" or better AND CUUL 1110 - Culinary Safety and Sanitation with a grade of "C" or better)

This Course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, introduction to basic production mise en place, classical knife cuts, basic stock preparation methods, mother sauce techniques and preparations, small sauces and derivatives from mother sauce, basic thickening agents, classical soup preparation methods, introduction methods of food preparation, recipe utilization, and nutrition. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1124 - Foundations of Cooking Techniques (3)

(Pre-requisites: CUUL 1122 - Foundations of Cooking Principles with a grade of "C" or better)

This Course introduces fundamental food preparation terms, concepts, and methods. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include: weights and measures, conversions, methods of food preparations, classical knife cuts, kitchen aromatics, regional cuisine history, and introduction to safe food preparations, recipe utilization, and nutrition. Laboratory demonstrations student experimentation and parallels class work. Course Capstone is based on The American Culinary Federations Certification: Certified Culinarian written and practical exams.

CUUL 1220 - Baking Principles (5)

(Pre-requisites: CUUL 1120 - Principles of Cooking with a grade of "C" or better)

Baking Principles presents the fundamental terms, concepts, and methods involved in preparation of yeast and quick breads and baked products. Emphasis is placed on conformance of sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives, along with Retail Bakery Association training program. Topics include: baking principles; Science and use of baking ingredients for breads, desserts, cakes, pastries; weights, measures, and conversions; preparation of baked goods, baking sanitation and hygiene, baking supplies and equipment. Laboratory demonstrations and student experimentation parallel class work.

CUUL 1320 - Garde Manger (4)

(Pre-requisites: CUUL 1120 - Principles of Cooking with a grade of "C" or better)

Introduces basic pantry manger principles, utilization, preparation, and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship pantry, garnishing, and presentation training objectives. Topics include: pantry functions; garnishes, carving, and decorating; buffet presentation; cold preparations; hot/cold sandwiches; salads, dressings and relishes; breakfast preparation; hot/cold hors d'oeuvres; chaudfroids, gelees, and molds; and pats and terrines. Laboratory practice parallels class work.

CUUL 2130 - Culinary Practicum (6)

(Pre-requisites: CUUL 1220 - Baking Principles with a grade of "C" or better and CUUL 1320 - Garde Manger with a grade of "C" or better)

This course familiarizes the student with the principles and methods of sound leadership and decision making in the hospitality industry and provides the student with the opportunity to gain management/supervision experience in an actual job setting. Students will be placed in an appropriate restaurant, catering, or other food service business for four days per week throughout the semester. On-the-job training topics include: restaurant management/on-off premise catering/food service business, supervisory training, and management training, on-off premise catering, hotel kitchen organization, kitchen management, restaurant kitchen systems, institutional food systems, kitchen departmental

responsibilities, and kitchen productivity. Topics include: basic leadership principles and how to use them to solicit cooperation, use of leadership to develop the best possible senior-subordinate relationships, the various decision making processes, the ability to make sound and timely decisions, leadership within the framework of the major functions of management, and delegation of authority and responsibility in the hospitality industry.

CUUL 2140 - Advanced Baking and International Cuisine (6)

(Pre-requisites: CUUL 1220 - Baking Principles with a grade of "C" or better, CUUL 1320 - Garde Manger with a grade of "C" or better and CUUL 2160 - Contemporary Cuisine with a grade of "C" or better)

This course introduces international cuisine and acquisition of advanced cookery techniques. Course content reflects American Culinary Federation Educational Institute cook apprenticeship training objectives and provides background for those aspiring to become chefs. Topics include: international cuisine, advanced grill cookery, advanced vegetable cookery, advanced meat cookery, advanced line cookery, advanced fry cookery and nutrition. Laboratory practice parallels class work. ***Provides in-depth experience in preparing many types of baked goods commonly found in restaurants and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become pastry chefs or bakery supervisors. Topics include: breads, pies, cakes, pastry dough, puff pastry, icing, filling, and candy. Laboratory practice parallels class work.

CUUL 2160 - Contemporary Cuisine (4)

(Pre-requisites: CUUL 1220 - Baking Principles with a grade of "C" or better and CUUL 1320 - Garde Manger with a grade of "C" or better)

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.

DENA Dental Assisting

DENA 1030 - Preventive Dentistry (2)

(Pre-requisites: DENA 1080 - Dental Anatomy with a grade of "C" or better and DENA 1340 - Dental Assisting I: General Chairside with a grade of "C" or better)

Co-requisites: None)

Provides students with theory and clinical experience in the area of preventive and public health dentistry. Topics include: etiology of dental disease; patient education techniques; plaque control techniques; types and use of fluoride; diet analysis for caries control; and dietary considerations for the dental patient.

DENA 1080 - Dental Anatomy (5)

(Pre-requisites: Program Admission)

Co-requisites: None)

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.

DENA 1090 - Dental Assisting National Board Exam. Prep (1)

(Pre-requisites: Program Instructor Approval)

Co-requisites: None)

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.

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills (7)

(Pre-requisites: DENA 1340 - Dental Assisting I: General Chairside with a grade of "C" or better)

Co-requisites: None)

Focuses on chairside assisting with dental specialty procedures. Topics include: prosthodontics procedures (fixed and removable); orthodontics; pediatric dentistry; periodontics procedures; oral and maxillofacial surgery procedures; endodontic procedures; management of dental office emergencies; medically compromised patients and expanded functions approved by law for performance by dental assistants in the state of Georgia. Student will pass a comprehensive examination and successfully perform clinical skills to receive EFDA certification.

DENA 1390 - Dental Radiology (4)

(Pre-requisites: DENA 1080 - Dental Anatomy with a grade of "C" or better)

Co-requisites: None)

After completion of the course the student will be able to provide radiation safety for patient and self, expose x-rays, process x-rays, and prepare dental films for the dental office. Topics include: fundamentals of radiology and radiation safety; radiographic anatomy and interpretation; intraoral and extra-oral radiographic techniques; and quality assurance techniques.

DENA 1400 - Dental Practice Management (2)

(Pre-requisites: DENA 1340 - Dental Assisting I: General Chairside with a grade of "C" or better; Program Admission)

Co-requisites: None)

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.

DENA 1480 - Dental Practicum III (5)

(Pre-requisites: DENA 1460 - Dental Practicum I with a grade of "C" or better, DENA 1470 - Dental Practicum II with a grade of "C" or better
Co-requisites: None)

Practicum continues to focus on assisting chairside with advanced general dentistry procedures with emphasis on dental office management, preventive dentistry, and expanded functions. Topics include: advanced general dentistry procedures; preventive dentistry; dental office management; expanded functions; chairside in specialties; and management of dental office emergencies.

ELTR Electrical Technology

ELTR 1120 - Variable Speed/Low Voltage Controls (2)

(Pre-requisites: None)

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind, autotransformer; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

ELTR 1180 - Electrical Controls (4)

(Pre-requisites: None)

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.

PLBG Plumbing

PLBG 1005 - Plumbing Fundamentals I (4)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

This course introduces the student to the basic elements of the plumbing trade. Topics include introduction to the trade, plumbing safety, tools of the trade, plumbing math, and plumbing drawings.

PLBG 1015 - Plumbing Fundamentals II (4)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

This course continues the introduction of basic plumbing concepts and practices. Topics include plastic pipe, copper tube, cast-iron and steel pipe and fittings, plumbing fixtures, DWV systems, and water distribution systems.

PLBG 1025 - Intermediate Plumbing I (4)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

This course introduces the student to a more in-depth discussion of the components, tools, and procedures of the plumbing trade. Topics include more in-depth plumbing math, reading commercial drawings, structural penetrations, installing and testing TWV systems, and roof, floor, and area drains.

PLBG 1035 - Intermediate Plumbing II (4)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

This course introduces the student to more advanced plumbing applications and techniques. Topics include water supply piping, valves, fixtures, water heaters, basic electrical principles, fuel gas, and fuel oil.

PLBG 1045 - Advanced Plumbing Concepts I (4)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

This course builds upon the basic and intermediate plumbing courses. Topics include applied math, sizing water supply piping, potable water treatment, backflow preventers, and types of venting.

PLBG 1055 - Advanced Plumbing Concepts II (5)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

This course builds upon all preceding plumbing courses, but adds in business practices. Topics include sizing DWV and storm systems, sewage and sump pumps, corrosive-resistant waste pipe, compressed air, water pressure, plumbing codes, business principles, and crew leader skills.

PLBG 1065 - Specialty Plumbing Applications (4)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

This course discusses specialty plumbing applications and systems. Topics include indirect and special waste, hydronic and solar heating systems, servicing piping systems, fixtures, and appliances, private water supply well systems, private waste disposal systems, swimming pools, hot tubs, and plumbing for mobile homes and travel trailers.

PPFT Pipefitting

PPFT 1010 - Introduction to Industrial Pipefitting (3)

(Pre-requisites: Program Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

Provides an introduction into pipefitting with an emphasis on basic pipefitting tools and equipment. Topics include an overall orientation of the industrial pipefitting trade, proper use of hand and power tools, use of oxyfuel cutting, types of ladders and safe usage and identifying motorized equipment. Labs reinforce safety, appropriate use of hand tools, power tools, oxyfuel cutting equipment, proper inspection and setup of ladders, and motorized equipment to include prestart checks of operation.

PPFT 1020 - Pipe Systems Installation and Assembly (3)

(Pre-requisites: Program Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

Provides instruction of various pipe systems, interpret pipe layout diagrams, mathematical specifications for connections. Topics include: various pipe systems and materials; components and specifications for installation; blueprint drawings and detail sheets of specifications; valve installation and operations; mathematical precision for measurement and problem solving, and assembly requirements for threaded pipe fabrication. Labs will demonstrate proficient interpretation of blueprints, installation and assembly of pipe systems to include valve installation and threaded pipe fabrication while choosing appropriate materials for installation.

PPFT 1030 - Socket and Butt Weld Pipe Fabrication (4)

(Pre-requisites: program Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

Provides instruction on socket and butt weld pipe fabrication and instruction on excavations and underground pipe installation. Topics include: types of sockets, weld and butt weld materials, pipe length determination between socket weld and butt weld fittings, prep and assembly requirements, selection and installation of backing rings, alignment procedures, OSHA standards for shoring materials, shoring systems, hydraulic vertical shore installation, determination of sewer line fall, trenching grade and elevation, backfilling procedures, identification of underground piping materials, classification and installation procedures, and horizontal directional drilling. Labs will demonstrate ability to fabricate socket and butt weld fittings to pipe, proper installation of backing rings, vertical shoring, proper trenching techniques grade elevation of sewer line and backfilling, and use of various types of material for underground piping.

PPFT 1040 - Equipment-Slings and Crane Riggings (3)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

Provides instruction on types of rigging equipment, slings and sling angles, use of rigging equipment, rigging crane practices including hazard and safety procedures, load charts and load balancing rigging and lift plan for pipes, standards and codes, conversion tables and right angle trigonometry, application and safety requirements for drain cleaners, man lifts, and cable lifts, and introduction to aboveground pipe installation including components, pipe sleeve installation and floor penetrations. Labs will demonstrate ability to perform safety inspections on rigging equipment and slings, proficient use of rigging equipment including setup, inspection and knot tying, crane operations including hand signaling and proper rigging for pipe lifts, proficient use of equivalents table, right angle trigonometry and ability to calculate takeouts using trigonometry, inspect scissor-type and telescoping boom manlifts, and proper storage of pipe and materials, fabrication of gaskets, flange bolt hole pipe installation and proficiency in floor penetrations and pipe sleeve installation.

PPFT 1050 - Testing Procedures (3)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

Provides instruction on field run specifications, erection equipment specifications, support needs, explanation on how to identify, select, and install pipe hangers and supports, spring can supports, and testing of pipes systems. Topics include: pretest, service flow test, head pressure test, hydrostatic test, and steam blow tests. Labs will focus on proficiency in the procedures for testing of pipe systems including setting up a secure work area, fabrication, erection of vessel trim, installation of concrete fasteners, angle iron bracket fabrication, use of spring can supports, and successful demonstration of pretest requirements, flow test, head pressure test and hydrostatic test.

PPFT 1060 - Advanced Pipe Fabrication (4)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

Provides instruction on advanced blueprint reading and advanced pipe fabrication. Topics include symbols and abbreviation on pipe and instrumentation drawings (P&IDs), piping arrangement drawings, ISOs, and spooling sheets, isometric drawings in plan view. Labs focus on proficiency in advanced pipe fabrication using table of ordinates or calculator to create mitered bends, laterals, wyes, ninety-degree intersections and specialty bends and intersections. Labs will also demonstrate ability to draw isometric drawings.

PPFT 1070 - Special Piping (4)

(Pre-requisites: None)

Co-requisites: COFC 1080 - Construction Trades Core)

Provides instruction related to alignment, steam traps, in-line devices, special piping, hot taps, valve maintenance, and supervisory roles. Topics include various terms, thermal expansion, anchors and cold springing, procedures for stress-relief, grouting, types of misalignments, types of steam traps, various types of in-line specialty devices, purpose and function, assembling pipes made from different materials, methods of assembly, brazing, soldering, use of compression and flared fittings and use of grooved and compression formed methods, hot tap safety and hazards, types of hot taps, valve maintenance, packing and O-rings, troubleshooting, and supervisory roles including cultural differences, gender-based social behavior, legal and ethical situations. Labs will demonstrate proficient flange alignment, proper troubleshooting of steam traps, assembly of copper and plastic tubing, solder and braze joint techniques using copper tubing, use of glass-lined pipe, install grooved pipe coupling, removal and installation of threaded and flanged valves, replacement of O-rings and bonnet gaskets, and proper repacking of a valve.

RNSG Registered Nursing

RNSG 1025 - Electronic Medical Records Documentation (2)

(Pre-requisites: All General Education and Occupational courses with a grade of "C" or better)

Co-requisites: RNSG 1026 - Fundamentals)

This course focuses on the principles of medical documentation and will also include a review of common medical and surgical terms, diagnoses, and procedures. Electronic medical record systems are introduced and medical record case studies analyzed. Legal aspects of medical records will be explored such as privacy, confidentiality, and security of information in electronic environments. Students will also examine the potential utility of a variety of social networking tools in communicating health-related information.

RNSG 1026 - Fundamentals (6)

(Pre-requisites: All General Education and Occupational courses with a grade of "C" or better)

Co-requisites: RNSG 1025 - Electronic Medical Records Documentation

This course introduces the basic concepts and principles fundamental to nursing practice which include the role of the registered nurse and the nursing process. The nursing student will be introduced to the basic concepts of physiological integrity, psychological integrity, and caring for self. Safe and effective environment will be introduced as the foundation of knowledge used throughout the nursing curriculum. The basic skills training in simulated settings will introduce the use of the skills in a variety of clinical settings. The roles of the nurse as a provider of care, manager of care and member within the discipline serve as the organizing framework for expected student behaviors. **Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.**

RNSG 1027 - Nursing Pharmacology (3)

(Pre-requisites: All General Education, Occupational courses, RNSG 1025 - Electronic Medical Records Documentation and RNSG 1026 - Fundamentals with a grade of "C" or better)

Co-requisites: RNSG 1028 - Nursing Concepts I)

This course focuses on the information required to safely administer drugs and monitor the effects of drug therapy. Emphasis will be on dosage calculations and principles of pharmacology including drug actions, interactions, and nursing implications for broad classifications of medications. Students will be expected to apply the nursing process and critical thinking in the administration of prescribed medications, taking a medication history, and in teaching patients about medications in a simulated setting. Students will demonstrate clinical competency of 100% accuracy in computation of medication dosages.

RNSG 1028 - Nursing Concepts I (7)

(Pre-requisites: All General Education, Occupational courses,

RNSG 1025 - Electronic Medical Records Documentation, and RNSG 1026 - Fundamentals with a grade of "C" or better.

Co-requisites: RNSG 1027 - Nursing Pharmacology

This course introduces the nursing student to nursing concepts and skills related to the care of multicultural individuals with simple acute health problems. Students will reinforce nursing theory and skills taught in the foundational course focusing on the care of individuals with simple acute health problems. Students will reinforce nursing theory and skills taught in the foundational course focusing on the care of individuals/families with common physiological and psychological and psychosocial alterations health. The course further prepares the nursing student to provide safe compassionate, effective, evidence-based nursing care for adult clients in a variety of health care and simulated settings. Concepts of medical and surgical nursing will be applied through the nursing process to the care of the adult client experiencing simple acute to more complex chronic health problems incorporating essential nursing science, biophysical, psychosocial, spiritual, and cultural principles. Pharmacological concepts are strengthened throughout the course. **Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.**

RNSG 2025 - Family Nursing (6)

(Pre-requisites: All General Education, Occupational courses, RNSG 1025 - Electronic Medical Records Documentation, RNSG 1026 - Fundamentals, RNSG 1027 - Nursing Pharmacology, RNSG 1028 - Nursing Concepts I with a grade of "C" or better)

Co-requisites: RNSG 2026 - Mental Health Concepts)

This course focuses on the safe, compassionate, evidenced-based care of women during their reproductive years and of children from birth through adolescence. The promotion of wellness, restoration, and maintenance to the changing needs related to these populations are emphasized. The nursing process will be utilized, incorporating critical-thinking skills in the management of care and education for these patients and their families. Pharmacologic principles as they relate to the obstetrical and pediatric patient will be utilized. Essential nursing science,

biophysical, psychosocial, spiritual and culturally sensitive principles will be incorporated. Supervised clinical rotations in inpatient and outpatient facilities as well as obstetric and pediatric simulations will provide the student with opportunities to meet course competency outcomes. **Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.**

RNSG 2026 - Mental Health Concepts (3)

(Pre-requisites: All General Education, Occupational courses, RNSG 1025 - Electronic Medical Records Documentation, RNSG 1026 - Fundamentals, RNSG 1027 - Nursing Pharmacology, and RNSG 1028 - Nursing Concepts I with a grade of "C" or better

Co-requisites: RNSG 2025 - Family Nursing)

This course presents sound nursing theory, therapeutic modalities, and clinical applications across the treatment continuum of the mental health client. It provides a foundation for understanding contemporary psychiatric mental health problems and prepares the nursing student for planning and providing safe, compassionate, evidence-based nursing care to clients with mental and neurobehavioral disorders. Emphasis is placed on health promotion, restoration, and maintenance of the client in outpatient and inpatient mental health facilities, as well as adult day care settings. Concepts of mental health nursing will be applied through the nursing process in the care and collaboration of care of the adult client with acute and/or chronic mental health problems. Teaching and learning principles will be incorporated to all aspects of care, including the biophysical, psychosocial, spiritual and cultural aspects. Supervised clinical simulations, inpatient/outpatient hospital rotations, and adult day care interactions will provide the student opportunities to meet course competency outcomes. **Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.**

RNSG 2027 - Nursing Concepts II (7)

(Pre-requisites: All General Education, Occupational courses, RNSG 1025 - Electronic Medical Records Documentation, RNSG 1026 - Fundamentals, RNSG 1027 - Nursing Pharmacology, RNSG 1028 - Nursing Concepts I, RNSG 2025 - Family Nursing, and RNSG 2026 - Mental Health Concepts with a grade of "C" or better

Co-requisites: RNSG 2028 - Nursing Leadership)

This course is a continuation of Concepts of Nursing I, introducing the nursing student to nursing concepts and skills related to the care of multicultural individuals. Students will reinforce nursing theory and skills taught in previous courses focusing on the care of individuals/families with more complex physiological, psychological, and psychosocial alterations in health including emergent and/or life threatening conditions in a variety of health care and simulated settings. Pharmacological concepts are strengthened throughout the course. Clinical practice-based learning activities and interactions will be offered to allow professional development through praxis, reflection, critical thinking, problem-solving, decision-making, accountability, provision and coordination of care, advocacy, and collaboration.

RNSG 2028 - Nursing Leadership (5)

(Pre-requisites: All General Education, Occupational courses, RNSG 1025 - Electronic Medical Records Documentation, RNSG 1026 - Fundamentals, RNSG 1027 - Nursing Pharmacology, RNSG 1028 - Nursing Concepts I, RNSG 2025 - Family Nursing, and RNSG 2026 - Mental Health Concepts with a grade of "C" or better

Co-requisites: RNSG 2027 - Nursing Concepts II)

This course builds on previous courses, integrating program concepts to provide care for groups of individuals/families exhibiting complex multisystem disorders in healthcare and community settings. Concepts of advanced medical-surgical nursing will be applied to the care of the client with complex problems incorporating essential nursing science, biophysical, psychosocial, spiritual, and cultural principles. This course is also designed to prepare the student for transition to the role of the professional nurse. The focus is on leadership in nursing care delivery, management techniques and strategies in the care for groups of clients, employment procurement and opportunities and health care policy issues.

Terminated Programs and Courses

Accounting

2015-2016 Course Catalog

Removed Course:

- ACCT 1110—Managerial Accounting – pages 42, 47, 49 and 52

Design and Media Production Technology

2015-2016 Course Catalog

Removed Programs

- (DAM3) Design and Media Production Technology (AAS) – pages 3, 40, and 55
- (DEM2) Design and Media Production Technology (Diploma) – pages 3, 40, and 56
- (DAM1) Design and Media Production (TCC) – pages 3, 40, and 57
- (GD21) Graphic Design and Reprint Technician (TCC) – pages 4, 40, and 57

Removed Courses:

- DMPT 1000—Introduction to Design and Media Production – pages 53, 55, 56, 57, and 200
- DMPT 1005—Vector Graphics– pages 55, 56, 57, and 200
- DMPT 1010—Raster Imaging– pages 55, 56, 57, and 200
- DMPT 1015—Drawing– pages 55, 56, and 200
- DMPT 1020—Introduction to Photography – pages 55, 56, and 200
- DMPT 2100—Identity Design– pages 55, 56, and 200
- DMPT 2105—Page Layout – pages 55, 56, 57, and 200
- DMPT 2110—Publication Design – pages 55, 56, and 200
- DMPT 2115—Advertising and Promotional Design – pages 55, 56, and 200
- DMPT 2120—Prepress and Output – pages 55, 56, 57, and 200
- DMPT 2125—Advanced Raster Imaging – pages 55, 56, and 200
- DMPT 2130—Advanced Vector Graphics – pages 55, 56, and 200
- DMPT 2905—Practicum/Internship II– pages 55 and 200
- DMPT 2930—Exit Review – pages 55, 56 and 200

Plumbing

2015-2016 Course Catalog

Removed Programs

- (BPT1) Basic Piping Technician (TCC) – pages 3, 127, and 167
- (PI11) Pipefitting Installer (TCC) – pages 4, 127, and 167
- (PI21) Plumbing Installation and Repair Technician (TCC) – pages 4, 127, and 168
- (RP11) Residential/Commercial Plumbing Technician (TCC) – pages 4, 127, and 168

Removed Courses:

- PLBG 1000—Introduction to Plumbing– pages 167, 168, and 230
- PLBG 1070—Physical Science and Mechanics for the Pipe Trades – pages 167 and 231
- PLBG 1160—Plumbing Drawings– pages 167, 168, and 231
- PLBG 1210—Pipes, Valves, and Fittings– pages 167, 168, and 231
- PLBG 1220—Drainage Systems – pages 168 and 231
- PLBG 1240—Water Supply Systems – pages 168 and 231
- PLBG 1260—Plumbing Fixtures and Appliances – pages 168 and 231
- PLBG 1280—Gas Piping, Venting, and Appliances– pages 167, 168, and 231
- PLBG 1310—Special Plumbing Systems– pages 167 and 231
- PLBG 1320—Plumbing Service – pages 168 and 231
- PLBG 1330—Plumbing Codes – pages 168 and 231
- PLBG 1340—Pipefitting Tools and Techniques– pages 167 and 231
- PLBG 1350—Oxy Fuel Techniques for Pipefitters– pages 167 and 232
- PLBG 1360—Threaded Pipe Fabrication– pages 167 and 232
- PLBG 1370—Pipe Fabrication I– pages 167 and 232
- PLBG 1380—Pipe Fabrication II– pages 167 and 232
- PLBG 1400—Steel Pipe Assembly – pages 167 and 232
- PLBG 1500—Backflow Prevention and Cross-Connection Control – pages 168 and 232

FULL TIME FACULTY AND STAFF DIRECTORY

OFFICE OF THE PRESIDENT

<i>Randall L. Peters, Ed.D</i> Kimberly Santerre	<i>President</i> Executive Administrative Assistant
<i>Anna Taylor</i> Kimberly DeWinter Joshua Green	<i>Director of Marketing and Public Relations</i> Marketing Specialist Web Developer

ECONOMIC DEVELOPMENT

<i>Mark Andrews</i> Wanda Hammock	<i>Executive Vice President, Economic Development</i> Administrative Assistant to the Executive Vice President
<i>Steve Hendrix</i> Marion Savage Leann White	<i>Director of Economic Development</i> Economic Development Instructor Receptionist
Mia Collier Drew Todd	High School Coordinator High School Coordinator
Linda Simmons Angela Weatherford Karen Porter SanJuana Rosales	Jasper County Center Coordinator Taylor County Center Coordinator Administrative Assistant, Henry County Center Administrative Assistant, Butts County Center

ADMINISTRATIVE SERVICES

<i>Miriam Caslin</i> Dawn Powers	<i>Vice President, Administrative Services</i> Administrative Assistant to the Vice President
<i>Mary Hankinson</i> Tami Bell Rebecca Kinney Diane Blankenship	<i>Director of Accounting</i> Account Specialist Account Specialist Accounting Technician
<i>Stacy Acey</i> Kathy Pitts	<i>Director of Administrative Services</i> Accounting Technician Purchasing Technician
<i>Gina Byrd</i> Errica Diggs Roschell Guss Barbara Johnson Rachel Johnson Lynn Maynard	<i>Director of Student Accounts</i> Accounting Technician Accounting Technician Accounting Technician Accounting Technician Accounting Technician
<i>Melissa Smith</i> Terri George Brannen Wall	<i>Bookstore Manager</i> Bookstore Assistant Bookstore Assistant
<i>Sharon H. Irby</i> Vickie Brezee Elizabeth Ogletree Cherie Spillers	<i>Director of Human Resources</i> Payroll Coordinator Human Resources Coordinator Human Resources Coordinator
<i>Angela Moore</i>	<i>Director of Tender Tech - a Child Development Center</i>
<i>Michael Shiver</i> Jason Brown Thomas Rogers	<i>Chief Information Officer</i> Systems Administrator Information System Administrator

FULL TIME FACULTY AND STAFF DIRECTORY

ADMINISTRATIVE SERVICES continued

<p><i>Niki Glore</i> John Barlow Cammie Hubbard Tyler Jacob Brandon Price Rodney Risper</p>	<p><i>Help Desk Coordinator</i> Technology Support Specialist Technology Support Specialist Technology Support Specialist Technology Support Specialist Technology Support Specialist</p>
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ADULT EDUCATION

<p>Wendy Gladden</p>	<p>Administrative Assistant to the Vice President</p>	
<p>Monique Brown Judy Cook-Snyder Curtis Ward</p>	<p>Lead Adult Education Teacher Lead Adult Education Teacher Lead Adult Education Teacher</p>	<p>Ed.D., Oakland City University Ed.S., West Georgia College B.A., Columbus State University</p>
<p>Connie Cardell Katie Dallas Rhonda Jenkins Chelsea McGhee Elizabeth Thoms</p>	<p>Adult Education Teacher Adult Education Teacher Adult Education Teacher Adult Education Teacher Adult Education Teacher</p>	<p>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</p>
<p>Donna Bolton Lynne Brown Stacie Davis Marquita Traylor</p>	<p>Program Assistant, Griffin Campus Program Assistant, Flint River Campus Program Assistant, Griffin Campus Program Assistant, Flint River Campus</p>	

FACILITIES AND OPERATIONS

<p><i>Jim Brown</i> DeeGee Gasset</p>	<p><i>Vice President, Facilities and Operations</i> Administrative Assistant to the Vice President</p>	
<p><i>Kenneth Troisi</i> Willie Andrews Mark Butler Christopher Campbell Eric Hein</p>	<p><i>Campus Police Chief</i> Campus Police Officer-Fayette Intermediate School Campus Police Officer-Griffin Campus Campus Police Officer-Henry County Center Campus Police Officer-Flint River Campus</p>	
<p><i>Tom "Max" Neal, Jr.</i></p>	<p><i>Director of Facilities and Operations</i></p>	
<p><i>Scott Floyd</i> <i>Ashley Jackson</i> <i>Fred McCullough</i></p>	<p><i>Maintenance Supervisor</i> <i>Maintenance Coordinator</i> <i>Maintenance Coordinator</i></p>	
<p>Galen Andrews Danny Ford Thaddeus Harvey Marty Helms Sean Turner</p>	<p>Maintenance Technician Maintenance Technician Maintenance Technician Maintenance Technician Maintenance Technician</p>	
<p>Gary Bryant Ralph McGouirk</p>	<p>Groundskeeper Groundskeeper</p>	
<p>Carlton Alston Lonnie Atwater Regina Cooley Robert Hardman Tery Henry Charles Murphy Rafael Nazario Morris Powers Quinitha Searcy</p>	<p>Custodian Custodian Custodian Custodian Custodian Custodian Custodian Custodian Custodian</p>	

FULL TIME FACULTY AND STAFF DIRECTORY

FACILITIES AND OPERATIONS continued

Jesse Smith	Custodian
Dexter Waller	Custodian
Millicent Wright	Custodian

INSTITUTIONAL ADVANCEMENT

<i>Barbara Jo Cook</i>	<i>Vice President, Institutional Advancement</i>
Linda Kennedy	Administrative Assistant to the Vice President

<i>Katheryne Fields</i>	<i>Director of Institutional Advancement</i>
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INSTITUTIONAL EFFECTIVENESS

<i>Melissa T. Gordon</i>	<i>Vice President, Adult Education</i>	<i>M.S., Georgia College and State University</i>
Kate Williams	Director of Institutional Effectiveness	M.S., University of North Carolina, Chapel Hill

STUDENT AFFAIRS

<i>Xenia Johns, Ed.D.</i>	<i>Vice President, Student Affairs</i>
Jan James	Administrative Assistant to the Vice President

<i>Jasper Foust, Ph.D.</i>	<i>Director of Enrollment Management</i>
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<i>Jada Clemons</i>	<i>Admissions Coordinator-Griffin Campus</i>
Lourdes Gomez	Student Affairs Specialist
Alexis Byrd	Admissions Assistant
Angel Ford	Admissions Assistant
Kimberly Garlin	Admissions Assistant
Jennifer Goolsby	Admissions Assistant
Sean Roberts	Admissions Assistant

<i>Deidra Dugger</i>	<i>Admissions Coordinator-Flint River Campus</i>
LaRaysa Mobley	Student Affairs Specialist
Jennifer Richardson	Student Affairs Specialist

Sonya Lawrence	Recruiter/Admission Counselor-Flint River Campus
Leah Santerre	Recruiter/Admission Counselor-Griffin Campus

Kristin Goodson	Receptionist, Griffin Campus
Shirley Rieger	Receptionist, Flint River Campus

<i>Susan Murray</i>	<i>Director of Career Services</i>
Colandra Taylor	Workforce Investment Act Coordinator-Griffin Campus
Lynn Tyler	Workforce Investment Act Coordinator-Flint River Campus

<i>Kimberly Morris</i>	<i>Director of Financial Aid</i>
Monique Flowers	Financial Aid Coordinator
Melodie Pirone	Financial Aid Specialist-Griffin Campus
Carletta Ashley	Financial Aid Technician-Griffin Campus
Kennisha Carter	Financial Aid Technician-Flint River Campus
Denise Daniel	Financial Aid Technician-Flint River Campus
Carl Harris	Financial Aid Technician-Griffin Campus
Deborah Thompson	Financial Aid Technician-Griffin Campus
Ginger Dove	Student Affairs Assistant

<i>Kathlyn Burden</i>	<i>Registrar</i>
Robin Burns	Registrar Office Assistant
Gail Daniel	Student Affairs Coordinator
Anita Jackson-Evans	Data Entry Specialist
Yeasmin Cherry	Assistant Registrar-Griffin Campus
Monica Green	Assistant Registrar-Flint River Campus
Ashley Stout	Assistant Registrar-Griffin Campus

FULL TIME FACULTY AND STAFF DIRECTORY

STUDENT AFFAIRS continued

<i>Cheryl Gilbert</i>	<i>Director of Student Support Services</i>
<i>Toni Doaty</i>	<i>Assistant Director, Student Support Services</i>
Teresa Brooks	Special Services Coordinator-Interpreter/Disabilities-Griffin Campus
Mary Kate Jackson	Special Services Coordinator-Special Populations-Flint River Campus
	Special Services Coordinator-Graduation Coach-Griffin Campus
Joel C. Bishop	Student Activities Coordinator
Calvin Sinkfield	Athletics Coordinator
Selethia Gregory	Assessment Specialist II-Griffin Campus
Patricia M. Roberts	Assessment Specialist I-Griffin Campus
Lucille Searcy	Testing Specialist-Flint River Campus

ACADEMIC AFFAIRS

<i>Dawn Z. Hodges</i>	<i>Vice President, Academic Affairs</i>	<i>Ph.D., University of Oklahoma</i>
Jean Cash	Administrative Assistant to the Vice President	
<i>Leila Wells Rogers</i>	<i>Director of Quality Enhancement Plan</i>	<i>M.A., University of Louisville</i>

ALLIED HEALTH

<i>Michael Melvin</i>	<i>Dean, Allied Health</i>	<i>B.S., University of Georgia</i>
Annie Tucker	Administrative Assistant II-Griffin Campus	
<i>Benson Bradley</i>	<i>Department Chair, Allied Health</i>	<i>M.B.A., St. Leo University</i>
Christy Coker	Allied Health	A.S., Griffin Technical College
Christopher Booth, RTC	Computed Tomography	A.S., Griffin Technical College
Barbara Askew, RDH, CDA	Dental Assisting	M.H.A., Clayton State University
Luz Marina Ibarra CDA	Dental Assisting	Universidad Central de Venezuela
Christy Smith	Hemodialysis/Phlebotomy	Hemodialysis/American Nephrology Nursing Association
Mettie Hogan, RMA	Medical Assisting	Diploma, Southern Crescent Technical College
Diana Kendrick, RN	Medical Assisting	A.S.N., Gordon College
Vicky Mack, RN	Nurse Aide/Patient Care Assistant	M.S.N., South University
Wendy Jackson, LPN	Nurse Aide/Patient Care Assistant	Diploma, Griffin Technical College
Kimberly Crawley, LPN	Nurse Aide/Patient Care Assistant	Diploma, Griffin Technical College
Joann Middlebrooks, LPN	Nurse Aide/Patient Care Assistant	Diploma, Griffin Technical College
Lisa Soares, CPHIT, M.H.R.M.	Pharmacy Technology	M.S., DeVry University
Rasheeda McNeal	Pharmacy Technology	A.S., Southern Crescent Technical College
Peggy Grady, RN	Practical Nursing	A.S.N., Hillsborough Community College
Stephanie Hammack, RN	Practical Nursing	M.S.N., Walden University
Cathy Hammond, RN	Practical Nursing	M.S.N., South University
Tanya Harp, RN	Practical Nursing	M.S.N., Clayton State University
LyChannel Head, RN	Practical Nursing	B.S., Gordon College
Shelly Leidig, RN	Practical Nursing	A.S.N., Gordon College
Kimberly Register, RN	Practical Nursing	M.S.N., Walden University
Christina Taylor, RN	Practical Nursing	M.S.N., Walden University
Veronica Taylor, RN	Practical Nursing	M.S.N., University of Phoenix
Candace Wertz, RN	Practical Nursing	A.S.N., Valencia Community College
Dana Breeser, R.T.(R)	Radiologic Technology	B.M.Sc., Emory University
Riedetta M. McCreary	Respiratory Technology	Ed.D., Cambridge College
Duane Reed	Respiratory Technology	Ed.D., Walden University
Benson Bradley	Surgical Technology	M.B.A., St. Leo University
Tammy Hatcher	Central Sterile Supply Processing	B.S., Point University

FULL TIME FACULTY AND STAFF DIRECTORY

BUSINESS TECHNOLOGY /ARTS AND SCIENCE

<i>Rebecca Johnson</i> Linda Henley	<i>Dean, Business Technology/Arts & Sciences</i> Administrative Assistant II - Griffin Campus	<i>M.S.Ed., Northern Illinois University</i>
Vonette Lanier-Braswell Mariah Melquist	Learning Support Program Specialist Student Navigator	M.A., National University B.A., University of Georgia
<i>Amy Morales-Garcia</i>	<i>Department Chair, Business Technology</i>	<i>M.B.A., Colorado Technical University</i>
Curtis Crocker Amy Morales-Garcia	Accounting Accounting	D.B.A., Nova Southeastern University M.B.A., Colorado Technical University
Karla Weaver Kimberly B. Yevak	Business Administrative Technology Business Administrative Technology	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	Ed.D., University of Georgia Ed.D., University of Georgia M.S., Troy University M.Ed., University of Phoenix
Scott D. Silvis	Paralegal Studies	J.D., Emory University
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 Vyhyahn Maloof Celeste Matthews Shellie C. Morgan	Biology Biology Biology Biology	Ph.D., Tennessee State University M.D., Belize Medical School D.V.M., University of Georgia M.A., Columbia Seminary
Daniel Hartley Elizabeth H. Jester Brittany Anne Varga J. Joel Stancliff Tina M. Venus David Willingham	English English English English English English	Ph.D., University of Maryland M.A., Georgia State University M.A., Georgia College and State University ABD., University of Georgia M.A., Mississippi State University M.A., University of Tennessee at Chattanooga
C. Joseph Taylor	Logistics	M.S., Auburn University
Ervin China Stephen C. Cooper Pierre J. Dolcine Nam K. Lee James R. Wilson Margaret Wilson	Mathematics Mathematics Mathematics Mathematics Mathematics Mathematics	M.A., Eastern Michigan University M.S., Clemson University Ed.S., Piedmont College M.S., Long Island University at C.W. Post Campus Ed.S., State University of West Georgia M.S., Clayton State University
Lynn Futral Clint T. Powell Gregory O'Neal	Psychology Psychology Psychology	M.S., Valdosta State University M.A., University of the Rockies M.Ed., University of Georgia
Brad Jester	Speech	M.S., Ball State University

COMPUTER INFORMATION SERVICES

<i>Tempie Kitchens</i> Miranda Frazier Gary Pitts C.J. Bowman	<i>Dean, Computer Information Systems/ Distance Education</i> Administrative Assistant II-Griffin Campus Audio Visual/Information Technology Specialist Audio Visual Assistant	<i>M.S. CIS., University of Phoenix</i>
<i>Caren Smith</i>	<i>Department Chair, Computer Information Systems</i>	<i>M.Ed., Troy University</i>
Mark S. Avery	Introduction to Computers	M.B.A., Walden University

FULL TIME FACULTY AND STAFF DIRECTORY

COMPUTER INFORMATION SERVICES continued

Gordon Carns	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., Cappellica University
William Paul Scott	Computer Networking	Ed.S., Liberty University

FILM INSTITUTE

<i>Douglas Bruce</i>	<i>Dean, Film Technology</i>	<i>M.F.A., San Diego State University</i>
Ann Mabbett	Administrative Assistant II – Griffin Campus	
Chuck Kerr	Film Technology	B.S., Full Sail University

INDUSTRIAL TECHNOLOGY

<i>Alan W. Stanfield</i>	<i>Dean, Industrial Technology</i>	<i>M.B.A., Mercer University</i>
Sandy Patterson	Administrative Assistant II – Flint River Campus	
<i>Ricky Henson</i>	<i>Department Chair, Industrial Technology</i>	<i>M.B.A., Baker College</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
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, CDL	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
Billy Elliott	Plumbing	
William T. Woodall	Electrical Systems Technology	
R. Blake Murphy	Electronics Technology	B.S.E.E., Auburn University
Brian Morris	Environmental Horticulture	M.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 SERVICES /PUBLIC SAFETY

<i>Lemuel Mercado</i>	<i>Dean, Personal Services/Public Safety</i>	<i>M.P.A., Columbus State University</i>
Janis Phillips	Administrative Assistant II -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

FULL TIME FACULTY AND STAFF DIRECTORY

PERSONAL SERVICES /PUBLIC SAFETY continued

<i>Kimberly Rawlins</i>	<i>Department Chair, Personal Services</i>	<i>A.A.S., Gordon College</i>
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
Daniel Krinsky, Chef	Culinary Arts	A.A., Georgia Perimeter College
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
<i>Jeremy Bennett</i>	<i>Department Chair, Public Safety</i>	<i>M.P.A., Columbus State University</i>
Jeremy Bennett	Criminal Justice	M.P.A., Columbus State University
Rosanna Dove	Criminal Justice	M.P.A., Columbus State University
Alaina S. Granade	Criminal Justice	J.D., University of Tennessee
Stephen N. Knights	Criminal Justice	J.D., Thomas M. Cooley Law School
Lynette S. McCullough	Emergency Medical Services	M.S., California College Health Sciences
James Anderson	Emergency Medical Services	A.S., Southern Crescent Technical College
Donald Bartlett	Emergency Medical Services	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

	<i>Director of Library and Media Services</i>	
Sherry Brooks	Librarian	M.Ed., State University of West Georgia
Teresa Nesbitt	Librarian	M.S., Florida State University
Bonnie Lee Parker	Librarian	MLIS, Valdosta State University
Gloria Sebright	Librarian	M.S., Florida State University
<i>Sheryl McGouirk</i>	<i>Media Center Coordinator</i>	

