



**SOUTHERN
CRESCENT**
TECHNICAL COLLEGE



2017 | ACADEMIC CATALOG
2018 | STUDENT HANDBOOK



**SOUTHERN
CRESCENT**

TECHNICAL COLLEGE

2017-2018 COURSE CATALOG

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Southern Crescent Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. For questions about the accreditation of Southern Crescent Technical College, contact the Commission on Colleges by address at 1866 Southern Lane, Decatur, Georgia 30033-4097, by telephone at (404) 679-4500, or by website at <http://www.sacscoc.org>. For all issues not concerning accreditation, please contact the College directly by address at 501 Varsity Road, Griffin, Georgia 30223, by telephone at (770) 228-7348, or by website at <http://www.sctech.edu>.

Statement of Equal Opportunity

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Toni Doaty, Assistant Director of Student Services, toni.doaty@sctech.edu, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, teresa.brooks@sctech.edu, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, mary.jackson@sctech.edu, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224; Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon K. Hill, Director of Human Resources, sharon.hill@sctech.edu, Human Resources, 501 Varsity Road, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, Vice President for Student Affairs, xenia.johns@sctech.edu, 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348.

Technical Education Warranty

In collaboration with the Technical College System of Georgia and other technical colleges in the state, Southern Crescent Technical College has established curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications which allow Georgia's technical colleges to provide a Technical Education Warranty. The Technical Education Warranty states:

"If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination or national licensing examination, the technical college will retrain the employee at no instructional cost to the employee or the employer."

The Technical Education Warranty applies to any Southern Crescent Technical College graduate who is employed in the field of his/her training and is in effect for a period of two years after graduation. Southern Crescent Technical College graduates or their employers who see a need to inquire or to file a claim under this Warranty should submit to the Office of the Vice President for Academic Affairs/Designee a written request citing the graduate's name, student identification number, program of study, and dates of attendance along with a description of the deficiency. The Office of the Vice President for Academic Affairs/Designee will review the claim and take appropriate action.

Work Ethics

The TCSG instructs and evaluates students on work ethic in all programs of study. Ten work ethic traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect and teamwork.

Students With Criminal Histories

Southern Crescent Technical College allows students, regardless of criminal history, to enroll in any program for which they academically qualify. Students with a criminal background may enroll in clinical courses or internship courses but could be denied access to an internship placement or clinical site. The access is not denied on the behalf of Southern Crescent Technical College, but rather by the policies and procedures of the individual business, agency, or organization allowing the clinical site, internship placement, or state licensure.

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Associate of Science (AS) and Associate of Applied Science (AAS) Degrees, Diplomas, and Technical Certificates of Credit (TCCs)

Unless otherwise indicated, all degree, diploma, and technical certificate programs require applicants to meet general admission requirements and must also:

1. present official, sealed documentation of an earned high school diploma or GED **and** all college transcript(s).
2. present acceptable ACCUPLACER, ASSET, COMPASS, SAT, or ACT scores taken within the last five years, or transfer of program level English and math from a regionally accredited college or post-secondary institution with a grade of C or better.

The statements set forth in this course catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure the accuracy of the material stated herein, the college reserves the right to change any provision listed in the catalog, including, but not limited to, entrance requirements and admission procedures, academic requirements for graduation, and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes. Changes/addendums to the catalog/student handbook can be found at the Southern Crescent Technical College website <http://www.sctech.edu>. The web version supersedes all other forms of publications in terms of revisions.

Program Length

The estimated length for most Associate of Science (AS) or Associate of Applied Science (AAS) degree programs is two years (or six terms).

The estimated length for most diploma programs is eighteen months (or five terms).

***Note: Estimated program length reflects full-time enrollment and does not include learning support classes or delays due to course offerings, program-ready lists, cohorts, competitive admissions, etc.**

Additional Course Information

COMP 1000—Introduction to Computer Literacy and **COLL 1500—College Success and Career Exploration** are used to verify computer competency. Many programs of study include additional courses that verify program-specific computer competencies (see programs of study).

General Education Competencies

Southern Crescent Technical College gives special emphasis to the following six general education competencies. These six competencies were declared to be most critical to student success and future professional entrance into, and persistence in, any given career.

Writing Competency

Write clear, organized documents using standard written English.

Computer/Technology Competency

Demonstrate proficiency in the use of current technologies.

Critical Thinking Competency

Use principles of critical thinking to analyze problems and to make logical decisions.

Reading Comprehension Competency

Demonstrate the ability to read, comprehend, and use information to complete tasks.

Math Competency

Demonstrate the ability to analyze a real-world problem, formulate a solution, and apply the appropriate mathematical computation to solve it.

Social Science Competency

Demonstrate a basic understanding of human behaviors as they relate to social and psychological environments.

General Education Degree Courses

This page provides a list of general education courses for degree programs. Requirements will vary slightly among majors.

General Education Degree Courses			
	Course	Course Title	Pre-Requisites and Co-Requisites
Area I: Language Arts/ Communication	ENGL 1101	Composition and Rhetoric	P: Reading and Writing scores
	ENGL 1102	Literature and Composition	P: ENGL 1101
	COMM 1100	Human Communication	P: Reading and Writing scores
	SPCH 1101	Public Speaking	P: Reading and Writing scores
Area II: Social/Behavioral Sciences	ECON 1101	Principles of Economics	P: Reading, Writing, and Math scores
	ECON 2105	Macroeconomics	P: Reading, Writing, and Math scores
	ECON 2106	Microeconomics	P: Reading, Writing, and Math scores
	PSYC 1101	Introduction to Psychology	P: Reading and Writing scores
	SOCI 1101	Introduction to Sociology	P: Reading and Writing scores
	POLS 1101	American Government	P: Reading and Writing scores
	HIST 1111	World History I	P: Reading and Writing scores
	HIST 1112	World History II	P: Reading and Writing scores
	HIST 2111	U.S. History I	P: Reading and Writing scores
	HIST 2112	U.S. History II	P: Reading and Writing scores
Area III: Natural Sciences/ Mathematics	BIOL 1111	Biology I	P: Reading and Writing scores C: BIOL 1111L
	BIOL 1111L	Biology I Lab	P: Reading and Writing scores C: BIOL 1111
	CHEM 1151	Survey of Inorganic Chemistry	P: MATH 1111 C: CHEM 1151L
	CHEM 1151L	Survey of Inorganic Chemistry Lab	P: MATH 1111 C: CHEM 1151
	CHEM 1211	Chemistry I	P: MATH 1111 C: CHEM 1211L
	CHEM 1211L	Chemistry I Lab	P: MATH 1111 C: CHEM 1211
	PHYS 1110	Conceptual Physics	P: MATH 1111 and ENGL 1101 C: PHYS 1110L
	PHYS 1110L	Conceptual Physics Lab	P: MATH 1111 and ENGL 1101 C: PHYS 1110
	MATH 1101	Mathematical Modeling	P: Math scores
	MATH 1103	Quantitative Skills and Reasoning	P: Math scores (lower score required than for 1111 or 1101)
Area IV: Humanities/ Fine Arts	MATH 1111	College Algebra	P: Math scores
	HUMN 1101	Introduction to Humanities	P: ENGL 1101
	MUSC 1101	Music Appreciation	P: ENGL 1101
	ARTS 1101	Art Appreciation	P: ENGL 1101
	ENGL 2110	World Literature	P: ENGL 1101
	ENGL 2130	American Literature	P: ENGL 1101
	THEA 1101	Theatre Appreciation	P: ENGL 1101

P = Pre-Requisites: Courses that must be completed with an A, B, or C as the final grade and/or are requirements that must be fulfilled prior to the beginning of the course.

C = Co-Requisites: Courses that may be completed during the same term.

Students may not use one general education course to fulfill two requirements. For example, if a student's program of study requires six general education courses, the student must take six different general education courses.

Learning Support

Learning support courses are designed to help students prepare to take college courses through the development and strengthening of skills within English, Math, and Reading. Each student will take courses based on his or her scores on the ACCUPLACER test from the last five years. Each applicant whose score falls below the provisional cut scores in English, Math, and Reading is granted learning support status or referred to College and Career Readiness (Adult Education). Students may take learning support courses at other institutions and transfer the learning support courses to Southern Crescent Tech; however, these students will be required to take a placement exam at SCTC to determine that the mastery level has been reached prior to enrolling in credit-bearing courses. Learning support courses will not be counted toward a student's major requirements.

The result of a student's ACCUPLACER test scores will determine the number of learning support courses he or she will need to complete. The ACCUPLACER test will impact a student's path to graduation. Students should study for these tests.

How to determine English and Math courses with ACCUPLACER Placement Scores				
		ACCUPLACER Scores		
English and Reading	Sentence Skills	Reading Comprehension	Course/s	Action
Diploma/TCCs	less than or equal to 40			Refer to College and Career Readiness (Adult Education) for skill building; then retest in ACCUPLACER.
Diploma/TCCs		less than or equal to 40		Refer to College and Career Readiness (Adult Education) for skill building; then retest in ACCUPLACER.
Diploma/TCCs	40-59	40-54	ENGL 1010S + ENGL 0988S	Student takes Co-Requisite courses -> If either reading or writing scores fall within this range, student must take <u>both</u> co-requisite courses in the same term with the same instructor. ENGL 0988 combines READ and ENGL.
Diploma/TCCs	60+	55+	ENGL 1010	Take ENGL 1010 only
Degree	60-69	55-63	ENGL 1101S + ENGL 0988S	Student takes Co-Requisite courses -> If either reading or writing scores fall within this range, student must take <u>both</u> co-requisite courses in the same term with the same instructor. ENGL 0988 combines READ and ENGL.
Degree	70+	64+	ENGL 1101	Take ENGL 1101 only
MATH	Arithmetic	Elementary Algebra	Course/s	Course of Action
Diploma/TCCs	less than or equal to 30			Refer to College and Career Readiness (Adult Education) for skill building; then retest in ACCUPLACER.
Diploma/TCCs	31-33		MATH 1012S + MATH 0090S	Co-Requisite courses ->take both co-requisite courses in the same term with the same instructor
Diploma/TCCs	34+		MATH 1012	Take MATH 1012 only
Degree		20-40	MATH 0098	Learning Support course taken as prerequisite to MATH 1101, 1103, and 1111
Degree		41+	MATH 1103	Take MATH 1103 only. For degree programs that allow MATH 1103-Quantitative Skills and Reasoning
Degree		41-56	MATH 1111S + MATH 0090S	Co-Requisite courses ->take both co-requisite courses in the same term with the same instructor
Degree		41-56	MATH 1101S + MATH 0090S	Co-Requisite courses ->take both co-requisite courses in the same term with the same instructor
Degree		57+	MATH 1111 only	Take MATH 1111 only.
Degree		57+	MATH 1101 only	Take MATH 1101 only.
Note: Not all programs require same scores or same courses. Check requirements for specific program.				



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

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

- **Commercial Truck Driving**
- **Criminal Justice Fundamentals**
- **Criminal Justice Specialist**
- **Emergency Medical Responder**
- **Forensic Science Fundamentals**
- **Introduction to Child Care**
- **Nurse Aide**
- **Patient Care Assistant**
- **Prep Cook**
- **Shampoo Technician**

Curious about any of these programs?

Go online to Southern Crescent Technical College's website (www.sctech.edu) to look at program requirements, number of courses, type of courses, as well as an estimated length of the program you are interested in.

If you have any more questions either contact the program coordinator or stop by the Career and Academic Planning Center.

Monday - Thursday from 8:00 a.m. - 6:00 p.m.

- Griffin Campus - Advisement Center (room 107)
- Flint River - Advisement Center (room A-250)

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

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

ALLIED HEALTH PROGRAMS

Major	Major Code	Griffin	Flint	Center
<u>Dental Assisting</u>				
Dental Assisting (Diploma)	DA12	X		
<u>Health Care Assistant</u>				
Health Care Assistant (TCC)	HA21	X	X	Butts and Henry
Health Care Science (TCC)	HS21	X	X	Butts and Henry
<u>Medical Assisting</u>				
Health Care Management (AAS)	HC23	X		
Medical Assisting (Diploma)	MA22	X	X	
<u>Medical Laboratory Technology</u>				
Phlebotomy Technician (TCC)	PT21	X	X	Henry
<u>Nursing</u>				
Nursing Degree (AAS)	NG73	X		
<u>Orthopaedic Technology</u>				
Orthopaedic Technology (AAS)	OT13	X		
<u>Pharmacy Technology</u>				
Pharmacy Technology (AAS)	PT23	X		
Pharmacy Technology (Diploma)	PT22	X		
<u>Practical Nursing</u>				
Practical Nursing (Diploma)	PN12	X	X	
Hemodialysis Patient Care Specialist (TCC)	HPC1	X		
Nurse Aide (TCC)	CN21	X	X	Butts, Henry, and Jasper
Patient Care Assistant (TCC)	PC21	X	X	Butts, Henry, and Jasper
<u>Radiologic Technology</u>				
Radiologic Technology (AAS)	RT23	X		
Computed Tomography Specialist (TCC)	CT91			Henry
Magnetic Resonance Imaging Specialist (TCC)	MRI1			Henry
<u>Respiratory Care</u>				
Respiratory Care (AAS)	RCT3	X		
Electrocardiography Technology (TCC)	ET81	X		
Polysomnography Technician (TCC)	PT61	X		
<u>Surgical Technology</u>				
Surgical Technology (AAS)	ST13	X		
Surgical Technology(Diploma)	ST12	X		
Central Sterile Supply Processing Technician (TCC)	CS91	X		

Upon admission to the College, students desiring to enter an Allied Health program will be placed in either the Health Care Assistant (diploma) or the Health Care Management Degree (HC23) program while working on admission requirements for their chosen medical program. Acceptance into any Allied Health program is a competitive selection process.

Dual Allied Health or medical programs are not allowed. Health Care Assistant or Health Care Management students must complete their certificate before adding another major.

Students with Criminal Histories

Southern Crescent Technical College allows students, regardless of criminal history, to enroll in any program for which they academically qualify. Students with a criminal background may enroll in clinical courses or internship courses but could be denied access to an internship placement or clinical site. The access is not denied on the behalf of Southern Crescent Technical College, but rather by the policies and procedures of the individual business, agency, or organization allowing the clinical site, internship placement, or state licensure.

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
Minimum Test Scores	

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.

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 TEAS V 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
- Test of Essential Academic Skills (TEAS V)
- Program-ready e-mail list
- 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.

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

Example:

2.5 GPA:	250
TEAS V:	+ <u>130</u>
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 dareadylist@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	\$30
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 Computer Literacy	3
MATH 1012—Foundations of Mathematics	3
ALHS 1040—Introduction to Health Care	3
ALHS 1011—Structure and Function of the Human Body	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.

HA21 Health Care Assistant

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

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

Program Description

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

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

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

Admission Requirements

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

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

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

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

Program Courses

	<u>Credits</u>
General Core courses	
ALHS 1011—Structure and Function of the Human Body	5
ALHS 1040—Introduction to Health Care	3
ALHS 1060—Diet and Nutrition for AHS	2
ALHS 1090—Medical Terminology for Allied Health Sciences	2
COMP 1000—Introduction to Computer Literacy	3
ENGL 1010—Fundamentals of English I	3
PSYC 1010—Basic Psychology	3

Choose one of the following:

MATH 1012—Foundations of Mathematics OR	3
MATH 1013—Algebraic Concepts	

MUST COMPLETE 8 to 14 CREDIT HOURS OF OCCUPATIONAL COURSES

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

Central Sterile Supply Processing Technician—Advanced

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

Electrocardiography Technology

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

Nurse Aide or Patient Care Assistant

NAST 1100—Nurse Aide Fundamentals	6
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Hemodialysis Patient Care Specialist

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

Phlebotomy Technician

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

Polysomnography Technician

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

Specific Occupational Electives

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

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

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

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

HS21 Health Care Science

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

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 2 Terms
Minimum Credit Hours for Graduation: 36

Program Description

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

Admission Requirements

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

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

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

Program Courses

General Core Courses

	Credits
ENGL 1101—Composition and Rhetoric	3
Humanities/Fine Arts elective	3
Math Option—Choose One:	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101—Mathematical Modeling OR	
MATH 1103—Quantitative Skills and Reasoning OR	
MATH 1113—Precalculus	

GENERAL CORE SCIENCE 6-18 HOURS REQUIRED

ALHS 1040—Introduction to Health Care	3
ALHS 1060—Diet and Nutrition for AHS	2
ALHS 1090—Medical Terminology for Allied Health Sciences	2
BIOL 1111—Biology I	3
BIOL 1111L—Biology Lab I	1
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
BIOL 2117—Introductory Microbiology	3
BIOL 2117L—Introductory Microbiology Lab	1
CHEM 1211—Chemistry I	3
CHEM 1211L—Chemistry Lab I	1
COMP 1000—Introduction to Computer Literacy	3
MATH 1127—Introduction to Statistics	3
PHYS 1110—Conceptual Physics	3
PHYS 1110L—Conceptual Physics Lab	1
SPCH 1101—Public Speaking	3

OCCUPATIONAL COURSES 6-18 HOURS REQUIRED MAXIMUM 24 HOURS OCCUPATIONAL AND GENERAL CORE COURSES

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

Central Sterile Supply Processing Technician—Advanced

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

Electrocardiography Technology

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

Nurse Aide or Patient Care Assistant

NAST 1100—Nurse Aide Fundamentals	6
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Hemodialysis Patient Care Specialist

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

Phlebotomy Technician

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

Polysomnography Technician

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

Specific Occupational Electives

ALHS 1054—Spanish for Allied Health Workers	3
BUSN 1440—Document Production [∞]	4
BUSN 2320—Document Processing	4
BUSN 2330—Advanced Medical Document Processing	4
COLL 1500—College Success and Career Exploration	3
MAST 1120—Human Diseases	3

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

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

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

[∞]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.

HC23 Health Care Management

Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 5 Terms
Minimum Credit Hours for Graduation: 60

Program Description

The Health Care Management Associate of Applied Science degree provides students with the programmatic preparation necessary to perform as a professional manager in a health care setting. Program graduates are trained to organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

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

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

Students applying for any of the above Allied Health programs are admitted to the college in the Health Care Management Degree program. Students must satisfy additional entrance criteria for each Allied Health program.

Program graduates receive an Associates of Applied Science Health Care Management 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

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.

Program Courses

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

Area II- Must select PSYC minim. 3 hrs -May Select other course according to Occup Pathway
PSYC 1101—Introductory Psychology OR 3
SOC1 1101—Introduction to Sociology (3)

Area III - Must Select One Math minimum 3 hrs- May Select other courses according to Occup Pathway
MATH 1101—Mathematical Modeling 3
MATH 1111—College Algebra 3
MATH 1103—Quantitative Skills and Reasoning 3
CHEM 1211—Chemistry I 3
CHEM 1211L—Chemistry Lab I 1
CHEM 1151—Survey of Inorganic Chemistry 3
CHEM 1151L—Survey of Inorganic Chemistry Lab 1
PHYS 1110—Conceptual Physics 3
PHYS 1110L—Conceptual Physics Lab 1

Area IV Humanities/Fine Arts 3 Semester Credit Hours-Select One Course
ARTS 1101—Art Appreciation OR 3
ENGL 2130—American Literature OR (3)
HUMN 1101—Introduction to Humanities OR (3)
MUSC 1101—Music Appreciation OR (3)
ENGL 2110—World Literature OR (3)
THEA 1101—Theater Appreciation (3)

Additional course from Areas I, II, III or IV-Select One Course
SPCH 1101—Public Speaking OR 3
COMM 1100—Human Communication (3)

Occupational Courses- Select Courses with Minimum 45 hrs.
ALHS 1090—Medical Terminology for Allied Health Sciences 2
ALHS 1140—Health Care Communication 3
COMP 1000—Introduction to Computer Literacy 3
BIOL 2113—Anatomy and Physiology I 3
BIOL 2113L—Anatomy and Physiology Lab I 1
BIOL 2117—Introductory Microbiology 3
BIOL 2117L—Introductory Microbiology Lab 1
BIOL 2114—Anatomy and Physiology II 3
BIOL 2114L—Anatomy and Physiology Lab II 1
PSYC 2103—Human Development 3
ACCT 1100—Financial Accounting I 4
ACCT 1105—Financial Accounting II 4
MGMT 1100—Principles of Management 3
MGMT 2115—Human Resource Management 3
MAST 1010—Legal and Ethical Concerns in the Medical Office 2
MAST 1060—Medical Office Procedures 4
MAST 1110—Administrative Practice Management 3

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 externship(s) 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 and in this order:

1. Date completed yellow program sheet with accompanying attachments turned in.
2. Time completed 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 85 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 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 of the assigned due date. 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	approximately \$150.00
Equipment/supplies	\$50-100
National Registry (RMA)	\$125.00
Liability insurance	\$10.00 per semester
Medical/dental	varies
Background check/drug screen	varies
CPR	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.

Medical Assisting is a diploma program located on the Griffin and Flint River campuses. Medical Assisting is accredited by

the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board.

Commission on Accreditation of Allied Health Education Programs
25400 US HWY 19 N., Suite 158
Clearwater, FL 33763
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.

<u>Program Courses</u>	<u>Credits</u>
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—Structure and Function of the Human Body	5
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	

DAY Program Courses

<u>Third Term—Day Program Courses</u>	
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

<u>Fourth Term—Day Program Courses</u>	
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

<u>Fifth Term—Day Program Courses</u>	
MAST 1170—Medical Assisting Externship	6
MAST 1180—Medical Assisting Seminar	3

EVENING Program Courses

<u>Third Term—Evening Program Courses</u>	
MAST 1060—Medical Office Procedures	4
MAST 1100—Medical Insurance Management	2
MAST 1120—Human Diseases	3

<u>Fourth Term—Evening Program Courses</u>	
MAST 1010—Legal and Ethical Concerns in the Medical Office	2
MAST 1080—Medical Assisting Skills I	4
MAST 1110—Administrative Practice Management	3

<u>Fifth Term—Evening Program Courses</u>	
MAST 1030—Pharmacology in the Medical Office	4
MAST 1090—Medical Assisting Skills II	4

<u>Sixth Term—Evening Program Courses</u>	
MAST 1170—Medical Assisting Externship	6
MAST 1180—Medical Assisting Seminar	3

PT21 Phlebotomy Technician

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

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 24

Program Description

The Phlebotomy Technician program educates students to collect blood and process blood and body fluids. Phlebotomy technicians typically work in concert with clinical laboratory personnel and other health care providers in hospitals or other health care facilities. Topics covered include human anatomy, anatomical terminology, venipuncture, and clinical practice.

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:

- 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.
- Applicants must apply and be admitted to the Phlebotomy Program in the Admissions Office of Southern Crescent Technical College.
- Upon successful completion (or transfer in) of ALHS 1011 (or BIOL 2113 and 2114) ALHS 1090, ALHS 1040, ENG 1010, and COMP 1000 students must apply to the program-ready list.

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

1. Date applied to program-ready list.
2. Completion of all core classes with a C or better.
3. Available classroom size and available clinical sites.

Approximate additional costs other than tuition, fees, and textbooks

Uniforms	\$30
Equipment/supplies	\$40 (approximate)
National Registry	\$95 (may vary)
Liability insurance	\$10
	(\$4 for PHLT 1030 and \$4 for PHLT 1050)
Medical exam	Varies
Background/drug screen	Varies
CPR	\$5.50
	(if taken with ALHS 1040)

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

ALHS 1011—Structure and Function of the Human Body	5
ALHS 1090—Medical Terminology for Allied Health Sciences	2
ALHS 1040—Introduction to Health Care	3
COMP 1000—Introduction to Computer Literacy	3
ENGL 1010—Fundamentals of English I	3

Second Term

PHLT 1030—Introduction to Venipuncture	3
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Third Term

PHLT 1050—Clinical Practice*	5
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Current CPR card required

Documentation of a physical examination is turned in during the first PHLT term with an accompanying completed drug screen and a background check sheet.

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

Note: Grading standards for Phlebotomy 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 maintaining a C within the PHLT 1030 curriculum will be advised to choose another program of study.

NG73 Nursing Degree

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 Applied Science (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:

- Submit completed application and application fee to the college
- 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 (TEAS)
- Submit an ASN Program application (this application is separate from the college's application and there is no fee for this 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 1101 or MATH 1103 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.

Applicants must meet general admission requirements, as well as the following minimum requirements:

- Submit current Nationalized test scores
- 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 for the next class, the student must re-submit a new ASN Program application and test score to the ASN Program.
 - d. There is no waiting list!

Note: Grading standards for the Nursing degree Program are very stringent. For students to progress to the next course of study, a minimum grade of "C" must be achieved in every Nursing degree 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 major listed as ASN in Banner.
 - b. All applicants will be notified of their program acceptance status **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	\$ 10.00
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 1101—Mathematical Modeling OR	
MATH 1103—Quantitative Skills and Reasoning OR	
MATH 1111—College Algebra	
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 1026—Fundamentals	6
RNSG 1027—Nursing Pharmacology	3
Fourth Term	
RNSG 1025—Electronic Medical Records Documentation	2
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

OT13 Orthopaedic Technology

Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term:	Fall
Minimum Length of Program:	6 terms
Minimum Credit Hours for Graduation:	69

Program Description

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

Admission Requirements

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

Upon admission to the college, students desiring the Orthopaedic Technology Program will be placed in the Health Care Science certificate while working on program admission requirements. Acceptance into the Orthopaedic Technology Program is a competitive selection process which is based on the GPA of prerequisite courses and the score on the TEAS V Examination.

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 successfully complete ALHS 1040, ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, COMP 1000, ENGL 1101, and SPCH 1101 with a minimum grade of "C" in conjunction with a minimum 2.5 GPA. All of these courses must be completed by the last day of the spring semester to be considered for fall semester entrance into the program. **There are no exceptions!** If a student retakes a course to improve his/her grade, the higher grade will be calculated into the GPA. Financial aid may or may not pay for a student to retake a course. PSYC 1101, ENGL 1102, MATH 1111 or MATH 1101, and one Humanities/Fine Art elective may be taken during the program to maintain full time status throughout the entire program. These courses must be completed before

graduation with a minimum grade of "C" or better. If a student transfers from another Orthopaedic Technology Program, 25% of the program must be taken at SCTC.

All students must submit 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 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. Please call 770-228-7364 for an appointment. Available seats fill up fast, especially in the spring semester. Schedule early and do not wait until the last minute.

The student will be responsible for notifying program faculty, of his/her intent to compete, by turning in a yellow Allied Health Application **ONLY** if all program entrance requirements will be met by the end of the spring semester and TEAS V exam results have been submitted. All Allied Health Applications must be submitted on or before the **last day of spring semester**. If transfer credits are involved, the student will be responsible for making sure all transcripts are into the college by this deadline. Program faculty will **NOT** accept late submissions of Allied Health Applications, transfer credits, or TEAS V test results. If the student is not accepted and wishes to re-compete the following year, the student **must resubmit** a new Allied Health Application and new TEAS V test results. Allied Health Applications are available on the **2nd floor book shelf** and in **Annie Tucker's office, Room 204**, of the **900 (Medical) Building**. **There is no waiting list!**

Should there be more qualified students competing than available spaces, candidates are admitted based on the grade point average for the courses listed above, plus the score on the TEAS V Examination. The grade point average, which is based on the 4.00 scale, will be converted to a 400 point scale and added to the score of the TEAS V (maximum score - 100 points). Spaces are filled from the highest score downward until the maximum enrollment total is reached. The student's program application date will break any tie. Application date is defined as the date when the student applied to the college for the program or the date on the Change of Enrollment Form to the Orthopaedic Technology program. All applicants will be notified of program status, by mail, no later than the first day of the summer semester.

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

Readmission Policy

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

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

Approximate additional costs other than tuition, fees, and textbooks

Equipment/Supplies (approx.)	\$100.00
Uniforms	\$300.00
Liability Insurance	\$30.00
Background/Drug Screening	\$78.50
The American Society of Orthopaedic Professionals certification exam	\$200.00

NOTE: A student who has been convicted of a felony or misdemeanor may be accepted into the Orthopaedic Technology program; however, such a conviction may cause a student to NOT be able to rotate through the program's clinical affiliates.

Frequently Asked Questions

1. How many spaces are available? 20
2. How many times per year are students accepted into the program? One—Fall term
3. What is a typical schedule? M-Th, 9 a.m.-3:30 p.m.
4. What are the clinical sites? Athens Orthopaedics, Atlanta Medical Center, Children's Orthopaedic's of Atlanta, Emory Orthopaedics and Spine, Georgia Bone and Joint, LLC., Kaiser, Ortho Georgia, Ortho Atlanta, Ankle and Foot Centers of Georgia, Premier Orthopaedics, Resurgens, University Orthopaedics, Upson Regional Medical Center, Well Star (Spalding Regional).
5. How are clinical sites assignments determined? Clinical sites are randomly assigned by the clinical coordinator.
6. How long is the program? 12 months (3 terms) from when the student starts the Orthopaedic program.

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

<u>Program Courses</u>	<u>Credits</u>
First Term	
ENGL 1101—Composition and Rhetoric (Required)	3
PSYC 1101—Introductory Psychology (Required)	3
COMP 1000—Introduction to Computer Literacy (Required)	3
Natural Sciences/Mathematics—Choose one: (Required)	3
MATH 1101*—Mathematical Modeling OR	
MATH 1111—College Algebra	
Second Term	
ENGL 1102—Literature and Composition (Required)	3
BIOL 2113—Anatomy and Physiology I (Required)	3
BIOL 2113L—Anatomy and Physiology Lab I (Required)	1
ALHS 1040—Introduction to Health Care (Required)	3
ALHS 1090—Med. Terminology for Allied Health Sci. (Required)	2
Third Term	
BIOL 2114—Anatomy and Physiology II (Required)	3
BIOL 2114L—Anatomy and Physiology Lab II (Required)	1
SPCH 1101—Public Speaking (Required)	3
HUMN 1101—Intro to Humanities OR Humanities/Fine Arts elective: <i>MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
Fourth Term	
ORTT 1010—Orthopaedic Anatomy and Physiology	4
ORTT 1020—Orthopaedic Techniques I	4
ORTT 1030—Introduction to Orthopaedic Surgical Techniques	4
Fifth Term	
ORTT 1040—Advanced Orthopaedic Anatomy and Physiology	4
ORTT 1050—Orthopaedic Techniques II	4
ORTT 2010—Orthopaedic Technology Clinical I	5
Sixth Term	
ORTT 2020—Orthopaedic Technology Clinical II	7
ORTT 2030—Orthopaedic Technology Capstone	3

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

PT23 Pharmacy Technology

Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term:	Fall (Day and Evening)
Minimum Length of Program:	6 terms
Minimum Credit Hours for Graduation:	65

Program Description

The Pharmacy Technology degree is designed to provide an individual with entry-level skills required for success in a retail pharmacy or a hospital-based pharmacy department. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. Graduates are prepared to function as pharmacy technicians in positions requiring preparation of medications according to prescriptions under the supervision of a pharmacist. The Pharmacy Technology program is accredited by ASHP (American Society of Health System Pharmacists) and ACPE (Accreditation Council for Pharmacy Education) upon recommendation of the ASHP and ACPE Boards of Directors. More information on this accrediting body can be found at www.ashp.org.

Admission Requirements

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

Applicants must meet general admissions requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program. The Pharmacy Technology program admits once per year each Fall semester. The deadline to apply is June 15th. The following steps are required for admission:

- Successfully complete (or transfer in) ALHS 1090, COMP 1000, ALHS 1040, BIOL 2113, BIOL 2113L and all courses from Area I-IV with a minimum grade of C in each course. Must complete BIOL 2114 and BIOL 2114L prior to graduation with a minimum grade of C or better.
- Maintain a grade point average (GPA) of 2.5 or higher for core classes. GPA includes each attempt at core classes, including those transferred in. If a course is repeated to "get a better grade" both grades will be used to calculate GPA.
- A minimum of 25 percent of program courses must be completed on SCTC campuses for graduation from SCTC.
- Must have completed and submitted scores for Entrance Exam to program director.
- Obtain CPR certification – BLS for Healthcare Providers through American Heart Association or ALHS 1040.

- Complete Program-Ready Form. Submit to Karen Lee, Lori Pitts, or Annie Tucker.

Candidate Selection

Selection of candidates for each Pharmacy Technology class will be based on a competitive admission process. If the number of qualified students wishing to enter the program exceeds the number of spaces available in the program, those qualified students will enter into a competitive selection process for acceptance. The following criteria will be used:

1. Overall GPA for core classes
2. Entrance Exam
3. Program application date

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

There is no waiting list for the program. Applicants who are not selected for a class must reapply for the next class starting the progression.

Check with program advisors for more information.

Readmission Policy

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

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

Approximate additional costs other than tuition, fees, and textbooks

Medical/clinical requirements	\$150 to \$200
Student lab fee	\$25 per term
Scrubs and lab jackets (approx.)	\$100
Background check	\$78
Liability insurance	\$12
GA Board of Pharmacy Registration	\$138
National Certification Application fee	\$129
Graduation fees	\$35
Books	\$600

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
COMP 1000—Introduction to Computer Literacy	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)	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101—Mathematical Modeling OR	
MATH 1103—Quantitative Skills and Reasoning	
Second Term	
BIOL 2113—Anatomy and Physiology I (Required)	3
BIOL 2113L—Anatomy and Physiology Lab I (Required)	1
ALHS 1040—Introduction to Health Care (Required)	3
ALHS 1090—Medical Terminology (Required)	2
Humanities/Fine Arts elective—Choose one: (Required) <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
Third Term	
BIOL 2114—Anatomy and Physiology II (Required)	3
BIOL 2114L—Anatomy and Physiology Lab II (Required)	1
General Core elective: (Required)	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
Fourth Term	
PHAR 1000—Pharmaceutical Calculations	4
PHAR 1010—Pharmacy Technology Fundamentals	5
PHAR 1040—Pharmacology	4
Fifth Term	
PHAR 1020—Principles of Dispensing Medications	4
PHAR 1030—Principles of Sterile Medication Preparation	4
PHAR 1050—Pharmacy Technology Practicum	5
Sixth Term	
PHAR 2060—Advanced Pharmacy Technology Principles	3
PHAR 2070—Advanced Pharmacy Technology Practicum	5

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

PT22 Pharmacy Technology

Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall (Day and Evening)
Minimum Length of Program:	5 terms
Minimum Credit Hours for Graduation:	56

Program Description

The Pharmacy Technology diploma is designed to enable the student to acquire the knowledge, skills, and attitudes for employment within a pharmacy. Program graduates will be able to perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws under the supervision of a registered pharmacist. A variety of clinical experiences are designed to integrate theory and practice. Graduates will be employable as entry-level pharmacy technicians. The Pharmacy Technology program is accredited by ASHP (American Society of Health System Pharmacists) and ACPE (Accreditation Council for Pharmacy Education) upon recommendation of the ASHP and ACPE Boards of Directors. More information on this accrediting body can be found at www.ashp.org.

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. The Pharmacy Technology program admits once per year each Fall semester. The deadline to apply is June 15th. The following steps are required for admission:

- Successfully complete (or transfer in) with a minimum grade of C or better in each course:
- ENGL 1010 or ENGL 1101, MATH 1012 or MATH 1111, ALHS 1011 or BIOL 2113 and BIOL 2113L AND BIOL 2114 and BIOL 2114L. If substituting BIOL 2113 and BIOL 2113L AND BIOL 2114 and BIOL 2114L for ALHS 1011, then BIOL 2114 and BIOL 2114L must be completed prior to graduation with a minimum grade of 'C' or better.
- Successfully complete a minimum of 2 of the following courses prior to program admission with the remaining 2 courses being completed prior to graduation with a minimum grade of C or better:
- ALHS 1040, ALHS 1090, COMP 1000, and PSYC 1010.
- Maintain a grade point average (GPA) of 2.5 or higher for core classes. GPA includes each attempt at core classes, including those transferred in. If a course is repeated to "get a better grade" both grades will be used to calculate GPA.

- A minimum of 25 percent of program courses must be completed on SCTC campuses for graduation from SCTC.
- Must have completed and submitted scores for Entrance Exam to program director.
- Obtain CPR certification – BLS for Healthcare Providers through American Heart Association or ALHS 1040.
- Complete Program-Ready Form. Submit to Karen Lee, Lori Pitts, or Annie Tucker.

Candidate Selection

Selection of candidates for each Pharmacy Technology class will be based on a competitive admission process. If the number of qualified students wishing to enter the program exceeds the number of spaces available in the program, those qualified students will enter into a competitive selection process for acceptance. The following criteria will be used:

1. Overall GPA for core classes
2. Entrance Exam
3. Program application date

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

There is no waiting list for the program. Applicants who are not selected for a class must reapply for the next class starting the progression.

Check with program advisors for more information.

Readmission Policy

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

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

Approximate additional costs other than tuition, fees, and textbooks

Medical/clinical requirements	\$150 to \$200
Student lab fee	\$25 per term
Scrubs and lab jackets (approx.)	\$100
Background check	\$78
Liability insurance	\$12
GA Board of Pharmacy Registration	\$138
National Certification Application fee	\$129
Graduation fees	\$35
Books	\$600

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

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

Program Courses **Credits**

First Term

ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
COMP 1000—Introduction to Computer Literacy	3
PSYC 1010—Basic Psychology	3

Second Term

ALHS 1011—Structure and Function of the Human Body	5
ALHS 1040—Introduction to Health Care	3
ALHS 1090—Medical Terminology for Allied Health Sciences	2

Third Term

PHAR 1000—Pharmaceutical Calculations	4
PHAR 1010—Pharmacy Technology Fundamentals	5
PHAR 1040—Pharmacology	4

Fourth Term

PHAR 1020—Principles of Dispensing Medications	4
PHAR 1030—Principles of Sterile Medication Preparation	4
PHAR 1050—Pharmacy Technology Practicum	5

Fifth Term

PHAR 2060—Advanced Pharmacy Technology Principles	3
PHAR 2070—Advanced Pharmacy Technology Practicum	5

PN12 Practical Nursing

Diploma

Offered at the Griffin and Flint River Campuses

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

Program Description

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

Admission Requirements

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

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

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

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

- Successfully complete (or transfer in) ENGL 1010 or ENGL 1101, PSYC 1010 or PSYC 1101, and ALHS 1060 with a minimum grade of C in each course; and MATH 1012 or MATH 1111 and ALHS 1011 or BIOL 2113/BIOL 2113L and BIOL 2114/2114L with a minimum grade of B in each course.
- Maintain a cumulative GPA of 3.0 for core classes.
- A minimum of 25 percent of the program must be completed on the campus intended for graduation.
- Have completed the nationalized admissions testing for nursing and achieved a minimum score as designated by the program faculty.

Candidate Selection

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

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

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

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

There is no waiting list for the program. Applicants who are not selected must notify the Practical Nursing program staff by submitting another notification card if they wish to compete for admission into the next cohort class. Grading standards for practical nursing courses are very stringent. Students must maintain a minimum grade of C for progression to the next course of study. Final exams are comprehensive and require a passing grade of 70% or greater to continue in program.

Readmission Policy

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

- Proof of previous program course completion of less than six months.
- Submission of a letter for consideration. The letter must state why you were not successful on your first attempt, what has changed, and how you plan to be successful if accepted back into the program.
- Successfully complete written comprehensive examinations for each previously completed practical nursing course with a minimum of 80 percent.
- Successfully complete a drug calculations examination with a minimum competency of 90 percent.
- Successfully complete a lab skill check off. Deficiencies will result in the student repeating the appropriate course/courses. Readmission will be based on available space within the classrooms and clinical sites. Students who do not successfully complete the Practical Nursing program after two attempts, whether at this college or at another college, will not be readmitted into the program.
- A student must complete another criminal background check, drug screen, and health screen as designated by participating clinical sites.
- The required nationalized test score cannot be greater than one-year old at the time of application for readmission.

Transfer Policy

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

Approximate additional costs other than tuition, fees, and textbooks

Equipment/supplies	\$700.00
Uniforms	\$300.00
Licensing exam	\$300.00
Liability insurance	\$60.00
Medical fees/background check	\$350.00
CPR	\$5.50
Nursing pin	\$40.00
Nursing cap	\$15.75
Nursing lamp	\$7.25
Nursing tote	\$85.00

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

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

Program Courses Credits

First Term

ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
PSYC 1010—Basic Psychology	3
ALHS 1011—Structure and Function of the Human Body	5
ALHS 1060—Diet and Nutrition for Allied Health Sciences	2

FALL Program Entrance

Second Term: *START FALL* MANDATORY PN COHORT SEQUENCE

PNSG 2010—Intro to Pharmacology and Clinical Calculations	2
PNSG 2030—Nursing Fundamentals	6
PNSG 2035—Nursing Fundamentals Clinical	2
PNSG 2210—Medical-Surgical Nursing I	4
PNSG 2310—Medical-Surgical Nursing Clinical I	2

Third Term: *SPRING* MANDATORY PN COHORT SEQUENCE

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

Fourth Term: *SUMMER* MANDATORY PN COHORT SEQUENCE

PNSG 2240—Medical-Surgical Nursing IV	4
PNSG 2340—Medical-Surgical Nursing Clinical IV	2
PNSG 2250—Maternity Nursing	3
PNSG 2255—Maternity Nursing Clinical	1

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

SPRING Program Entrance

Second Term: *START SPRING* MANDATORY PN COHORT SEQUENCE

PNSG 2010—Intro to Pharmacology and Clinical Calculations	2
PNSG 2030—Nursing Fundamentals	6
PNSG 2035—Nursing Fundamentals Clinical	2
PNSG 2210—Medical-Surgical Nursing I	4
PNSG 2310—Medical-Surgical Nursing Clinical I	2

Third Term: *SUMMER* MANDATORY PN COHORT SEQUENCE

PNSG 2240—Medical-Surgical Nursing IV	4
PNSG 2250—Maternity Nursing	3
PNSG 2255—Maternity Nursing Clinical	1
PNSG 2340—Medical-Surgical Nursing Clinical IV	2

Fourth Term: *FALL* MANDATORY PN COHORT SEQUENCE

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

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

HPC1 Hemodialysis Patient Care Specialist

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	17

Program Description

The Hemodialysis Patient Care Specialist technical certificate of credit equips health care workers with the skills, knowledge, and attitude necessary to succeed in the field of hemodialysis.

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.

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.

Applicants must apply and be admitted to the Hemodialysis program in the admissions department of Southern Crescent Technical College.

Upon successful completion (or transfer in) of ALHS 1040 and COMP 1000, students must apply to the program-ready list.

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

1. Date applied to program-ready list
2. Completion of all core classes with a C or better
3. Available classroom size and available clinical sites

Approximate additional costs other than tuition, fees, and textbooks

Uniforms	\$30
Equipment/supplies	\$40 (approximate)
Liability insurance	\$10
Medical exam	Varies
Background/drug screen	Varies
CPR	\$5.50 (if taken with ALHS 1040)

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	
ALHS 1040—Introduction to Health Care	3
COMP 1000—Introduction to Computer Literacy	3
Second Term	
HECT 1100—Hemodialysis Patient Care	7
Third Term	
HECT 1120—Hemodialysis Practicum	4
Current CPR card required	

Documentation of a physical examination is turned in during the first HECT term with an accompanying completed drug screen and background check sheet.

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

Note: Grading standards for Hemodialysis Patient Care Specialist 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 maintaining a C within the HECT 1100 curriculum will be advised to choose another program of study.

CN21 Nurse Aide

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

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

Program Description

The Nurse Aide technical certificate of credit prepares students with classroom training and practice as well as the clinical experiences necessary to care for patients in various settings including general medical and surgical hospitals, nursing care facilities, community care facilities for the elderly, and home health care services. Students who successfully complete the Nurse Aide technical certificate of credit may be eligible to sit for the National Nurse Aide Assessment Program (NNAAP) which determines competency to become enrolled in the state nurse aide registry.

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

Approximate additional costs other than tuition, fees, and textbooks

Criminal background and drug screen	\$78.50-81.50
(Fee is based on facility utilized for clinical. The fee for the criminal background check will increase if student has lived out of state.)	
CPR	\$5.50
Liability insurance per term	\$10
Medical exam and immunizations	Varies
Equipment/supplies	\$100
Uniforms	\$150
Certification exam	\$112

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	
ALHS 1040—Introduction to Health Care	3
ALHS 1090—Medical Terminology for Allied Health Sciences	2
Second Term	
ALHS 1060—Diet and Nutrition for Allied Health Sciences	2
NAST 1100—Nurse Aide Fundamentals	6

PC21 Patient Care Assistant

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

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 2 terms
Minimum Credit Hours for Graduation: 23

Program Description

The Patient Care Assistant technical certificate of credit prepares students with rigorous classroom training and practice as well as the clinical experiences to perform a full range of patient care duties or services under nursing or medical direction. This includes taking vital signs, obtaining lab specimens, assisting with activities of daily living, observing and charting patient information, and reporting appropriate information to supervisors. It may also include providing various outreach services to clients within the community. Students who successfully complete the Patient Care Assistant technical certificate of credit may be eligible to sit for the National Nurse Aide Assessment Program (NNAAP) which determines competency to become enrolled in the state nurse aide registry.

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

Approximate additional costs other than tuition, fees, and textbooks

Criminal background and drug screen	\$78.50-81.50
(Fee is based on facility utilized for clinical. The fee for the criminal background check will increase if student has lived out of state.)	
CPR	\$5.50
Liability insurance per term	\$10
Medical exam and immunizations	Varies
Equipment/supplies	\$100
Uniforms	\$150
Licensing exam	\$112

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	
ALHS 1011—Structure and Function of the Human Body	5
ALHS 1040—Introduction to Health Care	3
ALHS 1090—Medical Terminology for Allied Health Sciences	2
COMP 1000—Introduction to Computer Literacy	3
Second Term	
ALHS 1060—Diet and Nutrition for Allied Health Sciences	2
NAST 1100—Nurse Aide Fundamentals	6
Choose one of the following:	
EMPL 1000—Interpersonal Relations and Prof Development OR	2
PSYC 1010—Basic Psychology or a higher level	(3)

RT23 Radiologic Technology

Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term:	Fall
Minimum Length of Program:	7 terms
Minimum Credit Hours for Graduation:	76

Program Description

This 28-month program is designed to prepare students to pass the examination given by the American Registry of Radiologic Technologists (ARRT), obtain employment as a Registered Technologist RT(R), and to function as Radiologic Technologists in a variety of clinical environments.

Admission Requirements

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

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

Applicants must meet general admissions requirements, as well as the following minimum requirements. Meeting minimum requirements does not guarantee admission into the program. The student must successfully complete **BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, MATH 1111 ENGL 1101, and SPCH 1101** with a minimum grade of **C** in conjunction with a minimum **3.0 GPA**. All of these courses must be completed by the last day of spring semester to be considered for fall semester entrance into the program. **There are no exceptions!** If a student retakes a course to improve his/her grade, the higher grade will be calculated into the GPA. Financial aid may or may not pay for a student to retake a course. **PSYC 1101, ALHS 1090 and one Humanities/Fine Arts elective** may be taken during the program to maintain full time status throughout the entire program. These courses must be completed before graduation with a minimum grade of "C" or better. If a student wishes to take these courses prior to program admission, he/she will not be full time the first two semester of the program. If a student transfers from another Radiologic Technology program, 25 percent of the program must be taken at SCTC.

All students must submit test scores from the ATI TEAS Examination. Scores cannot be more than a year old. The ATI TEAS exam is administered in the SCTC Community Service Building – 100. Results will be accessed online by program faculty. Southern Crescent Technical College administers the ATI TEAS exam on a regular basis. Students must register and pay for the exam online at www.atitesting.com. Please

call 770-228-7364 for an appointment. Available seats fill up fast, especially in the spring semester. Schedule early and do not wait until the last minute.

The student will be responsible for notifying program faculty, of his/her intent to compete, by turning in a **yellow** Allied Health Application **ONLY** if all program entrance requirements will be met by the end of the spring semester and ATI TEAS exam results have been submitted. All Allied Health Applications must be submitted on or before the **last day** of spring semester. If transfer credits are involved, the student will be responsible for making sure all transcripts are into the college by this deadline. Program faculty will **NOT** accept late submissions of Allied Health Applications, transfer credits, or ATI TEAS test results. If the student is not accepted and wishes to re-compete the following year, the student **must resubmit** a new Allied Health Application and new ATI TEAS test results. Allied Health Applications are available on the **2nd floor book shelf** and in **Annie Tucker's office, Room 204**, of the **900 (Medical) Building**. **There is no waiting list!**

Should there be more qualified students competing than available spaces, candidates are admitted based on the GPA for the courses listed above, plus the score on the ATI TEAS Examination. The grade point average, which is based on the 4.00 scale, will be converted to a 400 point scale and added to the score of the ATI TEAS (maximum score—100 points). Spaces are filled from the highest score downward until the maximum enrollment total is reached. All applicants will be notified of program status, by mail, no later than the first day of the summer semester.

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

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

Readmission Policy

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

Approximate additional costs other than tuition, fees, and textbooks

Equipment/supplies (approx.)	\$100
Uniforms (approx.)	\$300
Liability insurance	\$40
Medical fees (approx.)	\$400
Review seminar (optional)	\$200
Registry application fee	\$200
School pin (optional) (approx.)	\$50
Graduation fees	\$35

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

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

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

Program Courses Credits

First Term

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

Second Term

SPCH 1101—Public Speaking	3
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1

Third Term

PSYC 1101—Introductory Psychology	3
ALHS 1090—Medical Terminology for Allied Health Sciences	2
RADT 1010—Introduction to Radiology	4
RADT 1030—Radiographic Procedures I	3

Fourth Term

Humanities/Fine Arts elective—Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
RADT 1060—Radiographic Procedures II	3
RADT 1065—Radiologic Science	2
RADT 1320—Clinical Radiography I	4

Fifth Term

RADT 1085—Radiologic Equipment	3
RADT 1330—Clinical Radiography II	7
RADT 2090—Radiographic Procedures III	2

Sixth Term

RADT 1075—Radiographic Imaging	4
RADT 1200—Principles of Radiation Biology and Protection	2
RADT 2340—Clinical Radiography III	6

Seventh Term

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

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

CT91 Computed Tomography Specialist

Technical Certificate
Offered at the Henry Center

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

Program Description

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

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) or the Nuclear Medicine Technology Certification Board (NMTCB).
- Allied Health Application submitted no later than two weeks following the end of spring semester

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

Applicants are accepted into the Computed Tomography Specialist Program fall semester (August). Applicants must submit current ATI TEAS examination scores along with the Allied Health Application and current ARRT card. Should there be more qualified students competing than available spaces, candidates are admitted based on the results of the ATI TEAS exam for program entrance. Spaces are filled from the highest score downward until the maximum enrollment total has been reached.

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

Readmission Policy

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

Approximate additional costs other than tuition, fees, and textbooks

Equipment/supplies (approx.)	\$100
Uniforms (approx.)	\$150
Liability Insurance	\$ 20
Medical Fees (approx.)	\$400
Registry Application fee	\$200

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

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	
RADT 2201—Introduction to Computed Tomography	2
RADT 2220—Computed Tomography Procedures I	3
RADT 2250—Computed Tomography Clinical I	4
Second Term	
RADT 2210—Computed Tomography Physics and Instrumentation	5
RADT 2230—Computed Tomography Procedures II	3
RADT 2265—Computed Tomography Clinical II	4

MRI1 Magnetic Resonance Imaging Specialist

Technical Certificate
Offered at the Henry Center

Program Entrance Term:	Fall
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	24

Program Description

The Magnetic Resonance Imaging Technical Certificate Program provides educational opportunities to the post-graduate registered Radiologic Technologist, registered Radiation Therapist, registered Sonographer, and registered Nuclear Medicine Technologist in good standing. It provides students with the knowledge needed to perform MRI exams, and to sit for the Post-Primary Magnetic Resonance Imaging Certification Examination. The academic component is designed to meet competency requirements of the American Registry of Radiologic Technologists (ARRT) exam in Magnetic Resonance Imaging, as well as providing for continuing educational requirements.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Must be registered and in good standing with the American Registry of Radiologic Technologists (ARRT) or the Nuclear Medicine Technology Certification Board (NMTCB) or the American Registry for Diagnostic Medical Sonography (ARDMS)
- Allied Health Application submitted no later than two weeks following the end of spring semester

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

Applicants are accepted into the Magnetic Resonance Imaging Specialist Program fall semester (August). Applicants must submit current ATI TEAS examination scores along with the Allied Health Application and current ARRT card. Should there be more qualified students competing than available spaces, candidates are admitted based on the results of the ATI TEAS exam for program entrance. Spaces are filled from the highest score downward until the maximum enrollment total has been reached.

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

Readmission Policy

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

Approximate additional costs other than tuition, fees, and textbooks

Equipment/supplies (approx.)	\$100
Uniforms (approx.)	\$200
Liability Insurance	\$ 20
Medical Fees (approx.)	\$400
Registry Application fee	\$200

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

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	
MRIM 2300—Orientation and Introduction to MRI	3
MRIM 2320—MRI Procedures and Cross Sectional Anatomy	3
MRIM 2350—Magnetic Resonance Imaging Clinical Education I	6
Second Term	
MRIM 2330—MRI Physics and Instrumentation	3
MRIM 2360—Magnetic Resonance Imaging Clinical Education II	6
MRIM 2370—MRI Review	3

RCT3 Respiratory Care

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

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

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

Admission Requirements

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

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

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

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

Candidate Selection

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

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

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

Respiratory Care Technology (Advanced Standing Program)

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

Clinical Practice

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

Transfer Policy for Respiratory Care Program

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

Readmissions Policy

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

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

Approximate additional costs other than tuition, fees, and textbooks

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

Item	Number	Price
Uniform jacket w/patch	2	\$44-50 (\$22-25 ea.)
Blue scrub top	2	\$26-32 (\$13-16 ea.)
Blue scrub pants	2	\$26-32 (\$13-16 ea.)
White shoes	1 pair	\$80-100
Stethoscope	1	\$25-30
Watch	1	\$10-30
Bandage scissors	1	\$5-10
Total:		\$216-257

Additional Costs

Basic life support class	\$20
Advanced life support class	\$100
Immunizations	\$137
AARC membership	\$50
GA RCP license	\$150
Liability insurance	\$20
Self-assessment exam	\$120
TMC exam	\$190
Clinical Simulation exam	\$190

Graduation Requirements

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

Program Length

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

Prerequisites

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

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

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

Program Courses Credits

First Term

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

Second Term

BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
Choose ONE CHEM course and its corresponding lab (4 hours):	
CHEM 1151—Survey of Inorganic Chemistry AND	3
CHEM 1151L—Survey of Inorganic Chemistry Lab	1
OR	
CHEM 1211—Chemistry I AND	3
CHEM 1211L—Chemistry Lab I	1
Social/Behavioral Sciences elective—Choose one:	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
Humanities/Fine Arts elective—Choose one:	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	

Third Term

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

Fourth Term

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

Fifth Term

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

Sixth Term

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

Seventh Term

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

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

ET81 Electrocardiography Technology

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	26

Program Description

The Electrocardiographic Technician certificate program is intended to provide students with the workplace skills necessary to perform and evaluate 12-lead electrocardiographs and telemetry surveillance in hospitals and cardiology offices in order to assist physicians in the diagnosis and monitoring of the heart. Students will be provided an in-depth knowledge of principles, practices, standards, and techniques used in the work place. Students will be able to demonstrate skills in accordance with the policies and procedures in the following areas: basic cardiovascular anatomy and physiology, ECG techniques and recognition, and electrophysiology.

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

First Term

	Credits
ALHS 1011—Structure and Function of the Human Body	5
ALHS 1090—Medical Terminology for Allied Health Sciences	2
ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
PSYC 1010—Basic Psychology	3

Second Term

ECGT 1030—Introduction to Electrocardiography*	5
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Third Term

ECGT 1050—Electrocardiography Practicum	5
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*ECGT 1050 (Clinical) can be taught in Fall, Spring, and Summer.

PT61 Polysomnography Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

This program is designed to provide both didactic and laboratory training for entry-level personnel in the basics of polysomnographic technology. Students will become familiar with medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient technologist interactions related to polysomnographic technology. Laboratory sessions will provide practical experience in the skills required of an entry-level polysomnographic technologist. Program graduates are eligible to sit for the Comprehensive Registry Exam in Polysomnographic Technology (RPSGT) or Sleep Disorders Specialist (SDS).

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- **Must be a Certified Respiratory Therapist (CRT) or Registered Respiratory Therapist (RRT).**

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

	Credits
RESP 1310—Introduction to Polysomnography	4
RESP 1320—Polysomnography I	5
RESP 1340—Clinic I	2

Second Term

RESP 1330—Polysomnography II	5
RESP 1350—Clinic II	2

ST13 Surgical Technology

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

The Surgical Technology (ST) program provides entry-level skills in surgical technology. As an essential team-member in the operating room of hospitals, labor & delivery departments, outpatient surgical centers, and specialized surgical centers, the surgical technologist is responsible for tasks and duties in the perioperative phases of surgery. The surgical technology student will encounter training in the didactic and clinical setting in over twelve specialty areas. Topics include: aseptic technique, sterilization methods, surgical positioning and draping, perioperative case planning, surgical wound management, professional ethics, microbes and infection, perioperative pharmacology, robotic surgery, minimally invasive surgery, general surgery and various surgical specialties.

Admission Requirements

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

Competitive Selection Process

Student is listed as a Healthcare Science student until completion of the Competitive Selection Process and acceptance into the ST Degree Program. The Competitive Selection Process is based on the combination of the highest competitive courses' GPA and TEAS V test score. Only courses found in the Healthcare Science Certificate are considered by Financial Aid while the student is under that program.

The ST Program, a daytime only program, will admit once each year at the Griffin Campus. The deadline to apply for Competitive Selection is the last day of the Summer Term. The program cohort begins each Spring Semester. The following steps are required:

- Complete the six competitive selection courses with a minimum grade of C or better; there is no minimum GPA required (ENGL 1101, MATH 1111, PSYC 1101, ALHS 1090, BIOL 2113, BIOL 2113L)
- Complete the TEAS V Exam. Please visit the Community Education Building 100 for scheduling and information (there is no minimum score required).
- Complete a Program-Ready Form. Submit it, along with a copy of the TAES V Exam score, to the Allied Health Secretary, Mrs. Annie Tucker, located in the Medical Technology Building 900.

- Upon acceptance into the ST Program, the successful completion of a criminal background and drug screen along with a History and Physical prior to beginning the Spring cohort
- Obtain CPR certification – Basic Life Support for Health Care Providers through the American Heart Association
- Completion of BIOL 2114 and BIOL 2114L prior to starting the Spring cohort is required

Readmission Policy

Students who are not successful in their first attempt in the ST program and/or withdraw for medical reasons can attempt readmission based on the competitive selection process. Readmission is not guaranteed and is a one-time readmission with the following condition: repeat of the SURG1010 course.

Program Fees

The following fees are approximate and subject to change:

- Books - \$600
- Uniforms - \$100
- Background check - \$80
- History and Physical / Immunizations - \$200
- Malpractice Insurance - \$40
- BLS card - \$55
- Passport photo - \$10
- Practice certification exam - \$50
- Certification Exam \$250

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

To contact CAAHEP:

Commission on Accreditation
of Allied Health Education Programs
25400 US HWY 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
(www.caahep.org)

To contact ARC/STSA:

Accreditation Review Council on Education in Surgical
Technology and Surgical Assisting
6 W. Dry Creek Circle, Suite #110
Littleton, CO 80120
Main: (303) 694-9262
Fax: (303) 741-3655
<http://www.arcstsa.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	
ALHS 1090—Medical Terminology for Allied Health Sciences	2
ENGL 1101—Composition and Rhetoric (Required)	3
MATH 1111—College Algebra (Required)	3
Social/Behavioral Sciences elective—Choose one: (Required) <i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111</i>	3
Second Term	
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
Humanities/Fine Arts elective—Choose one: (Required) <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
General Core elective: (Required) Choose one non-repetitive course from Area I, II, III, or IV (see page 6).	3
Third Term	
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
BIOL 2117—Introductory Microbiology	3
BIOL 2117L—Introductory Microbiology Lab	1
Fourth Term	
SURG 1010—Introduction to Surgical Technology	8
SURG 1020—Principles of Surgical Technology	7
SURG 2110—Surgical Technology Clinical I	3
Fifth Term	
SURG 1100—Surgical Pharmacology	2
SURG 2030—Surgical Procedures I	4
SURG 2120—Surgical Technology Clinical II	3
Sixth Term	
SURG 1080—Surgical Microbiology	2
SURG 2040—Surgical Procedures II	4
SURG 2130—Surgical Technology Clinical III	3
SURG 2140—Surgical Technology Clinical IV	3
SURG 2240—Seminar in Surgical Technology	2

ST12 Surgical Technology

Diploma

Offered at the Griffin Campus

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

Program Description

The Surgical Technology (ST) program provides entry-level skills in surgical technology. As an essential team-member in the operating room of hospitals, labor & delivery departments, outpatient surgical centers, and specialized surgical centers, the surgical technologist is responsible for tasks and duties in the perioperative phases of surgery. The surgical technology student will encounter training in the didactic and clinical setting in over twelve specialty areas. Topics include: aseptic technique, sterilization methods, surgical positioning and draping, perioperative case planning, surgical wound management, professional ethics, microbes and infection, perioperative pharmacology, robotic surgery, minimally invasive surgery, general surgery and various surgical specialties.

Admission Requirements

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

Competitive Selection Process

Student is listed as a Healthcare Assistant student until completion of the Competitive Selection Process and acceptance into the ST Diploma Program. The Competitive Selection Process is based on the combination of the highest competitive courses' GPA and TEAS V test score. Only courses found in the Healthcare Assistance Certificate are considered by Financial Aid while the student is under that program.

The ST Program, a day-time only program, will admit once each year on the Griffin Campus. The deadline to apply for Competitive Selection is the last day of the Summer Term. The program cohort begins each Spring Semester. The following steps are required:

- Complete the five competitive selection courses with minimum grade of C or better; there is no minimum GPA required (ENGL 1010, MATH 1012, PSYC 1010, ALHS 1090, ALHS 1011)
- Complete the TEAS V Exam. Please visit the Community Education Building 100 for scheduling and information (there is no minimum score required).
- Complete a Program-Ready Form. Submit it, along with a copy of the TEAS V Exam score, to the Allied Health Secretary, Mrs. Annie Tucker, located in the Medical Technology Building 900.
- Upon acceptance into the ST Program, the successful completion of a criminal background

and drug screen along with a History and Physical prior to beginning the Spring cohort

- Obtain CPR certification – Basic Life Support for Health Care Providers through the American Heart Association

Readmission Policy

Students who are not successful in their first attempt in the ST program and/or withdraw for medical reasons can attempt readmission based on the competitive selection process. Readmission is not guaranteed and is a one-time readmission with the following condition: repeat of the SURG1010 course.

Program Fees

The following fees are approximate and subject to change:

- Books - \$600
- Uniforms - \$100
- Background check - \$80
- History and Physical / Immunizations - \$200
- Malpractice Insurance - \$40
- BLS card - \$55
- Passport photo - \$10
- Practice certification exam - \$50
- Certification Exam - \$250

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

To contact CAAHEP:
Commission on Accreditation
of Allied Health Education Programs
25400 US HWY 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
(www.caahep.org)

To contact ARC/STSA:
Accreditation Review Council on Education in Surgical
Technology and Surgical Assisting
6 W. Dry Creek Circle, Suite #110
Littleton, CO 80120
Main: (303) 694-9262
Fax: (303)-741-3655
<http://www.arcstsa.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.

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

CS91 Central Sterile Supply Processing Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Central Sterile Supply Processing Technician (CSSP) program provides entry-level skills in central sterile. As an essential team-member in the sterile processing departments of hospitals, outpatient surgical centers, and specialized surgical centers, the central sterile technician is responsible for tasks and duties in the preoperative phase of surgery. The CSSP student will encounter training in the didactic and clinical setting in various areas. Topics include: aseptic technique, sterilization methods, decontamination processes, preoperative case planning, infection control, and professional ethics.

Admission Requirements

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

Program Admittance Policy

The CSSP Program admits students and begins a new cohort every term on the Griffin Campus. The deadline to apply for cohort placement is the same date as the withdrawal date for full semester courses every term (check the SCTC calendar). The cohort placement is on a "first-come, first-served" basis with a completion and submission of a program-ready form. The following steps are required:

- Obtain CPR certification – Basic Life Support for Health Care Providers through the American Heart Association.
- Complete and submit a Program-Ready Form, which can be found in the Medical Technology Building Program information desk on the 2nd floor or received from the Allied Health Secretary, Mrs. Annie Tucker.
- Upon acceptance into the cohort, a successful completion of a criminal background and drug screen along with a History and Physical prior to beginning the cohort is mandatory.

Program Information

CSSP is a two-term, five-course technical certificate of credit program. Three of those courses are CSSP 1010, CSSP 1020 and CSSP 1022. The other two courses are co-requisites, which means they can be taken along with the CSSP courses.

The CSSP courses are offered daytime only and in consecutive terms. The first course, CSSP 1010, is offered the first term on campus. CSSP 1020 and CSSP 1022 are offered together in the second term as a hybrid course for off-campus at the clinical site and web-based assignments. There is no breaking up of the courses, if the student cannot take them in the sequential order from one term to the following term, they will not be allowed to finish the program and will have to reapply for admission.

Readmission Policy

Students who are not successful in their first attempt and/or withdraw for medical reasons can attempt readmission based on the program admittance policy. Readmission is not guaranteed and is a one-time readmission with the following condition: repeat of all courses in sequential order and terms.

Program Fees

The following fees are approximate and subject to change:

- Books - \$300
- Uniforms - \$100
- Background check - \$80
- History and Physical / Immunizations - \$200
- Malpractice Insurance - \$10
- BLS card - \$55
- Certification Exam \$140

Financial Aid Information

Students can be listed under Healthcare Assistant, Healthcare Science, or Central Sterile Processing. For those eligible for HOPE, they will receive funding despite how they are listed among the three. The Healthcare Assistant/Science student, by default, can take the CSSP courses. However, the Pell grant will not fund a student who is listed, solely, as a Central Sterile Processing Technician student.

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

ALHS 1090—Medical Terminology for Allied Health Sciences 2
CSSP 1010—Central Sterile Supply Processing Technician 5

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)

Second Term

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

BUSINESS PROGRAMS

<u>Major</u>	<u>Major Code</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
<u>Applied Technical Management</u>				
Applied Technical Management (AAS)	AS33	X		
<u>Accounting</u>				
Accounting (AAS)	AC13	X		
Accounting (Diploma)	AC12	X		
Computerized Accounting Specialist (TCC)	CAY1	X		
Office Accounting Specialist (TCC)	OA31	X		
Payroll Accounting Specialist (TCC)	PA61	X		
Tax Preparation Specialist (TCC)	TPS1	X		
Enrolled Agent (TCC)	EAE1	X		
<u>Business Technology</u>				
Business Technology (AAS)	BA23	X	X	
Business Technology (Diploma)	BA22	X	X	
Administrative Support Assistant (TCC)	AS21	X	X	
Microsoft Office Applications Professional (TCC)	MF41	X	X	
Technical Specialist (TCC)	TC31	X	X	
<u>Consumer Economics</u>				
Consumer Economics (AS)	CE33	X		
Early College Essentials (TCC)	EC21	X		
<u>Management Supervisory Development</u>				
Business Management (AAS)	MD13	X		Henry
Business Management (Diploma)	MD12	X		Henry
Entrepreneur Management (TCC)	EE71	X		Henry
Human Resource Management Specialist (TCC)	HRM1	X		Henry
Management and Leadership Specialist (TCC)	MAL1	X		Henry
Service Sector Management Specialist (TCC)	SSM1	X		Henry
Small Business Management Specialist (TCC)	SB41	X		Henry
Supervisory/Management Specialist (TCC)	SS31	X		Henry
<u>Logistics and Supply Chain Management</u>				
Logistics and Supply Chain Management (AAS)	LAS3			Henry
Logistics Management Specialist (TCC)	LM21			Henry
Logistics Management Technician (TCC)	LMT1			Henry

AS33 Applied Technical Management

Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: Diploma program, plus 3 terms
Minimum Credit Hours for Graduation: 68

Program Description

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

Admission Requirements

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

Students must have completed a diploma to receive this degree.

Note: This degree is not available as a dual-major for Business Management students. The course requirements are similar for both degrees, and students cannot receive two degrees for the same courses.

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

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

Program Courses

Credits

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

First Term

MGMT 1100—Principles of Management (Required)	3
ENGL 1101—Composition and Rhetoric (Required)	3
Social/Behavioral Sciences elective—Choose one: (Required) <i>ECOM 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	3

Second Term

MGMT 1105—Organizational Behavior (Required)	3
Natural Sciences/Mathematics elective—Choose one: (Required) MATH 1111—College Algebra OR MATH 1112—College Trigonometry OR MATH 1101—Mathematical Modeling OR MATH 1103—Quantitative Skills and Reasoning	3
Humanities/Fine Arts elective—Choose one: (Required) <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3

Third Term

ACCT 1100—Financial Accounting I (Required)	4
MGMT 2125—Performance Management (Required)	3
Specific Occupational elective—Choose One (Required) ACCT 2140—Legal Environment of Business OR MGMT 1110—Employment Rules & Regulations	3
General Core elective: (Required) Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	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.**

AC13 Accounting

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 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 Computer Literacy	

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 OR	
MATH 1103—Quantitative Skills and Reasoning	

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.

AC12 Accounting

Diploma

Offered at the Griffin Campus

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 Computer Literacy	
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	3
MATH 1011—Business Math OR	
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.**

CAY1 Computerized Accounting Specialist

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: 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 Computer Literacy	3
ACCT 1100—Financial Accounting I	4
Occupational Specific 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

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 Computer Literacy	3
ACCT 1100—Financial Accounting I	4
Second Term	
ACCT 1105—Financial Accounting II	4
ACCT 1115—Computerized Accounting	3

PA61 Payroll Accounting Specialist

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:	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.

<u>Program Courses</u>	<u>Credits</u>
First Term	
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR COMP 1000—Introduction to Computer Literacy	3
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

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.

<u>Program Courses</u>	<u>Credits</u>
First Term	
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR COMP 1000—Introduction to Computer Literacy	3
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

EAE1 Enrolled Agent

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:	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

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

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.

Program Courses

Credits

First Term

ENGL 1101—Composition and Rhetoric	3
COMP 1000—Introduction to Computer Literacy	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 OR MATH 1103—Quantitative Skills and Reasoning	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
COLL 1500—College Success and Career Exploration	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 2125—Performance Management	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.**

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 Computer Literacy	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
COLL 1500—College Success and Career Exploration	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 2125—Performance Management	3
MGMT 2130—Employee Training and Development	3
MGMT 2135—Management Communication Techniques	3
MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
MGMT 2200—Production/Operations Management	3
MGMT 2205—Service Sector Management	3
MKTG 1100—Principles of Marketing	3
PARA 1100—Introduction to Law and Ethics	3
PARA 1145—Law Office Management	3

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

AS21 Administrative Support Assistant

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

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

Program Description

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

Admission Requirements

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

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

Second Term

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

Specific Occupational-Guided Electives:

ACCT 1105—Financial Accounting II	4
ACCT 1115—Computerized Accounting	3
ACCT 2140—Legal Environment of Business	3
ACCT 2145—Personal Finance	3
BUSN 1100—Introduction to Keyboarding	3
BUSN 1200—Machine Transcription	2
BUSN 1210—Electronic Calculators	2
BUSN 1300—Introduction to Business	3
BUSN 1340—Customer Service Effectiveness	3
BUSN 1420—Database Applications	4
CIST 1001—Computer Concepts	3
COLL 1500—College Success and Career Exploration	3
MGMT 1100—Principles of Management	3
MGMT 1105—Organizational Behavior	3
MGMT 1110—Employment Rules & Regulations	3
MGMT 1115—Leadership	3
MGMT 1125—Business Ethics	3
MGMT 2115—Human Resource Management	3
MGMT 2125—Performance Management	3
MGMT 2155—Quality Management Principles	3

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

MF41 Microsoft Office 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 Computer Literacy	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
Specific Occupational-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 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
COLL 1500—College Success and Career Exploration	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
MGMT 2125—Performance Management	3

TC31 Technical Specialist

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

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 36

Program Description

This degree-level certificate's purpose is to prepare students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills.

Admission Requirements

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

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

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

Program Courses

Credits

First Term

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

MATH 1111—College Algebra **OR** 3

MATH 1101, MATH 1112*, MATH 1113*

Choose One: (**Required**)

COLL 1500—College Success and Career Exploration **OR** 3

COMP 1000—Introduction to Computer Literacy

Social/Behavioral Sciences elective—Choose one: 3

*PSYC 1101, ECON 1101, SOCI 1101, HIST 1111, HIST 2111, OR
POLS 1101*

Second Term

Humanities/Fine Arts elective: Choose one: 3

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

Social/Behavioral Sciences elective—Choose one: 3

*PSYC 1101, ECON 1101, SOCI 1101, HIST 1111, HIST 2111, OR
POLS 1101*

General Education Core elective/Occupational Guided elective 6

Third Term

Humanities/Fine Arts elective: Choose one: 3

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

General Education Core elective/Occupational Guided elective 9

General Education Core and Occupational Guided Electives (15-18 hours)

Elective courses must be approved by the Certificate advisor. The list below constitutes only a sample of the options available for occupational courses.

ACCT 1100—Financial Accounting I 3

BIOL 1111—Biology I 3

BIOL 1111L—Biology I Lab 1

BIOL 2113—Anatomy and Physiology I 3

BIOL 2113L—Anatomy and Physiology I Lab 1

BIOL 2114—Anatomy and Physiology I 3

BIOL 2114L—Anatomy and Physiology II Lab 1

BIOL 2117—Microbiology 3

BIOL 2117L—Microbiology I Lab 1

BUSN 1440—Document Production** 4

CHEM 1211—Chemistry I 3

CHEM 1211L—Chemistry I Lab 1

CIST 1001—Computer Concepts 3

ENGL 1105—Technical Communications* 3

MGMT 1100—Principles of Management 3

PHYS 1110—Conceptual Physics* 3

PHYS 1110L—Conceptual Physics* 1

***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.**

****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.**

CE33 Consumer Economics

Associate of 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 Associate of Science degree in Consumer Economics is a transferable program of study developed in collaboration with the University of Georgia's College of Family and Consumer Sciences. The program includes TCSG general education courses that satisfy requirements toward UGA's Bachelor of Science in Family and Consumer Science. Graduates of the program receive the Associate of Science degree in Consumer Economics from Southern Crescent Technical College, and provided they meet the admissions requirements in effect at the time of application, may begin taking upper-level coursework at UGA immediately upon transfer.

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

IMPORTANT INFORMATION REGARDING TRANSFER TO UGA

To qualify to transfer the A.S. in Consumer Science to UGA, students must:

- Submit the Undergraduate Application for Admission to UGA during the last semester at SCTC prior to completion of the associate's degree but before the UGA application deadline (see www.admissions.uga.edu for deadline). Students whose last semester at SCTC is a spring semester must meet the appropriate deadline, but may submit a form requesting a file completion deadline of June 1. This would allow the term enrolled to count towards the hours and grades needed for admission.
- Earn a minimum cumulative GPA and transferable hours that meet UGA requirements at the time of transfer.
- Complete the Consumer Economics A.S. degree program (60-63 credit hours) at SCTC.
- Be in good standing at SCTC and have no conduct or behavior issues when reviewed by UGA Admissions.
- Have cleared any CPC issues prior to applying to UGA.
- Pass all courses identified in the curriculum of this program with a grade of C or higher.

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
POLS 1101—American Government	3
HIST 2111—U.S. History I	3
MATH 1111—College Algebra OR	3
MATH 1101—Mathematical Modeling	(3)

Second Term

MATH 1113—Precalculus	3
BIOL 1111—Biology I	3
BIOL 1111L—Biology Lab I	1
PSYC 1101—Introductory Psychology	3
HUMN 1101—Introduction to Humanities OR	3
MUSC 1101, ARTS 1101, OR ENGL 2130	

Third Term

ENGL 1102—Literature and Composition	3
CHEM 1151—Survey of Inorganic Chemistry	3
CHEM 1151L—Survey of Inorganic Chemistry Lab	1
SOCI 1101—Introduction to Sociology	3
SPCH 1101—Public Speaking	3

Fourth Term

HIST 1111—World History I	3
ECON 2105—Macroeconomics	3
MATH 1127—Introduction to Statistics	3
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1

Fifth Term

HIST 1112—World History II	3
ECON 2106—Microeconomics	3
PSYC 2103—Human Development (Required)	3

EC21 Early College Essentials

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: 19

Program Description

The Early College Essentials TCC provides high school students a greater opportunity for gaining college credits while completing their high school diploma. Students who choose this TCC are encouraged to continue working toward their associate degree at the technical college. Students would then have the opportunity to attend a four-year college or university after completing the associate degree.

Admission Requirements

- Submit completed application and application fee
- 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

Select **ONE** Science Course **AND** Corresponding Lab (4 credit hours):

BIOL 1111—Biology I **AND** 3
BIOL 1111L—Biology I Lab 1

OR

CHEM 1151—Survey of Inorganic Chemistry **AND** 3
CHEM 1151L—Survey of Inorganic Chemistry Lab 1

OR

CHEM 1211—Chemistry I **AND** 3
CHEM 1211L—Chemistry I Lab 1

Select **ONE** course from Area IV Humanities and Fine Arts:

(ENGL 1101 prerequisite)

ARTS 1101— Art Appreciation **(OR)** 3

HUMN 1101—Introduction to Humanities **(OR)** (3)

MUSC 1101—Music Appreciation **(OR)** (3)

ENGL 2130—American Literature (3)

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

PSYC 1101—Introductory Psychology **(Required)** 3

Select **ONE** Math course:

MATH 1101—Mathematical Modeling **OR** 3

MATH 1111—College Algebra **OR** (3)

MATH 1103—Quantitative Skills and Reasoning (3)

Select **ONE** three-hour degree-level elective course from Area I, II, III, or IV: (see page 6) 3

(Must be an additional course **not** taken elsewhere in this TCC)

MD13 Business Management

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 Business Management program is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in General Management, Human Resource Management, Logistics Management, Service Sector Management, or Small Business Management.

Admission Requirements

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

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

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

Program Courses

Credits

First Term

Choose One: **(Required)**
COLL 1500—College Success and Career Exploration **OR** 3
COMP 1000—Introduction to Computer Literacy
ENGL 1101—Composition and Rhetoric **(Required)** 3
MGMT 1100—Principle of Management 3
Natural Sciences/Mathematics elective—Choose one: **(Required)** 3
MATH 1100*—Quantitative Skills and Reasoning **OR**
MATH 1101—Mathematical Modeling **OR**
MATH 1103—Quantitative Skills and Reasoning **OR**
MATH 1111—College Algebra **OR**
MATH 1127—Introduction to Statistics

Second Term

Humanities/Fine Arts elective—Choose one: **(Required)** 3
HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101
MGMT 1105—Organizational Behavior 3
MGMT 1120—Introduction to Business 3
Social/Behavioral Sciences elective—Choose one: **(Required)** 3
ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111

Third Term

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

Fourth Term

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

Fifth Term

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

Specializations—Choose One

General Management Specialization (12 hours)
Choose any TWO (2) specialization courses below 6
Guided electives 6

Human Resources Management Specialization (12 hours)

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

Logistics Specialization (12 hours)

LOGI 1000—Business Logistics 3
LOGI 1010—Purchasing 3
LOGI 1020—Materials Management 3
Guided electives 3

Service Sector Management Specialization (12 hours)

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

Small Business Management Specialization (12 hours)

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

Guided Electives/Occupational Specialization Courses

ACCT 1115—Computerized Accounting 3
BUSN 1410—Spreadsheet Concepts and Applications 4
BUSN 1420—Database Applications 4
BUSN 1430—Desktop Publishing and Presentation Applications 4
LOGI 1000—Business Logistics 3
LOGI 1010—Purchasing 3
LOGI 1020—Materials 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
MGMT 2220—Management-Occupation Based Instructions 3
MKTG 1100—Principles of Marketing 3
MKTG 1130—Business Regulations and Compliance 3

Note: Every student must pick a Specialization which requires 12 credit hours. Each Specialization has two or three required MGMT courses plus one to two Guided Electives. Guided electives may include the Occupational Specialization Courses listed above or any additional General Education Course listed on Page 6 in the College Catalog.

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

MD12 Business Management

Diploma

Offered at the Griffin Campus and Henry Center

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

Program Description

The Business Management program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management.

Admission Requirements

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

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

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

Program Courses

Credits

First Term

Choose One: **(Required)**

COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
ENGL 1010—Fundamentals of English I	3
MATH 1011—Business Math OR	3
MATH 1012—Foundations of Mathematics	
MGMT 1100—Principles of Management	3

Second Term

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

Third Term

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

Fourth Term

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

Specific Occupational—Guided Electives (6 hours)

ACCT 1115—Computerized Accounting	3
BUSN 1410—Spreadsheet Concepts and Applications	4
BUSN 1420—Database Applications	4
BUSN 1430—Desktop Publishing and Presentation Applications	4
LOGI 1000—Business Logistics	3
MGMT 2120—Labor Management Relations	3
MGMT 2130—Employee Training and Development	3
MGMT 2135—Management Communication Techniques	3
MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
MGMT 2200—Production/Operations Management	3
MGMT 2205—Service Sector Management	3
MGMT 2220—Management-Occupation Based Instruction	3
MKTG 1100—Principles of Marketing	3
MKTG 1130—Business Regulations and Compliance	3

EE71 Entrepreneur Management

Technical Certificate of Credit
Offered at the Griffin Campus and Henry Center

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

Program Description

The Entrepreneur Management program will prepare students to enter into entry-level management positions within the business management field. Graduates will have a knowledge base that includes principles of management, performance management, small business management, and retail management.

Admission Requirements

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

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

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

Program Courses

	<u>Credits</u>
MGMT 1100—Principles of Management	3
MGMT 2150—Small Business Management	3
MGMT 2140—Retail Management	3
MGMT 2125—Performance Management	3

HRM1 Human Resource Management 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: 18

Program Description

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

Admission Requirements

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

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

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

Program Courses

	<u>Credits</u>
First Term	
MGMT 1105—Organizational Behavior	3
MGMT 2115—Human Resource Management	3
Guided elective	3
MGMT 1110—Employment Rules & Regulations OR	3
MGMT 2120—Labor Management Relations	3
Second Term	
MGMT 2125—Performance Management	3
MGMT 2130—Employee Training and Development	3
Specific Occupational—Guided Elective (3hours minimum)	
ACCT 1100—Financial Accounting I	4
MGMT 1100—Principle of Management	3
MGMT 1110—Employment Rules & Regulations	3
MGMT 1115—Leadership	3
MGMT 1120—Introduction to Business	3
MGMT 1125—Business Ethics	3
MGMT 2120—Labor Management Relations	3
MGMT 2135—Management Communication Techniques	3
MGMT 2140—Retail Management	3
MGMT 2145—Business Plan Development	3
MGMT 2150—Small Business Management	3
MGMT 2205—Service Sector Management	3

MAL1 Management and Leadership Specialist

Technical Certificate of Credit
Offered at the Griffin Campus and Henry Center

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

Program Description

The Management and Leadership Specialist program prepares individuals to become supervisors and leaders in business, commercial, or manufacturing facilities. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates will receive a Management and Leadership Specialist TCC.

Admission Requirements

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

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

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

<u>Program Courses</u>	<u>Credits</u>
First Term	
MGMT 1100—Principles of Management	3
MGMT 1115—Leadership	3
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
MGMT 1110—Employment Rules & Regulations OR	3
MGMT 2120—Labor Management Relations	
Second Term	
MGMT 2125—Performance Management	3
MGMT 2130—Employee Training and Development	3

SSM1 Service Sector Management 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: 18

Program Description

The Service Sector Management Specialist certificate prepares individuals to become supervisors in business and service-related companies. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates will receive a Service Sector Management Specialist TCC.

Admission Requirements

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

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

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

<u>Program Courses</u>	<u>Credits</u>
First Term	
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
MGMT 1100—Principles of Management	3
MGMT 2205—Service Sector Management	3
Second Term	
MGMT 2125—Performance Management	3
MGMT 2130—Employee Training and Development	3
MGMT 2140—Retail Management	3

SB41 Small Business Management 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: 19

Program Description

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

Admission Requirements

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

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

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

<u>Program Courses</u>	<u>Credits</u>
First Term	
MGMT 2140—Retail Management	3
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR COMP 1000—Introduction to Computer Literacy	3
Second Term	
ACCT 1100—Financial Accounting I	4
MGMT 2125—Performance Management	3
MGMT 2150—Small Business Management	3
Choose one of the following	
MGMT 1110—Employment Rules & Regulations OR MGMT 2120—Labor Management Relations	3

SS31 Supervisory/Management Specialist

Technical Certificate of Credit
Offered at the Griffin Campus and Henry Center

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

Program Description

The Supervisory/Management Specialist certificate prepares individuals to become supervisors in business, commercial, or manufacturing facilities. Learning opportunities will introduce, develop, and reinforce students' knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates will receive a Supervisory/Management Specialist TCC.

Admission Requirements

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

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

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

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

LAS3 Logistics and Supply Chain Management

Associate of Applied Science Degree
Offered at the Henry Center

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

Program Description

The Logistics and Supply Chain Management (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.

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	
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 Computer Literacy	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

LM21 Logistics Management Specialist

Technical Certificate of Credit
Offered at the Henry Center

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

Program Description

The Logistics Management Specialist TCC program is a sequence of courses that is designed to prepare students for employment in the field of business logistics. The program focuses on specific occupational courses in the area of logistics that provide an overview of the process from product idea conception to product delivery to the consumer.

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>Program Courses</u>	<u>Credits</u>
First Term	
COMP 1000—Introduction to Computer Literacy	3
LOGI 1000—Business Logistics	3
LOGI 1010—Purchasing	3
LOGI 1020—Materials Management	3

Second Term

MGMT 1100—Principles of Management	3
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Choose one of the following:

BUSN 1410—Spreadsheet Concepts and Applications OR	4
MGMT 1115—Leadership	3

LMT1 Logistics Management Technician

Technical Certificate of Credit
Offered at the Henry Center

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 2 terms
Minimum Credit Hours for Graduation: 15

Program Description

The Logistics Management Technician certificate program is designed to provide an overview of the logistics process from product idea conception to product delivery to the consumer. Topics include basic fundamentals of supply chain management, including a general knowledge of current management practices in logistics management, effective materials management, obtaining low cost and quality products, and transportation.

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>Program Courses</u>	<u>Credits</u>
First Term	
LOGI 1000—Business Logistics	3
LOGI 1010—Purchasing	3
SCMA 1000—Introduction to Supply Chain Management	3

Second Term

LOGI 1020—Materials Management	3
SCMA 1003—Intro. to Transportation and Logistics Management	3

COMPUTER INFORMATION SYSTEMS PROGRAMS

<u>Major</u>	<u>Major Code</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
Computer Programming (AAS)	CP23	X		
Computer Programming (Diploma)	CP24	X		
C++ Programmer (TCC)	CP21	X		
Database Specialist (AAS)	DS13	X		
Database Specialist (Diploma)	DS14	X		
Web Application Development (AAS)	IS43	X		
Web Application Development (Diploma)	IS42	X		
Mobile App Developer (TCC)	MG71	X		
Social Media Developer (TCC)	SMD1	X		
Web Application Developer (TCC)	IB71	X		
Web Site Design/Development (AAS)	IS53	X		
Web Site Design/Development (Diploma)	IS64	X		
Web Site Developer (TCC)	ISE1	X		
Graphics and Animation Developer (TCC)	GAA1	X		
Web Front-End Developer (TCC)	WFD1	X		
Networking Specialist (AAS)	NS13	X		
Networking Specialist (Diploma)	NS14	X		
Cisco Certified Entry Network Technician (TCC)	CC41	X		
Cisco Network Specialist (TCC)	CN71	X		
Cisco CCNP Specialist (TCC)	CD71			Henry
CompTIA A+ Certified Technician Preparation (TCC)	CA71	X		
Help Desk Specialist (TCC)	HD41	X		
Information Technology Fundamentals (TCC)	IT41	X		
Linux/UNIX System Administrator (TCC)	LA31	X		
Microsoft Network Administrator (TCC)	MS11	X		
Network Support Specialist (TCC)	NS31	X		
Network Technician (TCC)	NT21	X		

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 Computer Literacy	3
CIST 1001—Computer Concepts	4
CIST 1200—Database Management (Required)	4
CIST 1510—Web Development I	3

Second Term

ENGL 1101—Composition and Rhetoric (Required)	3
CIST 1220—Structured Query Language (SQL)	4
CIST 1305—Program Design and Development	3
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)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
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 (Required)	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)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111</i>	
Natural Sciences/Mathematics elective—Choose one: (Required)	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101—Mathematical Modeling OR	
MATH 1103—Quantitative Skills and Reasoning	

Fifth Term

CIST 2362—C++ Programming II (Required)	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.**

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.

<u>Program Courses</u>	<u>Credits</u>
First Term	
COMP 1000—Introduction to Computer Literacy	3
CIST 1001—Computer Concepts	4
CIST 1200—Database Management (Required)	4
CIST 1510—Web Development I	3
Second Term	
ENGL 1010—Fundamentals of English I	3
CIST 1220—Structured Query Language (SQL)	4
CIST 1305—Program Design and Development	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 (Required)	3
CIST 2921—IT Analysis, Design, and Project Management	4
Fourth Term	
CIST 2361—C++ Programming I (Required)	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 (Required)	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.

CP21 C++ Programmer

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 15

Program Description

The C++ Programmer TCC measures a student's ability to accomplish coding tasks related to the basics of programming in the C++ language and the fundamental notions and techniques used in object-oriented programming. Completers of this certificate are C++ 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.

<u>Program Courses</u>	<u>Credits</u>
First Term	
CIST 1305—Program Design and Development	3
Second Term	
CIST 1200—Database Management (Required)	4
CIST 2361—C++ Programming I	4
Third Term	
CIST 2362—C++ Programming II	4

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 Computer Literacy	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 OR	
MATH 1103—Quantitative Skills and Reasoning	
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.**

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 Computer Literacy	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
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.

IS43 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 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.

<u>Program Courses</u>	<u>Credits</u>
First Term	
CIST 1510—Web Development I	3
COMP 1000—Introduction to Computer Literacy	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
Second Term	
ENGL 1101—Composition and Rhetoric (Required)	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 OR MATH 1103—Quantitative Skills and Reasoning	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.**

IS42 Web Applications Development

Diploma
Offered at the Griffin Campus

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

Program Description

The 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

COMP 1000—Introduction to Computer Literacy	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3

Second Term

CIST 2351—PHP Programming I	4
EMPL 1000—Interpersonal Relations and Prof. Development	2
ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3

Third Term

CIST 1220—Structured Query Language (SQL)	4
CIST 1520—Scripting Technologies	3
CIST 2352—PHP Programming II	4
CIST 2921—IT Analysis, Design, and Project Management	4

Fourth Term

CIST 1601—Information Security Fundamentals	3
CIST 2381—Mobile Application Development	4
CIST 2550—Web Development II	3
CIST 2580—Interactive and Social Apps Integration	4

MG71 Mobile App Developer

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	23

Program Description

Mobile App Developer focuses on preparing the student to learn and develop skills necessary for entry-level mobile app development to design, create, build, and maintain mobile app technologies for mobile devices.

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

Mobile App Developer Curriculum

Credits

First Term

CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3
CIST 1530—Web Graphics I	3
CIST 2381—Mobile Application Development	4
CIST 2531—Web Graphics II	3

Second Term

CIST 1520—Scripting Technologies	3
CIST 2382—Mobile Application Development II	4

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.

SMD1 Social Media Developer

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

Social Media Developer focuses on preparing the student to learn and develop skills necessary for entry-level graphics and animation developers to design, create, build, and maintain graphic and animation technologies used by modern web sites.

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

Social Media Developer Curriculum

Credits

First Term

CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3
CIST 1530—Web Graphics I	3
CIST 2580—Interactive and Social Apps Integration	4

Second Term

CIST 1520—Scripting Technologies	3
CIST 2381—Mobile Application Development	4

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.

IB71 Web Application Developer

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

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	
CIST 1220—Structured Query Language (SQL)	4
CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3
CIST 1520—Scripting Technologies	3
Second Term	
CIST 1601—Information Security Fundamentals	3
CIST 2510—Web Technologies	3
CIST 2351—PHP Programming I	4
CIST 2381—Mobile Application Development	4
Third Term	
CIST 2352—PHP Programming II	4
CIST 2580—Interactive and Social Apps Integration	4

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.

IS53 Web Site Design/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 Web Site Design/Development degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. 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 Internet Specialists/Web Site Designers.

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 Computer Literacy	3
CIST 1001—Computer Concepts	4
CIST 1510—Web Development I	3
CIST 1530—Web Graphics I	3
Second Term	
CIST 1305—Program Design and Development	3
CIST 1520—Scripting Technologies	3
ENGL 1101—Composition and Rhetoric (Required)	3
HUMN 1101 OR Humanities/Fine Arts elective <i>MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	3
Third Term	
CIST 1220—Structured Query Language (SQL)	4
CIST 1540—Web Animation I	3
CIST 2351—PHP Programming I	4
CIST 2921—IT Analysis, Design, and Project Management	4
Fourth Term	
CIST 2531—Web Graphics II OR	3
CIST 2541—Web Animation II	
CIST 2510—Web Technologies	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)	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101—Mathematical Modeling OR	
MATH 1103—Quantitative Skills and Reasoning	
Fifth Term	
CIST 1601—Information Security Fundamentals	3
CIST 2550—Web Development II	3
CIST 2950—Web Systems Project OR	3
CIST 2991—CIST Internship I	
General Core elective: (Required) Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	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.**

IS64 Web Site Design/Development

Diploma
Offered at the Griffin Campus

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

Program Description

The Web Site Design/Development 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 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 Internet Specialists/Web Site Designers.

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.

<u>Program Courses</u>	<u>Credits</u>
First Term	
COMP 1000—Introduction to Computer Literacy	3
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3
Second Term	
CIST 1530—Web Graphics I	3
CIST 1540—Web Animation I	3
ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
Third Term	
CIST 1220—Structured Query Language (SQL)	4
CIST 2531—Web Graphics II OR	3
CIST 2541—Web Animation II	
CIST 2921—IT Analysis, Design, and Project Management	4
EMPL 1000—Interpersonal Relations and Prof. Development	2
Fourth Term	
CIST 2351—PHP Programming I OR Web Programming Course	4
CIST 1520—Scripting Technologies	3
CIST 2510—Web Technologies	3
Fifth Term	
CIST 1601—Information Security Fundamentals	3
CIST 2550—Web Development II	3

ISE1 Web Site Developer

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

Pre-requisites

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

Course Expiration

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

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

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

Program Courses

Credits

First Term

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

Second Term

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

Third Term

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

GAA1 Graphics and Animation Developer

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

Computer Information Graphics and Animation Developer is a program that focuses on preparing the student to learn and develop skills necessary for entry-level graphics and animation developers to design, create, build, and maintain graphic and animation technologies used by modern web sites.

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

Graphics and Animation Developer Curriculum

First Term

	Credits
CIST 1001—Computer Concepts	4
CIST 1510—Web Development I	3
CIST 1530—Web Graphics I	3
CIST 1540—Web Animation I	3

Second Term

CIST 2531—Web Graphics II	3
CIST 2541—Web Animation II	3

WFD1 Web Front-End Developer Web Site Developer

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

Computer Information Web Front-End Developer is a program that focuses on preparing the student to learn and develop skills necessary for entry-level web developers to design, create, build, and maintain front-end technologies used by modern web sites.

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

Web Front-End Developer Curriculum

First Term

	Credits
CIST 1001—Computer Concepts	4
CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3

Second Term

CIST 1520—Scripting Technologies	3
CIST 1530—Web Graphics I	3
CIST 2510—Web Technologies	3

NS13 Networking Specialist

Associate of Applied Science Degree
Offered at the Griffin Campus

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

Program Description

The Computer Information Systems - Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

Admission Requirements

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

Prerequisites:

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

Course Expiration

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

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

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

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

Choose one Networking Specialization:

Microsoft Windows Specialization

Program Courses

	<u>Credits</u>
First Term	
COMP 1000—Introduction to Computer Literacy	3
CIST 1001—Computer Concepts	4
CIST 1130—Operating Systems Concepts	3
ENGL 1101—Composition and Rhetoric (Required)	3
Second Term	
CIST 1122—Hardware Installation and Maintenance	4
CIST 1401—Computer Networking Fundamentals OR	4
CIST 2451—Cisco Network Fundamentals	

Natural Sciences/Mathematics Elective - Choose one: (Required)	
MATH 1111—College Algebra OR	3
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101—Mathematical Modeling OR	
MATH 1103—Quantitative Skills and Reasoning	

Third Term

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

Fourth Term

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

Fifth Term

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

Sixth Term

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

CISCO CCNA Specialization

First Term

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

Second Term

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

Third Term

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

Fourth Term

CIST 2452—Cisco Routing and Switching Essentials	4
Specific Occupational Elective	3
Humanities/Fine Arts Elective - Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	

Fifth Term

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

Sixth Term

CIST 2454—Cisco Connecting Networks	4
Specific Occupational Elective	4
Specific Occupational Elective	4

Linux Specialization

First Term

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

Second Term

CIST 1122—Hardware Installation and Maintenance	4
CIST 1401—Computer Networking Fundamentals	4
Natural Sciences/Mathematics Elective - Choose one: (Required)	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101—Mathematical Modeling OR	
MATH 1103—Quantitative Skills and Reasoning	

Third Term

CIST 1601—Information Security Fundamentals	3
CIST 2431—UNIX/Linux Introduction	4
Social/Behavioral Sciences Elective - Choose one: (Required)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111</i>	

Fourth Term

CIST 2432—UNIX/Linux Server	4
Specific Occupational Elective	3
Humanities/Fine Arts Elective - Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	

Fifth Term

CIST 2433—UNIX/Linux Advanced Server	4
Specific Occupational Elective	3
General Core Elective: (Required)	3
Choose one non-repetitive course from Area I, II, III or IV (see page 6).	

Sixth Term

CIST 2434—UNIX/Linux Scripting	4
Specific Occupational Elective	4
Specific Occupational Elective	4

Microsoft Windows Specialization and CISCO CCNA Specialization

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

First Term

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

Second Term

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

Third Term

CIST 1601—Information Security Fundamentals	3
CIST 2451—Cisco Network Fundamentals	4
Social/Behavioral Sciences Elective - Choose one: (Required)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111</i>	

Fourth Term

CIST 2411—Microsoft Client	4
CIST 2412—Microsoft Server Directory Services	4
CIST 2451—Cisco Network Fundamentals	4
Humanities/Fine Arts Elective - Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	

Fifth Term

CIST 2413—Microsoft Server Infrastructure	4
CIST 2452—Cisco Routing and Switching Essentials	4
CIST 2453—Cisco Scaling Networks	4

Sixth Term

CIST 2414—Microsoft Server Administrator	4
CIST 2454—Cisco Connecting Networks	4
General Core Elective: (Required)	3
Choose one non-repetitive course from Area I, II, III or IV (see page 6).	

Specific Occupational Electives

CIST 1200—Database Management	4
CIST 1220—Structured Query Language (SQL)	4
CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3
CIST 2122—A+ Preparation	3
CIST 2222—Administering Microsoft SQL Server	4
CIST 2224—Design and Implement Databases/MS SQL Server	4
CIST 2411—Microsoft Client	4
CIST 2412—Microsoft Server Directory Services	4
CIST 2413—Microsoft Server Infrastructure	4
CIST 2414—Microsoft Server Administrator	4
CIST 2451—Cisco Network Fundamentals	4
CIST 2452—Cisco Routing and Switching Essentials	4
CIST 2453—Cisco Scaling Networks	4
CIST 2454—Cisco Connecting Networks	4
CIST 2471—CCNP ROUTE: Implementing IP Routing	4
CIST 2472—CCNP SWITCH: Implementing IP Switching	4
CIST 2473—CCNP TSHOOT: Maintaining and Troubleshooting IP Networks	4
CIST 2510—Web Technologies	3
CIST 2611—Implementing Internet / Intranet Firewalls	4
CIST 2921—IT Analysis, Design, and Project Management	4
CIST 2991—CIST Internship I	3
FOSC 2039—Computer Forensics	5

Programming courses approved by Advisor

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

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

NS14 Networking Specialist

Diploma

Offered at the Griffin Campus

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

Program Description

The Computer Information Systems - Networking Specialist program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates are qualified for employment as networking specialists.

Admission Requirements

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

Prerequisites:

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

Course Expiration

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

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

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

Choose one Networking Specialization:

Program Courses

Microsoft Windows Specialization

First Term

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

Second Term

CIST 2411—Microsoft Client	4
CIST 1401—Computer Networking Fundamentals OR	4
CIST 2451—Cisco Network Fundamentals	
MATH 1012—Foundations of Mathematics	3

Third Term

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

Fourth Term

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

Fifth Term

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

CISCO CCNA Specialization

First Term

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

Second Term

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

Third Term

CIST 2451—Cisco Network Fundamentals	4
CIST 1601—Information Security Fundamentals	3
EMPL 1000—Interpersonal Relations and Prof Development	2

Fourth Term

CIST 2452—Cisco Routing and Switching Essentials	4
CIST 2453—Cisco Scaling Networks	4
Specific Occupational Elective	3

Fifth Term

CIST 2454—Cisco Connecting Networks	4
Specific Occupational Elective	3
Specific Occupational Elective	3

Linux Specialization

First Term

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

Second Term

CIST 1122—Hardware Installation and Maintenance	4
CIST 1401—Computer Networking Fundamentals	4
CIST 2431—UNIX/Linux Introduction	4

Third Term

MATH 1012—Foundations of Mathematics	3
CIST 2432—UNIX/Linux Server	4
CIST 1601—Information Security Fundamentals	3
EMPL 1000—Interpersonal Relations and Prof Development	2

Fourth Term

CIST 2433—UNIX/Linux Advanced Server	4
Specific Occupational Elective	3

Fifth Term

CIST 2434—UNIX/Linux Scripting	4
Specific Occupational Elective	3
Specific Occupational Elective	3

Microsoft Windows Specialization and CISCO CCNA Specialization

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

<u>Program Courses</u>	<u>Credits</u>
First Term	
COMP 1000—Introduction to Computer Literacy	3
CIST 1001—Computer Concepts	4
CIST 1130—Operating Systems Concepts	3
ENGL 1010 - Fundamentals of English I	3
Second Term	
CIST 1401—Computer Networking Fundamentals	4
CIST 2411—Microsoft Client	4
CIST 2451—Cisco Network Fundamentals	4
Third Term	
CIST 1601—Information Security Fundamentals	3
CIST 2412—Microsoft Server Directory Services	4
CIST 2452—Cisco Routing and Switching Essentials	4
EMPL 1000—Interpersonal Relations and Prof Development	2
Fourth Term	
CIST 2413—Microsoft Server Infrastructure	4
CIST 2453—Cisco Scaling Networks	4
MATH 1012—Foundations of Mathematics	3
Fifth Term	
CIST 2414—Microsoft Server Administrator	4
CIST 2454—Cisco Connecting Networks	4
CIST 1122—Hardware Installation and Maintenance	4

Specific Occupational Elective

CIST 1200—Database Management	4
CIST 1220—Structured Query Language (SQL)	4
CIST 1305—Program Design and Development	3
CIST 1510—Web Development I	3
CIST 2122—A+ Preparation	3
CIST 2222—Administering Microsoft SQL Server	4
CIST 2224—Design and Implement Databases/MS SQL Server	4
CIST 2411—Microsoft Client	4
CIST 2412—Microsoft Server Directory Services	4
CIST 2413—Microsoft Server Infrastructure	4
CIST 2414—Microsoft Server Administrator	4
CIST 2451—Cisco Network Fundamentals	4
CIST 2452—Cisco Routing and Switching Essentials	4
CIST 2453—Cisco Scaling Networks	4
CIST 2454—Cisco Connecting Networks	4
CIST 2471—CCNP ROUTE: Implementing IP Routing	4
CIST 2472—CCNP SWITCH: Implementing IP Switching	4
CIST 2473—CCNP TSHOOT: Maintaining and Troubleshooting IP Networks	4
CIST 2510—Web Technologies	3
CIST 2611—Implementing Internet / Intranet Firewalls	4
CIST 2921—IT Analysis, Design, and Project Management	4
CIST 2991—CIST Internship I	3
FOSC 2039—Computer Forensics	5
Programming courses approved by Advisor	

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

CC41 Cisco Certified Entry Network Technician

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring
Minimum Length of Program: 2 terms
Minimum Credit Hours for Graduation: 12

Program Description

Computer Information Systems CISCO Certified Entry Network Technician. A program that focuses on preparing the student to setup, maintain, and troubleshoot small-to-medium size networks.

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

Cisco Routing and Switching Curriculum

Credits

First Term

CIST 1001—Computer Concepts 4
CIST 2451— Cisco Network Fundamentals 4

Second Term

CIST 2452—Cisco Routing and Switching Essentials 4

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.

CN71 Cisco Network Specialist

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 16

Program Description

The Cisco Network Specialist certificate program teaches how to build, maintain, and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet. The purpose of this certificate is to provide opportunities for persons already either employed in the IT industry or who already have IT training to upgrade their skills with advanced courses and skills.

Admission Requirements

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

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

Cisco Exploration Curriculum

Credits

First Term

CIST 2451— Cisco Network Fundamentals 4

Second Term

CIST 2452—Cisco Routing and Switching Essentials 4

Third Term

CIST 2453—Cisco Scaling Networks 4
CIST 2454—Cisco Connecting Networks 4

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.

CD71 Cisco CCNP Specialist

Technical Certificate of Credit
Offered at the Henry Center

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 2 terms
Minimum Credit Hours for Graduation: 12

Program Description

The Cisco CCNP Specialist technical certificate of credit program prepares the experienced LAN and WAN technician to take the four Cisco Certified Networking Professional (CCNP) exams. Not only does the curriculum prepare students for the testing, but it also has the skill sets preparation that will enable the student to perform the associated tasks. Students must have received their CCNA Certification or have completed the courses in the Cisco CCNA Specialist technical certificate program.

Admission Requirements

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

*Other conditions for Admission

Candidates must have completed CIST 2454 with a grade of C or better or CCNA Certified.

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

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

Program Courses

Credits

First Term

CIST 2471—CCNP ROUTE: Implementing IP Routing 4
CIST 2472—CCNP SWITCH: Implementing IP Switching 4

Second Term

CIST 2473—CCNP TSHOOT: Maintaining and Troubleshooting IP Networks 4

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.

CA71 CompTIA A+ Certified Technician Preparation

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: 18

Program Description

The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills, and customer relations skills essential for working as a successful entry-level computer service technician.

Admission Requirements

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

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

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

Program Courses

Credits

First Term

COMP 1000—Introduction to Computer Literacy 3
CIST 1001—Computer Concepts 4
CIST 1122—Hardware Installation and Maintenance 4

Second Term

CIST 1130—Operating Systems Concepts 3
Specific Occupation elective 4

Specific Occupation Electives

CIST 2122—A+ Preparation 3
CIST 1601—Information Security Fundamentals 3

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.

HD41 Help Desk Specialist

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: 25

Program Description

The Help Desk Specialist program teaches how to maintain and troubleshoot computer hardware and software and be a support person to handle calls from customers.

Admission Requirements

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

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

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

Program Courses

Credits

First Term

COMP 1000—Introduction to Computer Literacy	3
CIST 1001—Computer Concepts	4
CIST 1122—Hardware Installation and Maintenance	4
CIST Operating Systems Elective	3

Second Term

CIST 2130—Desktop Support Concepts	3
CIST 1401—Computer Networking Fundamentals OR	4
CIST 2451—Cisco Network Fundamentals	
CIST Elective	4

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.

IT41 Information Technology Fundamentals

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Computer Information Systems Information Fundamentals TCC is a single semester set of courses designed to provide students with an understanding of the basic concepts, principles, and techniques required in computer information processing. Graduates are to be competent in the technical areas of computer terminology and concepts, as well as either basic program design, computer networking, or web design. Program graduates are qualified for employment as computer operator or customer service agent.

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

COMP 1000—Introduction to Computer Literacy	3
CIST 1001—Computer Concepts	4
CIST Program Guided Elective-Choose One:	
CIST 1305—Program Design and Development OR	3
CIST 1401—Computer Networking Fundamentals OR	(4)
CIST 1510—Web Development I	(3)

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.

LA31 Linux/UNIX System Administrator

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 16

Program Description

The Linux/UNIX System Administrator program is designed to train students in the skills needed to design, build, and maintain UNIX/Linux networks.

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	
CIST 2431 - UNIX/Linux Introduction	4
Second Term	
CIST 2432 - UNIX/Linux Server	4
CIST 2433 - UNIX/Linux Advanced Server	4
Third Term	
CIST 2434 - UNIX/Linux Scripting	4

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.

MS11 Microsoft Network Administrator Technician

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 16

Program Description

The Microsoft Network Administrator Technician certificate provides training in Microsoft networking. This certificate will prepare the student for an entry-level computer networking position. Skills taught include implementation of Microsoft operating systems, implementation of Microsoft servers, and networking infrastructure. This certificate prepares the student to sit for the Microsoft Certified IP Professional (MCITP) networking exam. Hands-on labs provide students with real world simulations.

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	
CIST 2411—Microsoft Client	4
CIST 2412—Microsoft Server Directory Services	4
Second Term	
CIST 2413—Microsoft Server Infrastructure	4
Third Term	
CIST 2414—Microsoft Server Administrator	4

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.

NS31 Network Support Specialist

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: 10

Program Description

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

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	
COMP 1000—Introduction to Computer Literacy	3
CIST Operating Systems Elective	3
Second Term	
CIST 1401—Computer Networking Fundamentals OR CIST 2412—Microsoft Server Directory Services	4

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.

NT21 Network Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

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

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	
CIST 1001—Computer Concepts	4
COMP 1000—Introduction to Computer Literacy	3
Second Term	
CIST 1401—Computer Networking Fundamentals CIST Operating Systems Elective	4 3

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.

Film Production

<u>Major</u>	<u>Major Code</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
<u>Film and Television Production</u>				
Film Technology (AAS)	FT23	X		
Film Production - Accounting Assistant (TCC)	FIP1	X		
Film Production - Administrative Assistant I (TCC)	FIT1	X		
Film Production - Administrative Assistant II (TCC)	AA21	X		
Film Production - Electrical/Lighting Technician I (TCC)	BT21	X		
Film Production - Electrical/Lighting Technician II (TCC)	AE31	X		
Film Production - Grip & Rigging Technician I (TCC)	FP31	X		
Film Production - Grip & Rigging Technician II (TCC)	FP41	X		
Film Production - Hair and Make-up Technician (TCC)	FP11	X		
Film Production - On-Set Production Assistant I (TCC)	FI31	X		
Film Production - On-Set Production Assistant II (TCC)	AOP1	X		
Film Production - Scenic Technician I (TCC)	FI21	X		
Film Production - Scenic Technician II (TCC)	FAT1	X		
Georgia Film Academy On-Set Production Assistant (TCC)	GF21	X		

FT23 Film Technology

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: 61

Program Description

Film Technology - Associate of Applied Science degree program will train competent entry-level Film/Video Production technicians who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in occupational areas of interest, i.e. Electrical & Lighting, Grip & Rigging, On-Set Production Assistant, Hair & Makeup, Set Construction & Scenic, etc..., emphasizing competencies in production protocols, the pre-production / production / post-production process and crew responsibilities / hierarchy. Hands on labs provide student with real world Film and TV production simulations.

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

First Term

	<u>Credits</u>
ENGL 1101—Composition and Rhetoric (Required)	3
COMP 1000—Introduction to Computer Literacy	3
FILM 1100—GFA Introduction to On-Set Film Production	6
Occupational Specialization	3

Second Term

Natural Sciences/Mathematics elective—Choose one: (Required)	3
MATH 1101—Mathematical Modeling OR	
MATH 1103—Quantitative Skills and Reasoning OR	
MATH 1111—College Algebra	
Social/Behavioral Sciences elective—Choose One: (Required)	3
SOCI 1101—Introduction to Sociology OR	
PSYC 1101— Introductory Psychology	
Occupational Specialization (3 courses)	9

Third Term

Humanities/Fine Arts elective—Choose One: (Required)	3
<i>HUMN 1101, MUSC 1101, OR ARTS 1101</i>	
FILM 2010—Advanced Skills for Film and TV Production I	3
FILM 2020— Advanced Skills for Film and TV Production II	3
Occupational Specialization (2 courses)	6

Fourth Term

General Core elective*: (Required)	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
Film Occupational Electives	9

Film Occupational Electives (9 Semester Hours Minimum)

FILM 1030—Essentials of Film and Television Post-Production I	3
FILM 1040—Film and TV Production Scheduling/Movie Magic	3
FILM 1050—Film and TV Production Budgeting/Movie Magic	3
FILM 1350—GFA Electric and Lighting	6
FILM 1450—GFA Grip and Rigging	6
FILM 1510—GFA Set Construction and Painting	6
FILM 2030—Essentials of Film and TV Post-Production II	3
PHOT 1103—Camera Techniques I	3

Fifth Term

Choose one of the following:

FILM 2550—GFA Film Practicum/Internship OR	6
FILM 2900—Film and TV Production Practicum/Internship	(4)

Student MUST see program advisor for specialization course sequences.

Film Technology Specialization – Choose One:

On-Set Production Assistant

FILM 1030—Essentials of Film and Television Post-Production I	3
FILM 2030—Essentials of Film and TV Post-Production II	3
FILM 1040—Film and TV Production Scheduling/Movie Magic	3
FILM 2040—Advanced Film and TV Production Scheduling/Movie Magic	3
FILM 1050—Film and TV Production Budgeting/Movie Magic	3
FILM 2050—Advanced Film and TV Production Budgeting/Movie Magic	3

Administrative Support Assistant

BUSN 1190—Digital Technologies in Business	2
BUSN 1240—Office Procedures	3
BUSN 1400—Word Processing Applications	4
BUSN 1430—Desktop Publishing and Presentation Applications	4
BUSN 1440—Document Production	4
FILM 1040—Film and TV Production Scheduling/Movie Magic	3
FILM 1050—Film and TV Production Budgeting/Movie Magic	3

Set Construction/Scenic Technician

COFC 1000—Safety	2
COFC 1020—Professional Tool Use and Safety	3
COFC 1030—Materials and Fasteners	2
COFC 1050—Construction Print Reading Fundamentals	3
FILM 1510—GFA Set Construction and Painting	6
FILM 2080—Film and TV Adv. Set Construction and Scenic Paint I	3
FILM 2090—Film and TV Adv. Set Construction and Scenic Paint II	3

Electric/Lighting Technician

DIET 1000—Intro to Diesel Technology, Tools, and Safety	3
IDFC 1007—Industrial Safety Procedures	2
ELTR 1030—Electrical Systems Basics II	7
FILM 1350—GFA Electric and Lighting	6
FILM 2310—Advanced Skills of Electric/Lighting for Film I	3
FILM 2320—Advanced Skills of Electric/Lighting for Film II	3

Grip/Rigging Technician

COFC 1020—Professional Tool Use and Safety	3
FILM 1450—GFA Grip and Rigging	6
FILM 2410—Advanced Skills of Grip/Rigging for Film I	3
FILM 2420—Advanced Skills of Grip/Rigging for Film II	3
FILM 2430—Basics of Crane, Condor and Heavy Equipment	3

FIP1 Film Production – Accounting Assistant

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring
Minimum Length of Program: 2 terms
Minimum Credit Hours for Graduation: 23

Program Description

Film Production – Accounting Assistant certificate program will train competent entry-level Film/Video office/administrative production assistants who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in office procedures and applications, accounting and payroll, the production process, crew responsibilities and hierarchy, and the Ga. Film Tax Credit process. Hands on labs provide student with real world production simulations.

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	
ACCT 1100—Financial Accounting I	4
COMP 1000—Introduction to Computer Literacy	3
FILM 1100—GFA Introduction to On-Set Film Production	6
Second Term	
ACCT 1105—Financial Accounting II	4
ACCT 1115—Computerized Accounting	3
FILM 1070—Film and Television Payroll/Vista	3

FIT1 Film Production – Administrative Assistant I

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

Film Production – Administrative Assistant I certificate program will train competent entry-level Film/Video office/administrative production assistants who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in office procedures and applications, the production process, crew responsibilities and hierarchy, and the Ga. Film Tax Credit process. Hands on labs provide student with real world production simulations.

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	
BUSN 1400—Word Processing Applications	4
COMP 1000—Introduction to Computer Literacy	3
FILM 1100—GFA Introduction to On-Set Film Production	6
Second Term	
BUSN 1240—Office Procedures	3
BUSN 1440—Document Production*	4

***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.**

AA21 Film Production – Administrative Assistant II

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

Film Production - Administrative Assistant II certificate program will train competent entry-level Film/Video Production Assistants who can successfully get an entry-level job in the film/video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes advanced training in production office protocols/expectations, the pre-production /production / post-production process and crew responsibilities / hierarchy. Hands on labs provide students with authentic real world Film and TV production simulations.

Admission Requirements

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

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

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

Program Courses Credits

First Term

FILM 1040—Film and TV Production Scheduling/Movie Magic	3
FILM 1050—Film and TV Production Budgeting/Movie Magic	3

Second Term

FILM 2010—Advanced Skills for Film and TV Production I	3
FILM 2020—Advanced Skills for Film and TV Production II	3
BUSN 1190—Digital Technologies in Business	2
BUSN 1430—Desktop Publishing and Presentation Applications	4

BT21 Film Production - Electrical/Lighting Technician I

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring
Minimum Length of Program: 2 terms
Minimum Credit Hours for Graduation: 12

Program Description

This program is designed to prepare entry level workers for a job as a production assistant assigned to the electrical department in the film and TV/video production industry, with an emphasis in the day-to-day working environment of the electrical/lighting and corporate production operation. With skills in production protocol, proficiency in industry standard equipment, operations and logistical support, knowledge of workplace and production hierarchy and the overall production business, these student will possess the skillset to enter the highly competitive film and TV production marketplace with an advantage over their untrained counterparts.

Admission Requirements

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

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

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

Program Courses Credits

First Term

FILM 1100—GFA Introduction to On-Set Film Production	6
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Second Term

FILM 1350—GFA Electric and Lighting	6
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AE31 Film Production - Electrical/Lighting Technician II

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 27

Program Description

This program is designed to prepare entry level workers for a job as a production assistant assigned to the electrical/lighting department in the film and TV/video production industry, with an emphasis in the day-to-day working environment of the film production and corporate production operation. With skills in Electrical/lighting department protocol, proficiency in industry software, operations and logistical support, knowledge of workplace and production hierarchy and the overall production business, these student will possess the skill-set to enter the highly competitive film and TV production marketplace with an advantage over their untrained counterparts.

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	
FILM 2010—Advanced Skills for Film and TV Production I	3
FILM 2020—Advanced Skills for Film and TV Production II	3
ELTR 1020—Electrical Systems Basics I	3
IDFC 1007—Industrial Safety Procedures	2
IDFC 1011—Direct Current I	3
Second Term	
FILM 2310—Advanced Skills of Electric/Lighting for Film I	3
FILM 2320—Advanced Skills of Electric/Lighting for Film II	3
DIET 1000—Intro to Diesel Technology, Tools, and Safety	3
Third Term	
Choose one of the following:	
FILM 2550—GFA Film Practicum/Internship OR	6
FILM 2900—Film and TV Production Practicum/Internship	(4)

FP31 Film Production – Grip & Rigging Technician I

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

This program is designed to prepare entry level workers for a job as a production assistant assigned to the Grip / Rigging Department in the film and TV/video production industry, with an emphasis in the day-to-day working environment of stage production and on-location production operation. With skills in Grip Department protocol, proficiency in industry standard equipment, operations and logistical support, knowledge of workplace and production hierarchy and the overall production business, these student will possess the skill-set to enter the highly competitive film and TV production marketplace with an advantage over their untrained counterparts.

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	
FILM 1100—GFA Introduction to On-Set Film Production	6
Second Term	
FILM 1450—GFA Grip and Rigging	6

FP41 Film Production – Grip & Rigging Technician II

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 22

Program Description

This program is designed to prepare entry-level workers for a job as a production assistant assigned to the grip Department in the film and TV/video production industry, with an emphasis in the day-to-day working environment of on-stage and location production operation. With skills in Grip department protocol, proficiency in industry standard equipment, operations and logistical support, knowledge of workplace and production hierarchy and the overall production business, these student will possess the skill-set to enter the highly competitive film and TV production marketplace with an advantage over their untrained counterparts.

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	
COFC 1020—Professional Tool Use and Safety	3
FILM 2010—Advanced Skills for Film and TV Production I	3
FILM 2020—Advanced Skills for Film and TV Production II	3
Second Term	
FILM 2410—Advanced Skills of Grip/Rigging for Film I	3
FILM 2420—Advanced Skills of Grip/Rigging for Film II	3
FILM 2430—Basics of Crane, Condor and Heavy Equipment	3
Third Term	
Choose one of the following:	
FILM 2550—GFA Film Practicum/Internship	6
FILM 2900—Film and TV Production Practicum/Internship	(4)

FP11 Film Production – Hair and Make-up Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

Film Production–Hair and Make-up Technician certificate program will train competent entry-level Film/Video Hair and makeup stylist assistants who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in Hair and makeup for film/TV, fundamentals of special FX makeup, script breakdown and continuity, the production process and crew responsibilities and hierarchy. Hands on labs provide student with real world production simulations.

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	
FILM 1100—GFA Introduction to On-Set Film Production	6
FILM 1110—Make-Up, Hair, & Wardrobe Special Techniques for Film & TV	3
FILM 1120—Introduction to Special Effects Make-up Techniques for Film and TV	3

FI31 Film Production – On-Set Production Assistant I

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring
Minimum Length of Program: 2 terms
Minimum Credit Hours for Graduation: 15

Program Description

Film Production – On-Set Production Assistant I certificate program will train competent entry-level Film/Video Production Assistants who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in On-Set production protocols, the pre-production / production / post-production process and crew responsibilities / hierarchy. Hands on labs provide student with real world Film and TV production simulations.

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	
FILM 1100—GFA Introduction to On-Set Film Production	6
FILM 1030—Essentials of Film and Television Post-Production I	3
Second Term	
FILM 1040—Film and TV Production Scheduling/Movie Magic	3
FILM 1050—Film and TV Production Budgeting/Movie Magic	3

AOP1 Film Production – On-Set Production Assistant II

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring
Minimum Length of Program: 1 term
Minimum Credit Hours for Graduation: 19

Program Description

Film Production On-Set Production Assistant II certificate program will train competent entry-level Film/Video Production Assistants who can successfully get an entry-level job in the film/video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes advanced training in On-Set production protocols, the pre-production, production, and postproduction process plus crew responsibilities. Hands-on labs provide students with authentic real world Film and TV production simulations.

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	
FILM 2010—Advanced Skills for Film and TV Production I	3
FILM 2020— Advanced Skills for Film and TV Production II	3
FILM 2030—Essentials of Film and TV Post-Production II	3
FILM 2040—Advanced Film and TV Production Scheduling/Movie Magic	3
FILM 2050—Advanced Film and TV Production Budgeting/Movie Magic	3
Second Term	
Choose one of the following:	
FILM 2550—GFA Film Practicum/Internship OR	6
FILM 2900—Film and TV Production Practicum/Internship	(4)

FI21 Film Production – Scenic Technician I

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	12

Program Description

Film Production – Scenic Technician I certificate program will train competent entry-level Film/Video Art Department - Construction and Scenic Painters assistants who can successfully get an entry-level job in the film/video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in Set Construction for film/TV, fundamentals of safety tool function, and usage, basic painting and texturing techniques, the production process and crew responsibilities and hierarchy. Hands on labs provide students with real world Film and TV construction/scenic simulations.

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	
FILM 1100—GFA Introduction to On-Set Film Production	6
Second Term	
FILM 1510—GFA Set Construction and Painting	6

FAT1 Film Production – Scenic Technician II

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	25

Program Description

Expanding on the fundamentals gained from the Film Basic Set Construction, this course broadens the exploration and understanding of advanced construction processes and techniques, specialized materials and unique tool usage as it pertains to the Film industry. Continued hands on exposure to advanced techniques for film set construction, painting, texturing, faux finishing, foam sculpting and exterior facade creation are included in this offering. Students will create a set concept and materials budget estimate. Math and Geometry used in set construction applications will be reviewed.

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	
COFC 1011—Overview of Building Construction Practices	3
COFC 1020—Professional Tool Use and Safety	3
COFC 1050—Construction Print Reading Fundamentals	3
Second Term	
FILM 2010—Advanced Skills for Film and TV Production I	3
FILM 2020—Advanced Skills for Film and TV Production II	3
FILM 2080—Film and TV Adv. Set Construction and Scenic Paint I	3
FILM 2090—Film and TV Adv. Set Construction and Scenic Paint II	3
Third Term	
Choose one of the following:	
FILM 2550—GFA Film Practicum/Internship OR	6
FILM 2900—Film and TV Production Practicum/Internship	(4)

GF21 Georgia Film Academy On-Set Production Assistant

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: 18

Program Description

This program is offered in collaboration with the Georgia Film Academy. It provides an introduction to the skills used in on-set film production, including all forms of narrative media which utilize film-industry standard organizational structure, professional equipment, and on-set procedures. In addition to the use of topical lectures and instructional resources, the course includes demonstrations of equipment and set operations as well as hands-on learning experiences. Students will learn film production organizational structure; job descriptions and duties in various film craft areas; film equipment functions and protocols; how the various film craft related to one-another on a working set as well as how and why they all must operate in sync; and networking and self-marketing skills.

Admission Requirements

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

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

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

Program Courses

Credits

First Term

FILM 1100—GFA Introduction to On-Set Film Production 6

Second Term

Electives (12 credit hours required) 12

Electives:

FILM 1350—GFA Electric and Lighting 6

FILM 1450—GFA Grip and Rigging 6

FILM 1510—GFA Set Construction and Painting 6

FILM 2550—GFA Film Practicum/Internship 6

PROFESSIONAL SERVICES PROGRAMS

<u>Major</u>	<u>Major Code</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
<u>Culinary Arts</u>				
Culinary Arts (AAS)	CA43	X		
Culinary Arts (Diploma)	CA44	X		
Catering Specialist (TCC)	CS61	X		
Food Production Worker I (TCC)	FPW1	X		
Prep Cook (TCC)	PC51	X		
<u>Early Childhood Care/Education</u>				
Early Childhood Care/Education (AAS)	EC13	X	X	Henry
Early Childhood Care/Education (Diploma)	ECC2	X	X	Henry
Child Development Specialist (TCC)	CD61	X	X	Henry
Early Childhood Care and Education Basics (TCC)	EC31	X	X	Henry
Early Childhood Exceptionalities (TCC)	EC41	X		Henry
Early Childhood Program Administration (TCC)	ECP1	X	X	Henry
Infant/Toddler Child Care Specialist (TCC)	IC31	X	X	Henry
Introduction to Child Care (TCC)	IT11			
<u>Cosmetology</u>				
Cosmetology (Diploma)	C012	X	X	
Hair Designer (TCC)	HD21		X	
Nail Technician (TCC)	NT11		X	
Shampoo Technician (TCC)	ST11	X	X	Butts
<u>Paralegal Studies</u>				
Paralegal Studies (AAS)	PS13	X		
Paralegal Studies (Diploma)	PS12	X		
Paralegal Fundamentals (TCC)	PF21	X		

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.

<u>Program Courses</u>	<u>Credits</u>
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 Computer Literacy	
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 1103—Quantitative Skills and Reasoning 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 6 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)
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 2142—International Cuisine	3
CUUL 2170—American Regional Cuisine	3
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.**

*****Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.**

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

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 Computer Literacy	
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)
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

***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.**

*****Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.**

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

CS61 Catering Specialist

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: 25

Program Description

The Catering Specialist technical certificate of credit program is a sequence of courses that prepares students for the catering profession. Learning opportunities develop 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.

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.

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 1110—Culinary Safety and Sanitation	2
CUUL 1120—Principles of Cooking	6
CUUL 1220—Baking Principles	5

Second Term	
CUUL 1129—Fundamentals of Restaurant Operations	4
CUUL 1320—Garde Manger	4
CUUL 2160—Contemporary Cuisine	4

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

FPW1 Food Production Worker I

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
 Minimum Length of Program: 1 term
 Minimum Credit Hours for Graduation: 16

Program Description

The Food Production Worker I technical certificate of credit is designed to provide basic entry-level skills for employment in the food service industry as prep cooks and banquet/service prep workers.

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.

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>
CUUL 1000—Fundamentals of Culinary Arts	4
CUUL 1110—Culinary Safety and Sanitation	2
CUUL 1120—Principles of Cooking	6
CUUL 1129—Fundamentals of Restaurant Operations	4

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

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.**

EC13 Early Childhood Care/Education

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

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

Program Description

The Early Childhood Care and Education associate of applied science degree program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, Georgia Pre-K programs, and elementary school paraprofessional positions. Graduates of this program will earn one of four areas of specialization: exceptionalities, infant/toddler, program administration, or paraprofessional.

Admission Requirements

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

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

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

CPR/first aid	\$60
Fingerprint check(s)	\$53
Lab Fees	\$25

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 Computer Literacy	
ECCE 1101—Intro to Early Childhood Care/Education (Required)	3
ECCE 1103—Child Growth and Development (Required)	3

Second Term

Language Arts/Humanities/Fine Arts elective—**(Required)**
Choose one: *ENGL 1102, SPCH 1101, HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101* 3
ECCE 1105—Health, Safety and Nutrition **(Required)** 3
ECCE 1112—Curriculum and Assessment **(Required)** 3
General Core elective: **(Required)** 3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)

Third Term

ECCE 2202—Social Issues and Family Involvement **(Required)** 3
ECCE 2203—Guidance and Classroom Management **(Required)** 3
PSYC 1101—Introductory Psychology **(Required)** 3
Humanities/Fine Arts elective—Choose one: **(Required)** 3
HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101

Fourth Term

ECCE 1113—Creative Activities for Children **(Required)** 3
ECCE 2115—Language and Literacy **(Required)** 3
ECCE 2116—Math and Science **(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 **OR**
MATH 1103—Quantitative Skills and Reasoning

Fifth Term

ECCE 2201—Exceptionalities **(Required)** 3
Choose two courses from one area of specialization **(Required)** 6
ECCE 1121**—Early Childhood/Education Practicum **(Required)** 3

Sixth Term

ECCE 2245**—Early Childhood Care and Education Internship I 6
ECCE 2246**—Early Childhood Care and Educat. Internship II **OR** 6
Two (2) ECCE courses (non-repetitive courses) **OR** (6)
Two (2) General Core electives (non-repetitive courses) (6)

Specializations—Choose ONE Pair (6 hours)

(Both courses chosen must be from the same area of specialization)

Paraprofessional specialization requires both courses below
ECCE 2310—Paraprofessional Methods and Materials 3
ECCE 2312—Paraprofessional Roles and Practices 3

OR

Program Administration specialization requires both courses below
ECCE 2320—Program Administration and Facility Management 3
ECCE 2322—Personnel Management 3

OR

Infant/Toddler Development specialization requires both courses below
ECCE 2330—Infant/Toddler Development 3
ECCE 2332—Infant/Toddler Group Care and Curriculum 3

OR

Exceptionalities specialization requires both courses below
ECCE 2360—Classroom Strategies for Exceptional Children 3
ECCE 2362—Exploring Your Role in the Exceptional Environment 3

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

****Students planning to register for Internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.**

ECC2 Early Childhood Care/Education

Diploma

Offered at the Griffin and Flint River Campuses
and Henry Center

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

Program Description

The Early Childhood Care and Education diploma program is a sequence of courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes a combination of early childhood care and education theory and practical application as well as limited general core competencies necessary for successful employment. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K Programs.

Admission Requirements

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

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

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

CPR/first aid	\$60
Fingerprint check(s)	\$53
Lab Fees	\$25

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 (Required)	3
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
ECCE 1101—Intro to Early Childhood Care/Education (Required)	3
ECCE 1103—Child Growth and Development (Required)	3

Second Term

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

Third Term

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

Fourth Term

ECCE 1121*—Early Childhood Care/Education Practicum (Required)	3
ECCE 2115—Language and Literacy (Required)	3
ECCE 2116—Math and Science (Required)	3

Choose one

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

Fifth Term

ECCE 2245*—Early Childhood Care and Education Internship I	6
ECCE 2246*—Early Childhood Care and Education Internship II OR	6
Two (2) ECCE courses (non-repetitive courses)	(6)

***Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.**

CD61 Child Development Specialist

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

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

Program Description

The Child Development Specialist TCC is a sequence of five courses designed to prepare students for a variety of careers in the field of early childhood education. The program emphasizes the basics needed for a career in early childhood, but this TCC also includes more content about planning curriculum and working in the field. In addition, the student may complete a practicum and work in a childcare program. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

Admission Requirements

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

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

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

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

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

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

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

***Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.**

EC31 Early Childhood Care and Education Basics

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

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

Program Description

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

Admission Requirements

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

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

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

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

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

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

EC41 Early Childhood Exceptionalities

Technical Certificate of Credit

Offered at the Griffin Campus, Henry Center, and Online

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

Program Description

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

Admission Requirements

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

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

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

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

Program Courses

Credits

ECCE 2201—Exceptionalities (Required) 3
ECCE 2360—Classroom Strategies for Except. Children (Required) 3
ECCE 2362—Exploring Your Role in Except. Environment (Required) 3

ECP1 Early Childhood Program Administration

Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses
Henry Center and Online

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

Program Description

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

Admission Requirements

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

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

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

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

Program Courses

Credits

ECCE 1103—Child Growth and Development (Required) 3
ECCE 2320—Program Administration and Facility Mgmt. (Required) 3
ECCE 2322—Personnel Management (Required) 3

IC31 Infant/Toddler Child Care Specialist

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

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

Program Description

The Infant/Toddler Child Care Specialist TCC program is a sequence of five courses designed to prepare students with the basics needed for working with infants and toddlers. The program provides an intense look at understanding and learning activities and proper care needed for infants and toddlers. Graduates have qualifications to be employed in early care and education settings including childcare centers and homes, Head Start/Early Head Start programs, and Georgia Pre-K programs.

Admission Requirements

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

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

Additional Costs

Approximate additional costs other than tuition, fees, and textbooks

CPR/First Aid \$60

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

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

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

IT11 Introduction to Child Care

Technical Certificate of Credit
Offered Online

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

Program Description

The Introduction to Child Care technical certificate of credit (TCC) is designed to meet the minimum requirements set forth by Bright from the Start—The Georgia Department of Early Care and Learning (DECAL) for all teachers and lead caregivers working in licensed/regulated care settings in the state of Georgia after December, 2012. The Introduction to Child Care TCC includes three courses designed to give a skills-based training experience which will produce graduates with a knowledge base in the field of early childhood care and education and the core rules governing childcare and learning centers in the state of Georgia. Graduates will also have knowledge of child development and developmentally appropriate practices and a solid understanding of what it takes to manage a classroom of young children. The Introduction to Child Care (TCC), unlike any other TCCs offered by the Technical College System of Georgia in the field of Early Childhood Care and Education, is a terminal TCC. This means that the courses needed to complete this TCC will not move into higher levels of education like the Early Childhood Care and Education diploma or Associate of Applied Science Degree. This TCC is designed specifically for those persons who do not intend to pursue a diploma or associate degree after obtaining this credential, but would rather continue their lifelong learning through on-going continuing education offered through local trainers approved by Bright From the Start—DECAL. Since these students will not be pursuing higher levels of college work, the entrance scores for this program have been significantly lowered.

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.

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

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

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

Program Courses

	<u>Credits</u>
ECCE 1070—Introduction to Child Care and Licensing* (Required)	3
ECCE 1075—Introduction to Child Development* (Required)	3
ECCE 1080—Introduction to Classroom Management* (Required)	3

***The three courses for this TCC are “stand alone” or “terminal”. This means that the three courses required to complete this program (ECCE 1070, ECCE 1075, and ECCE 1080) will not move into any other Technical Certificate of Credit or any other higher level of training in any of the Early Childhood programs of study offered through the Technical College System of Georgia. This TCC is designed for those who are required to have a TCC to meet entry-level job requirements, but who have no intention of moving on to other training or higher levels of training in the field of Early Childhood Care and Education.**

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	\$800
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
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 Computer Literacy	
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.

HD21 Hair Designer

Technical Certificate of Credit
Offered at the Flint River Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	36

Program Description

The Hair Designer Technical Certificate of Credit is a sequence of courses that prepares students for careers in the field of hair design. 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, hair and scalp diseases and disorders, hair treatments and manipulations, hair shaping, hair styling, artificial hair, braiding/intertwining hair, chemical reformation and application, hair coloring, hair lightening, reception, sales, management, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology.

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: Students enrolled in the Cosmetology Diploma program MUST meet the general and program admissions requirements for Cosmetology.

Approximate additional costs other than tuition, fees, and textbooks

Tools/equipment/supplies	\$665.00
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 Hair Designer 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.

Program Courses

Credits

First Term

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

Second Term

COSM 1050—Hair Color	3
COSM 1080—Physical Hair Services Practicum	3
COSM 1090—Hair Services Practicum I	3
COSM 1120—Salon Management	3

Third Term

COSM 1100—Hair Services Practicum II	3
COSM 1110—Hair Services Practicum III	3
COSM 1115—Hair Services Practicum IV	2

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.

Program Courses

	<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
and Butts Center

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.

Program Courses

	<u>Credits</u>
First Term	
EMPL 1000—Interpersonal Relations and Prof Development OR	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

PS13 Paralegal Studies

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: 69

Program Description

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; research in state and federal law; legal correspondence preparation; family law matters; basic concepts of real property law; criminal law and procedure; civil litigation; tort law; substantive contract law; and wills, trusts, and probate. The program of study emphasizes opportunities that provide students with specialized legal knowledge and skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies Associate of Applied Technology 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

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 I (Required)	3
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
PARA 1100—Introduction to Law and Ethics	3
PARA 1115—Family Law	3
PARA 1125—Criminal Law and Criminal Procedure	3

Second Term

PSYC 1101—Introductory Psychology (Required)	3
ENGL 1102—Composition and Rhetoric II	3
PARA 1140—Tort Law	3
PARA 1145—Law Office Management	3
PARA 1105—Legal Research and Writing I	3

Third Term

MATH 1103—Quantitative Skills and Reasoning (Required)	3
SPCH 1101—Public Speaking	3
PARA 1110—Legal Research and Writing II	3
Specific Occupational elective	3
Specific Occupational elective	3

Fourth Term

Humanities/Fine Arts elective—Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
PARA 1150—Contracts, Commercial Law, and Business Orgs	3
PARA 1120—Real Estate Law	3
PARA 1130—Civil Litigation	3

Fifth Term

PARA 1135—Wills, Trusts, Probate and Administration	3
PARA 2210***—Paralegal Internship I	6
Specific Occupational elective	3

Specific Occupational Electives

PARA 2215***—Paralegal Internship II	6
PARA 1205—Constitutional Law	3
PARA 1210—Legal and Policy Issues in Healthcare	3
PARA 2205—Advanced Legal Research and Writing	3
PARA 1215—Administrative Law	3
PARA 1200—Bankruptcy/ Debtor-Creditor Relations	3
ENGL 1105—Technical Communications	3
Occupational Guided electives**	9

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

**** Occupational Guided electives include any Degree level class in Accounting, Business Management, Business Technology, Criminal Justice, or Forensic Science. Any Degree level class outside of these programs are subject to advisor approval.**

*****Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.**

PS12 Paralegal Studies

Diploma

Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 39

Program Description

The Paralegal Studies program is a sequence of courses that prepares students for positions in the paralegal profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The knowledge and skills emphasized in this program include ethical obligations; researching state and federal law; legal correspondence preparation; family law matters; criminal law and procedure; and tort law. The program of study emphasizes opportunities that provide students with specialized legal knowledge and the skills required to aid lawyers in the delivery of legal services. Program graduates receive a Paralegal Studies 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

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 I	3
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
PARA 1100—Introduction to Law and Ethics	3
PARA 1115—Family Law	3
PARA 1125—Criminal Law and Criminal Procedure	3
Second Term	
PSYC 1101—Introductory Psychology (Required)	3
PARA 1105—Legal Research and Writing I	3
PARA 1140—Tort Law	3
PARA 1145—Law Office Management	3
Third Term	
MATH 1103—Quantitative Skills and Reasoning	3
PARA 1110—Legal Research and Writing II	3
Paralegal Elective	3
Paralegal Elective	3
Paralegal Electives	
PARA 1200—Bankruptcy/ Debtor-Creditor Relations	3
PARA 1205—Constitutional Law	3
PARA 1210—Legal and Policy Issues in Healthcare	3
PARA 1215—Administrative Law	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.**

PF21 Paralegal Fundamentals

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 Paralegal Fundamentals program is a sequence of courses that introduce students to the paralegal profession. Learning opportunities develop academic, technical, and professional knowledge and skills utilized in the legal profession. The knowledge and skills emphasized in this program include ethical obligations, legal vocabulary, and an introduction to specific areas of law, including a detailed introduction to the areas of family law and criminal law. The Paralegal Fundamentals program introduces students to concepts that are more fully developed in the Paralegal Studies diploma and 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

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

Choose One: **(Required)**

COLL 1500—College Success and Career Exploration **OR** 3
COMP 1000—Introduction to Computer Literacy

PARA 1100—Introduction to Law and Ethics 3

Second Term

PARA 1125—Criminal Law and Criminal Procedure 3

PARA 1115—Family Law 3

PUBLIC SAFETY PROGRAMS

<u>Major</u>	<u>Major Code</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
<u>Criminal Justice Technology</u>				
Criminal Justice Technology (AAS)	CJT3	X		Henry
Criminal Justice Technology (Diploma)	CJT2	X		Henry
Criminal Justice Fundamentals (TCC)	CJ71	X		Henry
Criminal Justice Specialist (TCC)	CJ21	X		
<u>Fire Science Technology</u>				
Fire Science Technology (AAS)	FS13	X		
Fire Science Technology (Diploma)	FST2	X		
Fire Service Professional (Diploma)	FSP2	X		
Firefighter I (TCC)	FF11	X		
Firefighter II (TCC)	FF21	X		
<u>Forensic Science Technology</u>				
Forensic Science Technology (AAS)	FST3	X		
Forensic Science Technology (Diploma)	FS12	X		
Forensic Science Fundamentals (TCC)	FSF1	X		
<u>Paramedicine</u>				
Paramedicine (AAS)	PT13	X		
Paramedicine (Diploma)	PT12	X		
EMS Professions (Diploma)	EP12	X	X	
Advanced Emergency Medical Technician (AEMT) (TCC)	EMH1	X	X	
Emergency Medical Responder (EMR) (TCC)	EB71	X		
Emergency Medical Technician (EMT) (TCC)	EMJ1	X	X	

CJT3 Criminal Justice Technology

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: 60

Program Description

The Criminal Justice Technology associate degree program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology associate degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology associate degree does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

Program Courses

First Term

	<u>Credits</u>
ENGL 1101—Composition and Rhetoric (Required)	3
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
Natural Sciences/Mathematics elective—Choose one: (Required)	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101—Mathematical Modeling OR	
MATH 1103—Quantitative Skills and Reasoning	
Social/Behavioral Sciences elective—Choose one: (Required)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	

Second Term

Humanities/Fine Arts electives—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)	
CRJU 1010—Introduction to Criminal Justice	3
CRJU 1030—Corrections	3

Third Term

CRJU 1040—Principles of Law Enforcement	3
CRJU 1068—Criminal Law for Criminal Justice	3
CRJU 1400—Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2050—Criminal Procedure	3

Fourth Term

CRJU 2020—Constitutional Law for Criminal Justice	3
CRJU 2070—Juvenile Justice	3
Practicum OR Internship—Choose one	3
CRJU 2090**—Criminal Justice Practicum OR	
CRJU 2100**—Criminal Justice Internship/Externship	
CRJU Elective (Choose from courses below)	3

Fifth Term

Occupational electives: minimum 15 elective credit hours from below	
CRJU 1021—Private Security	3
CRJU 1043—Probation and Parole	3
CRJU 1050—Police Patrol Operations	3
CRJU 1052—Criminal Justice Administration	3
CRJU 1054—Police Officer Survival	3
CRJU 1056—Police Traffic Control and Investigation	3
CRJU 1062—Methods of Criminal Investigation	3
CRJU 1063—Crime Scene Processing	3
CRJU 1065—Community-Oriented Policing	3
CRJU 1075—Report Writing	3
CRJU 2060—Criminology	3
CRJU 2110—Homeland Security	3
CRJU 2201—Criminal Courts	3
FOSC 1206—Introduction to Forensic Science	3
FOSC 2010—Crime Scene Investigation I	4
FOSC 2011—Crime Scene Investigation II	4
FOSC 2012—Forensic Trace Evidence	4
FOSC 2014—Documentation and Report Preparation	4
FOSC 2033—Death Investigation	3
FOSC 2035—Forensic Photography	4
FOSC 2037—Victimology	3
FOSC 2039—Computer Forensics	5
FOSC 2040—Forensic Firearms and Toolmark Identification	3
FOSC 2041—Latent Print Examination	4
FOSC 2150—Case Preparation and Courtroom Testimony	4

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

****Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.**

CJT2 Criminal Justice Technology

Diploma

Offered at the Griffin Campus and Henry Center

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

Program Description

The Criminal Justice Technology diploma program is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice Technology diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields. Completion of the Criminal Justice Technology diploma does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

<u>Program Courses</u>	<u>Credits</u>
First Term	
ENGL 1010—Fundamentals of English I	3
PSYC 1010—Basic Psychology	3
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
CRJU 1010—Introduction to Criminal Justice	3

Second Term

MATH 1012—Foundations of Mathematics	3
CRJU 1030—Corrections	3
CRJU 1040—Principles of Law Enforcement	3
CRJU 1068—Criminal Law for Criminal Justice	3

Third Term

CRJU 1400—Ethics and Cultural Perspectives for Criminal Justice	3
CRJU 2020—Constitutional Law for Criminal Justice	3
CRJU 2050—Criminal Procedure	3
CRJU 2070—Juvenile Justice	3

Fourth Term

Practicum or Internship—Choose one	3
CRJU 2090*—Criminal Justice Practicum OR	
CRJU 2100*—Criminal Justice Internship/Externship	
Choose three Occupational electives below (minimum of 9 hours)	9

Specific Occupational Electives

CRJU 1021—Private Security	3
CRJU 1043—Probation and Parole	3
CRJU 1050—Police Patrol Operations	3
CRJU 1052—Criminal Justice Administration	3
CRJU 1054—Police Officer Survival	3
CRJU 1056—Police Traffic Control and Investigation	3
CRJU 1062—Methods of Criminal Investigation	3
CRJU 1063—Crime Scene Processing	3
CRJU 1065—Community-Oriented Policing	3
CRJU 1075—Report Writing	3
CRJU 2060—Criminology	3
CRJU 2110—Homeland Security	3
CRJU 2201—Criminal Courts	3
FOSC 1206—Introduction to Forensic Science	3
FOSC 2010—Crime Scene Investigation I	4
FOSC 2011—Crime Scene Investigation II	4
FOSC 2012—Forensic Trace Evidence	4
FOSC 2014—Documentation and Report Preparation	4
FOSC 2033—Death Investigation	3
FOSC 2035—Forensic Photography	4
FOSC 2037—Victimology	3
FOSC 2039—Computer Forensics	5
FOSC 2040—Forensic Firearms and Toolmark Identification	3
FOSC 2041—Latent Print Examination	4
FOSC 2150—Case Preparation and Courtroom Testimony	4

***Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.**

CJ71 Criminal Justice Fundamentals

Technical Certificate of Credit
Offered at the Griffin Campus
Henry Center

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

Program Description

The Criminal Justice Fundamentals technical certificate of credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical applications necessary for successful employment. Completion of this technical certificate of credit may permit students to pursue entry-level opportunities in the criminal justice field. Completion of the Criminal Justice Fundamentals technical certificate of credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

<u>Program Courses</u>	<u>Credits</u>
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
CRJU 1010—Introduction to Criminal Justice	3
CRJU 1030—Corrections	3
CRJU 1040—Principles of Law Enforcement	3

CJ21 Criminal Justice Specialist

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Criminal Justice Specialist technical certificate of credit is a sequence of courses that prepares students for criminal justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of criminal justice theory and practical applications necessary for successful employment. Completion of this technical certificate of credit may permit students to pursue entry-level opportunities in the criminal justice field. Completion of the Criminal Justice Specialist technical certificate of credit does not ensure certification of officer status in Georgia. Students must seek such certification from the Peace Officer Standards and Training (P.O.S.T.) Council.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

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

FS13 Fire Science Technology

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: 62

Program Description

The Fire Science Associate of Applied Science degree program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills. Completion of the program of study leads to an AAS degree in Fire Science.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

<u>Program Courses</u>	<u>Credits</u>
First Term	
ENGL 1101—Composition and Rhetoric (Required)	3
FRSC 1100—Introduction to the Fire Service	3
FRSC 1110—Fire Administration—Supervision and Leadership	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 OR	
MATH 1103—Quantitative Skills and Reasoning	
Second Term	
Humanities/Fine Arts elective—Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
General Core elective—Choose one: (Required)	3
<i>ENGL 1102, ENGL 1105, SPCH 1101, MUS 1101, ECON 1101, PSYC 1101, SOCI 1101, BIOL 1111, CHEM 1211, PHYS 1110, OR approved elective</i>	
FRSC 1115—Fire Behavior and Combustion OR	3
FRSC 1121—Firefighting Strategy and Tactics	(3)
FRSC 1132—Fire Service Instructor	4
Third Term	
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
FRSC 1141—Hazardous Materials Operations	4
FRSC 1151—Fire Prevention and Inspection	4
Social/Behavioral Science—Choose one: (Required)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	
Fourth Term	
FRSC 1161—Fire Service Safety and Loss Control	3
FRSC 2100—Fire Administration Management	3
FRSC 2110—Fire Service Hydraulics	3
FRSC 2120—Fire Protection Systems	3
Fifth Term	
FRSC 2130—Fire Service Building Construction	3
FRSC 2141—Incident Command	4
FRSC 2170—Fire and Arson Investigation	4

Note: All courses must be completed with a 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.**

FST2 Fire Science Technology

Diploma
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 5 terms
Minimum Credit Hours for Graduation: 55-56

Program Description

The Fire Science Diploma program is a sequence of courses designed to prepare fire service personnel at all levels to become better officers and leaders. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to retrain and upgrade present knowledge and skills.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

Program Courses

Credits

First Term

ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
Choose one of the following	
PSYC 1010—Basic Psychology OR	3
EMPL 1000—Interpersonal Relations and Prof Development	(2)

Second Term

Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
FRSC 1100—Introduction to the Fire Service	3
FRSC 1110—Fire Administration—Supervision and Leadership	3
FRSC 1115—Fire Behavior and Combustion OR	3
FRSC 1121—Firefighting Strategy and Tactics	(3)

Third Term

FRSC 1132—Fire Service Instructor	4
FRSC 1141—Hazardous Materials Operations	4
FRSC 1151—Fire Prevention and Inspection	4

Fourth Term

FRSC 1161—Fire Service Safety and Loss Control	3
FRSC 2100—Fire Administration Management	3
FRSC 2110—Fire Service Hydraulics	3
FRSC 2120—Fire Protection Systems	3

Fifth Term

FRSC 2130—Fire Service Building Construction	3
FRSC 2141—Incident Command	4
FRSC 2170—Fire and Arson Investigation	4

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

FSP2 Fire Service Professional

Diploma
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 48

Program Description

The Fire Service Professional Diploma is a sequence of courses designed in cooperation with Georgia Firefighter Standards and Training Council and Georgia State Office of Emergency Services and Trauma (SOEMST) to ensure graduates have the skills, knowledge and credentials to serve as firefighters in paid and volunteer fire departments. Graduates will be tested and will be offered the opportunity to be certified at the National Professional Qualifications (Pro-Board) at the Firefighter I and II levels and National Registry of Emergency Medical Technicians at the Emergency Medical Responders (EMR) level. Program graduates receive a Technical Certificate of Credit in Firefighter I, II, and EMR. Note: Candidate must be certified at the NPQ Firefighter I level to be eligible to challenge the Pro-Board Firefighter II certification process. Candidate must hold Pro-Board Firefighter 1 certification in order to meet prerequisites to challenge the Pro-Board Firefighter II certification process. The EMR certificate element of this program prepares students to initiate immediate lifesaving care to critical patients who access the emergency medical system. The EMR curriculum offers candidates the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and ability to assist higher level personnel at the scene and during transport. EMR level personnel function as part of a comprehensive EMS response under medical oversight. The EMR certificate provides students with the opportunity to prepare for entry-level occupations in a variety of pre-hospital, industrial, and first responder settings. After successful completion of a SOEMST approved EMR program the graduate may take the National Registry of Emergency Medical Technicians EMR certification examination. Students enrolled in this diploma will be eligible to be awarded the Firefighter I, Firefighter II, and Emergency Medical Responders TCCs as they complete all the required courses for each TCC.

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

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- Submit official high school transcript or GED transcript with test scores and ALL post-secondary transcripts in an official sealed envelope
- Meet assessment requirements
- Physical exam and drug screening: A physical exam as outlined in Georgia O.C.G.A. 25-4-8(a)(5) as well as a ten-panel drug screen including Oxycodone must be submitted prior to the entering the firefighter program. **(Required document)**
- Students, most commonly, will have to submit a satisfactory state and federal criminal background

check as well as a seven-year motor vehicle background check in order to be placed in a clinical-ride-along facility to complete the clinical portions of the educational training. **(Required document)**

- National Incident Management Systems Training (NIMS): Firefighter students must complete the National Incident Management Systems (NIMS) 700a, 800b, 100b, and 200b courses of study prior to the end of the **first** week of class. The NIMS classes are offered online by FEMA at www.training.fema.gov. Students must present the course(s) completion certificate(s) before credit can be awarded. **(Required document)**
- CPR certification: Students must provide a completed CPR certification prior to entering the firefighter program. Acceptable certification: American Heart Association—BLS for Health Care Provider. A student who holds a valid AHA CPR card should present a copy of the card during the first week of class. **(Required document)**
- Dress code/program uniform: Students are expected to dress in a professional manner. Sleeveless shirts and shorts/cutoff pants, flip flops or open toe shoes will not be allowed. Professional appearance is encouraged of all students attending the Firefighter Training Course. Program shirts and uniform requirements will be discussed during the first week of class.

Public Safety Employment Awareness Statement

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

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

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

Program Courses

	<u>Credits</u>
First Term	
FRSC 1020—Basic Firefighter—Emerg. Services Fundamentals	3
FRSC 1030—Basic Firefighter - MODULE I	5
FRSC 1040—Basic Firefighter - MODULE II	3
FRSC 1141—Hazardous Materials Operations	4
Second Term	
FRSC 1050—Fire and Life Safety Educator I	3
FRSC 1060—Fire Prevention, Preparedness, and Maintenance	3
FRSC 1070—Introduction to Technical Rescue	4
FRSC 1080—Fireground Operations	3
MATH 1012—Foundations of Mathematics	3
Third Term	
ALHS 1090—Medical Terminology for Allied Health Sciences	2
ALHS 1011—Structure and Function of the Human Body	5
EMSP 1010—Emergency Medical Responder	4
COLL 1500—College Success and Career Exploration	3
ENGL 1010—Fundamentals of English I	3

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

FF11 Firefighter I

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

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

Public Safety Employment Awareness Statement

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

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

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

Program Courses

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

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

FF21 Firefighter II

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Firefighter II technical certificate of credit program is conducted in cooperation with Georgia Firefighter Standards and Training to ensure graduates have the skills, knowledge, and credentials to serve as firefighters in paid and volunteer fire departments. The certificate builds upon skills and knowledge acquired in the Firefighter I certificate and parallels the Advanced Firefighter Curriculum being developed by the National Fire Protection Association. Students must be a graduate of Firefighter I technical certificate of credit or NPQ Firefighter I Certified. Program graduates receive a Firefighter II technical certificate of credit.

Note: Candidate must be certified at the NPQ Firefighter I level to be eligible for NPQ Firefighter II certification.

Admission Requirements

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

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

Public Safety Employment Awareness Statement

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

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

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

Program Courses

	<u>Credits</u>
FRSC 1050—Fire and Life Safety Educator I	3
FRSC 1060—Fire Prevention, Preparedness, and Maintenance	3
FRSC 1070—Introduction to Technical Rescue	4
FRSC 1080—Fireground Operations	3

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

FST3 Forensic Science Technology

Associate of Applied Science Degree
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 7 terms
Minimum Credit Hours for Graduation: 68

Program Description

The Forensic Science technology program prepares students for various careers in the rapidly growing field of forensic science. Students will gain knowledge and skills in this program that will prepare them for entrance, retention, or advancement into careers such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science, or criminal justice fields.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

Program Courses	Credits
First Term	
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
ENGL 1101—Composition and Rhetoric (Required)	3
Social/Behavioral Sciences—Choose one: (Required)	3
PSYC 1101—Introductory Psychology OR	
POLS 1101—American Government	
Second Term	
MATH 1111—College Algebra (Required)	3
SPCH 1101—Public Speaking (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	
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
CRJU 1010—Introduction to Criminal Justice	3
FOSC 1206—Introduction to Forensic Science	3

Fourth Term	
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
FOSC 2010—Crime Scene Investigation I	4
Elective (Choose one elective from the list below)	3-4

Fifth Term	
FOSC 2011—Crime Scene Investigation II	4
BIOL 2117—Introductory Microbiology	3
BIOL 2117L—Introductory Microbiology Lab	1
Elective (Choose one elective from list below)	3-4

Sixth Term	
CHEM 1151—Survey of Inorganic Chemistry AND	3
CHEM 1151L—Survey of Inorganic Chemistry Lab	1
OR	
CHEM 1211—Chemistry I AND	3
CHEM 1211L—Chemistry Lab I	1
FOSC 2014—Documentation and Report Preparation	4
FOSC 2150—Case Preparation and Courtroom Testimony	4

Seventh Term	
CRJU 2050—Criminal Procedures	3
Elective (Choose one elective from list below)	3-4

Electives: (only one may be CRJU 2060 or FOSC 2037)

CRJU 1062—Methods of Criminal Investigation	3
CRJU 1063—Crime Scene Processing	3
CRJU 2060—Criminology	3
FOSC 2012—Forensic Trace Evidence	4
FOSC 2028—Bloodstain Pattern Analysis	4
FOSC 2033—Death Investigation	3
FOSC 2035—Forensic Photography	4
FOSC 2037—Victimology	3
FOSC 2040—Forensic Firearms and Toolmark Identification	4
FOSC 2041—Latent Print Examination	4
FOSC 2200—Forensic Firearm Injuries Dist. Firearm Safety	4

FS12 Forensic Science Technology

Diploma
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring Summer
Minimum Length of Program: 6 terms
Minimum Credit Hours for Graduation: 53

Program Description

The Forensic Science technology program prepares students for various careers in the rapidly growing field of forensic science. Students will gain knowledge and skills in this program that will prepare them for entrance, retention, or advancement into careers such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science, or criminal justice fields.

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

Program Courses Credits

First Term

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

Second Term

ALHS 1011—Structure and Function of the Human Body	5
CRJU 1010—Introduction to Criminal Justice	3
FOSC 1206—Introduction to Forensic Science	3

Third Term

ALHS 1015—Basic Inorganic Chemistry	2
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
FOSC 2010—Crime Scene Investigation I	4

Fourth Term

FOSC 2011—Crime Scene Investigation II	4
FOSC 2014—Documentation and Report Preparation	4
FOSC 2150—Case Preparation and Courtroom Testimony	4

Fifth Term

CRJU 2050—Criminal Procedure	3
Elective (Choose one elective from the list below)	3-4
Elective (Choose one elective from the list below)	3-4

Six Term

Elective (Choose one elective from the list below)	3-4
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Electives: (only one may be CRJU 2060 or FOSC 2037)

CRJU 1062—Methods of Criminal Investigation	3
CRJU 1063—Crime Scene Processing	3
CRJU 2060—Criminology	3
FOSC 2012—Forensic Trace Evidence	4
FOSC 2028—Bloodstain Pattern Analysis	4
FOSC 2033—Death Investigation	3
FOSC 2035—Forensic Photography	4
FOSC 2037—Victimology	3
FOSC 2040—Forensic Firearms and Toolmark Identification	4
FOSC 2041—Latent Print Examination	4
FOSC 2200—Forensic Firearm Injuries Dist. Firearm Safety	4

FSF1 Forensic Science Fundamentals

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Forensic Science Fundamentals Technical Certificate of Credit begins to introduce students to various careers in the rapidly growing field of forensic science. Students will gain introductory exposure to knowledge and skills that may encourage further academic preparation in careers in forensic technology in areas such as crime scene investigation, death investigation, laboratory technology, evidence technology, forensic computer science, and general forensic science or criminal justice fields.

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

Public Safety Employment Awareness Statement

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

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

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

Program Courses

	<u>Credits</u>
FOSC 1206—Introduction to Forensic Science	3
CRJU 1010—Introduction to Criminal Justice	3
CRJU 1062—Methods of Criminal Investigation	3
CRJU 1063—Crime Scene Processing	3

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

PT13 Paramedicine

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: 67

Program Description

The goal of the Paramedicine Applied Associate in Science degree program is to prepare competent entry-level Paramedics in cognitive (knowledge), psychomotor (skills) and affective (behavior) domains, enabling licensed graduates to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine degree program prepares students for employment in paramedic positions in today's health services field. The Paramedic degree program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Students are encouraged to complete the degree core requirements prior to enrolling in the EMSP courses.

Note: Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

Admission Requirements

- Submit completed application and application fee
- Be at least 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 who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses or general core courses.

Students applying for admission to the Paramedicine diploma or degree programs must have a current EMT, EMT-I, or AEMT certification or licensure. Students with EMT or EMT-I

certification/licensure will be updated on the advanced EMT modules in the first-term courses.

Students may be required to complete secondary evaluations of general education competency and/or career-oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs.

Prospective students wishing to transfer from another technical college, or returning students who have been away from the program for more than two years, must complete a competency exam for each EMSP course transferred or carried forward. Students who have been inactive from a program for more than five years will need to complete the entire complement of EMSP courses unless they are currently licensed as paramedics.

Students must be registered by an advisor during or following a mandatory program orientation.

Prospective students already certified or licensed as paramedics who wish to complete degree requirements may receive up to 41 credit hours of experiential credit with documentation of a current national paramedic certification by the National Registry of Emergency Medical Technicians. Licensed paramedics not currently nationally registered may receive experiential credit upon becoming nationally registered. Students must complete remaining degree requirements and complete a minimum of 18 credit hours at Southern Crescent Technical College in order to be awarded the degree.

Public Safety Employment Awareness Statement

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

The Emergency Medical Technician - Paramedicine Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:
Commission on Accreditation
of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
Main: (727) 210-2350
<http://www.caahep.org>

To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
Main: (214) 703-8445
Fax: (214) 703-8992
<http://www.coaemsp.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	
BIOL 2113—Anatomy and Physiology I	3
BIOL 2113L—Anatomy and Physiology Lab I	1
EMSP 2110—Foundations of Paramedicine	3
EMSP 2120—Applications of Pathophysiology for Paramedics	3
EMSP 2130—Advanced Resuscitative Skills for Paramedics	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 OR	
MATH 1103—Quantitative Skills and Reasoning	
Second Term	
BIOL 2114—Anatomy and Physiology II	3
BIOL 2114L—Anatomy and Physiology Lab II	1
EMSP 2140—Advanced Cardiovascular Concepts	4
EMSP 2310—Therapeutic Modalities of Cardiovascular Care	3
EMSP 2510**—Clinical Applications for the Paramedic—I	2
EMSP 2540**—Clinical Applications for the Paramedic—IV	1
Third Term	
ENGL 1101—Composition and Rhetoric (Required)	3
EMSP 2330—Therapeutic Modalities of Trauma Care	4
EMSP 2520**—Clinical Applications for the Paramedic—II	2
EMSP 2550**—Clinical Applications for the Paramedic—V	1
Fourth Term	
Social/Behavioral Sciences elective—Choose one: (Required)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST2111</i>	
EMSP 2320—Therapeutic Modalities of Medical Care	5
EMSP 2340—Therapeutic Modalities for Special Patient Populations	4
EMSP 2530**—Clinical Applications for the Paramedic—III	2
EMSP 2560**—Clinical Applications for the Paramedic—VI	1
EMSP 2570**—Clinical Applications for the Paramedic—VII	1
Fifth Term	
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)	
EMSP 2710**—Field Internship for the Paramedic	2
EMSP 2720—Practical Applications for the Paramedic	3

Note: All courses must be completed with a grade of C or better. Students must complete all clinical requirements before field internships may be scheduled and prior to completion of the EMSP 2720 final exit exam. Completion of field internships that are delayed by more than one term following completion of the final exit exam must repeat an evaluation of continued competency prior to being cleared for National Registry testing.

*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.

**Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.

PT12 Paramedicine

Diploma

Offered at the Griffin Campus

Program Entrance Term: Fall, Spring Summer
Minimum Length of Program: 5 terms
Minimum Credit Hours for Graduation: 58

Program Description

The goal of the Paramedicine Applied Associate in Science degree program is to prepare competent entry-level Paramedics in cognitive (knowledge), psychomotor (skills) and affective (behavior) domains, enabling licensed graduates to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system. The Paramedicine diploma program prepares students for employment in paramedic positions in today's health services field. The Paramedic diploma program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program provides opportunities to upgrade present knowledge and skills from the EMT/EMT-I 1985/AEMT levels to a paramedic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic certification examination and apply for Georgia licensure with the State Office of Emergency Medical Service and Trauma (SOEMST) as a paramedic. Students are encouraged to complete the diploma core requirements prior to enrolling in the EMSP courses.

Note: Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

Admission Requirements

- Submit completed application and application fee
- Be at least 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 who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses or general core courses.

Students applying for admission to the Paramedicine diploma or degree programs must have or be eligible for current EMT, EMT-I, or AEMT certification or licensure. Students with EMT or EMT-I certification/licensure will be updated on the advanced EMT modules in the first-term courses.

Students may be required to complete secondary evaluations of general education competency and/or career-oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs. Students must attend a mandatory program orientation prior to registering for classes.

Prospective students wishing to transfer from another technical college, or returning students who have been away from the program for more than two years, must complete a competency exam for each EMSP course transferred or carried forward. Students who have been inactive from a program for more than five years will need to complete the entire complement of EMSP courses unless they are currently licensed as paramedics.

Public Safety Employment Awareness Statement

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

The Emergency Medical Technician - Paramedicine Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:
Commission on Accreditation
of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
Main: (727) 210-2350
<http://www.caahep.org>

To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
Main: (214) 703-8445
Fax: (214) 703-8992
<http://www.coaemsp.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	
ALHS 1011—Structure and Function of the Human Body	5
EMSP 2110—Foundations of Paramedicine	3
EMSP 2120—Applications of Pathophysiology for Paramedics	3
EMSP 2130—Advanced Resuscitative Skills for Paramedics	3
Second Term	
EMSP 2140—Advanced Cardiovascular Concepts	4
EMSP 2310—Therapeutic Modalities of Cardiovascular Care	3
EMSP 2510—Clinical Applications for the Paramedic I	2
EMSP 2540—Clinical Applications for the Paramedic IV	1
Third Term	
ENGL 1010—Fundamentals of English I	3
EMSP 2330—Therapeutic Modalities of Trauma Care	4
EMSP 2520—Clinical Applications for the Paramedic II	2
EMSP 2550—Clinical Applications for the Paramedic V	1
Fourth Term	
MATH 1012—Foundations of Mathematics	3
EMSP 2320—Therapeutic Modalities of Medical Care	5
EMSP 2340—Therapeutic Modalities/Special Patient Populations	4
EMSP 2530—Clinical Applications for the Paramedic III	2
EMSP 2560—Clinical Applications for the Paramedic VI	1
Fifth Term	
EMSP 2570—Clinical Applications for the Paramedic VII	1
EMSP 2710—Field Internship for the Paramedic	2
EMSP 2720—Practical Applications for the Paramedic	3
PSYC 1010—Basic Psychology	3

Note: All courses must be completed with a grade of C or better. Students must complete all clinical requirements before field internships may be scheduled and prior to completion of the EMSP 2720 final exit exam. Completion of field internships that are delayed by more than one term following completion of the final exit must repeat an evaluation of continued competency prior to being cleared for National Registry testing.

EP12 EMS Professions

Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	42

Program Description

Students who complete the EMS Professions diploma will be able to fluidly move into the paramedicine program at the diploma level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and to apply for Georgia licensure as an AEMT. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

Note: Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

Admission Requirements

- Submit completed application and application fee
- Be at least 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
- Clinical affiliates require that students be 18 years of age or older and graduated from high school in order to complete clinical rotations. Therefore, the EMSP courses in the EMSP diploma are NOT available to high school students.

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

Students may be required to complete secondary evaluations of general education competency and/or career oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs. Students must be registered by an advisor during or following a mandatory program orientation.

Prospective students wishing to transfer from another technical college, or returning students who have been away from the program for more than two years, must complete a competency exam for each EMSP course transferred or carried forward. Students who have been inactive from a

program for more than five years will need to complete the entire complement of EMSP courses.

Note: Students must complete general education requirements prior to being approved to take the national EMS certification exam for licensure. Students will be required to take the National Registry EMT exam prior to being eligible for testing at the AEMT level. All courses must be completed with a grade of C or better.

Public Safety Employment Awareness Statement

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

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

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

Program Courses

Credits

Summer Cohort

First Term

ALHS 1090—Medical Terminology for Allied Health Sciences	2
ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
PSYC 1010—Basic Psychology	3

Second Term

ALHS 1011—Structure and Function of the Human Body	5
EMSP 1110—Introduction to the EMT Profession	3
EMSP 1120—EMT Assessment/Airway Management and Pharmacology	3
EMSP 1510—Advanced Concepts for the AEMT	3

Third Term

EMSP 1130—Medical Emergencies for the EMT	3
EMSP 1140—Special Patient Populations	3
EMSP 1150—Shock and Trauma for the EMT	3
EMSP 1160—Clinical and Practical Applications for the EMT	1

Fourth Term

EMSP 1520—Advanced Patient Care for the AEMT	3
EMSP 1530—Clinical Applications for the AEMT	1
EMSP 1540—Clinical and Practical Applications for the AEMT	3

Fall Cohort

First Term

ALHS 1090—Medical Terminology for Allied Health Sciences	2
ALHS 1011—Structure and Function of the Human Body	5
EMSP 1110—Introduction to the EMT Profession	3
EMSP 1120—EMT Assessment/Airway Management and Pharmacology	3
EMSP 1510—Advanced Concepts for the AEMT	3

Second Term

ENGL 1010—Fundamentals of English I	3
EMSP 1130—Medical Emergencies for the EMT	3
EMSP 1140—Special Patient Populations	3
EMSP 1150—Shock and Trauma for the EMT	3
EMSP 1160—Clinical and Practical Applications for the EMT	1
EMSP 1520—Advanced Patient Care for the AEMT	3

Third Term	
EMSP 1530—Clinical Applications for the AEMT	1
EMSP 1540—Clinical and Practical Applications for the AEMT	3
MATH 1012—Foundations of Mathematics	3
PSYC 1010—Basic Psychology	3
Spring Cohort	
First Term	
ALHS 1090—Medical Terminology for Allied Health Sciences	2
ALHS 1011—Structure and Function of the Human Body	5
EMSP 1110—Introduction to the EMT Profession	3
EMSP 1120—EMT Assessment/Airway Management and Pharmacology	3
EMSP 1510—Advanced Concepts for the AEMT	3
Second Term	
EMSP 1150—Shock and Trauma for the EMT	3
EMSP 1530—Clinical Applications for the AEMT	1
MATH 1012—Foundations of Mathematics	3
PSYC 1010—Basic Psychology	3
Third Term	
ENGL 1010—Fundamentals of English I	3
EMSP 1130—Medical Emergencies for the EMT	3
EMSP 1140—Special Patient Populations	3
EMSP 1160—Clinical and Practical Applications for the EMT	1
EMSP 1520—Advanced Patient Care for the AEMT	3
EMSP 1540—Clinical and Practical Applications for the AEMT	3

EMH1 Advanced Emergency Medical Technician (AEMT)

Technical Certificate of Credit

Offered at the Griffin and Flint River Campuses

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

Program Description

The Advanced Emergency Medical Technician certificate program prepares students to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians AEMT certification examination and apply for Georgia licensure as an AEMT. This technical certificate of credit replaces the EMO1 Emergency Medical Technician (Intermediate) technical certificate of credit. Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

Admission Requirements

- Submit completed application and application fee
- Be at least 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 who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

Students applying for admission to the Advanced Emergency Medical Technician (AEMT) Technical Certificate of Credit must have a current EMT certification or licensure OR must submit documentation of having completed an approved Emergency Medical Technician program and be eligible for certification or licensure.

Students may be required to complete secondary evaluations of general education competency and/or career oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs. Students must be registered by an advisor during or following a mandatory program orientation.

Public Safety Employment Awareness Statement

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

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

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

Program Courses

Credits

EMSP 1510—Advanced Concepts for the AEMT	3
EMSP 1520—Advanced Patient Care for the AEMT	3
EMSP 1530*—Clinical Applications for the AEMT	1
EMSP 1540*—Clinical and Practical Applications for the AEMT	3

Note: All courses must be completed with a grade of C or better. Students must complete all clinical requirements prior to taking the final exit exam for EMSP 1540. Students who delay completion of clinical requirements will receive a grade of "I" for EMSP 1540 and must complete clinical requirements and the final exit exam by the "I" grade deadline.

***Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.**

EB71 Emergency Medical Responder (EMR)

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

Public Safety Employment Awareness Statement

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

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

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

<u>Program Courses</u>	<u>Credits</u>
ALHS 1011—Structure and Function of the Human Body	5
ALHS 1090—Medical Terminology for Allied Health Sciences	2
EMSP 1010—Emergency Medical Responder	4

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

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

EMJ1 Emergency Medical Technician (EMT)

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

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

Program Description

The Emergency Medical Technician certificate program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination and apply for Georgia licensure as an EMT. This technical certificate of credit replaces the previous EMB1 Emergency Medical Technician (Basic) technical certificate of credit. Criminal background checks and drug screens are required by licensing agencies and clinical affiliates.

Admission Requirements

- Submit completed application and application fee
- Be at least 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
- Clinical affiliates require that students be 18 years of age or older and graduated from high school in order to complete clinical rotations. Therefore, the EMT certificate is NOT available to high school students.

Applicants who do not meet the regular admission requirements and are classified as learning support or provisional status must take the prescribed learning support courses prior to registering for any of the EMSP courses.

Students may be required to complete secondary evaluations of general education competency and/or career oriented personality traits for purposes of evaluating the predictability of such instruments for success in the EMS related programs.

Students must attend a mandatory program orientation prior to registering for classes.

Public Safety Employment Awareness Statement

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

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

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

Program Courses

Credits

First Term

EMSP 1110—Introduction to the EMT Profession 3
EMSP 1120—EMT Assessment/Airway Mgmt. and Pharmacology 3

Second Term

EMSP 1130—Medical Emergencies for the EMT 3
EMSP 1140—Special Patient Populations 3
EMSP 1150—Shock and Trauma for the EMT 3
EMSP 1160*—Clinical and Practical Applications for the EMT 1

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

***Students planning to register for internship/clinical course must meet with the faculty advisor one full semester prior to the semester in which the course will begin.**

<u>Major</u>	<u>Major Code</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
<u>Air Conditioning Technology</u>				
Air Conditioning Technology (AAS)	ACT3	X	X	
Air Conditioning Technology (Diploma)	ACT2	X	X	
Air Conditioning Electrical Technician (TCC)	ACK1	X	X	
Air Conditioning Repair Specialist (TCC)	ACY1	X	X	
Air Conditioning System Maintenance Technician (TCC)	AZ21	X	X	
Air Conditioning Technician Assistant (TCC)	AZ31	X	X	
General Maintenance Mechanic (TCC)	GM41	X	X	
Heating and Air Conditioning Installation Technician (TCC)	HAA1	X	X	
Light Commercial Air Conditioning Specialization (TCC)	LC11	X	X	
Residential Air Conditioning Technician (TCC)	RA21	X	X	
<u>Auto Collision Repair</u>				
Auto Collision Repair (Diploma)	ACR2	X		
Automotive Collision Mechanical/Electrical Helper (TCC)	AH71	X		
Automotive Collision Repair Assistant I (TCC)	AB51	X		
Automotive Refinishing Assistant I (TCC)	ARA1	X		
Automotive Refinishing Assistant II (TCC)	AP71	X		
<u>Automotive Technology</u>				
Automotive Technology (AAS)	AT23	X		
Automotive Technology (Diploma)	AT14	X	X	
Automotive Fundamentals (Diploma)	AF12	X	X	
Auto Electrical/Electronic Systems Technician (TCC)	AE41	X	X	
Automotive Chassis Technician Specialist (TCC)	ASG1	X	X	
Automotive Climate Control Technician (TCC)	AH21	X	X	
Automotive Engine Performance Technician (TCC)	AE51	X	X	
Automotive Engine Repair Technician (TCC)	AE61	X	X	
Automotive Transmission/Transaxle Tech Specialist (TCC)	AA71	X	X	
<u>Carpentry</u>				
Carpentry (Diploma)	CA22	X		
Cabinet Making Assistant (TCC)	CC71	X		
Certified Construction Worker (TCC)	CCW1	X		
Framing Carpenter (TCC)	FC71	X		
<u>Construction Management</u>				
Construction Management (Diploma)	CM12	X		
Construction Management Apprentice (TCC)	CM71	X		
Construction Manager (TCC)	CM81	X		
<u>Commercial Truck Driving</u>				
Commercial Truck Driving (TCC)	CT61		X	Butts and Jasper
<u>Diesel Equipment Technology</u>				
Diesel Equipment Technology (Diploma)	DET4		X	Butts
Diesel Electrical and Electronic Systems Technician (TCC)	DE11		X	Butts
<u>Drafting</u>				
Engineering Drafting Technician (TCC)	ED21			Henry
<u>Electrical Construction and Maintenance</u>				
Electrical Systems Technology (Diploma)	ES12	X		
Industrial Electrical Controls (TCC)	IE31	X		
Electrical Technician (TCC)	ET51	X		
Photovoltaic Systems Installation and Repair Technician (TCC)	PS11	X	X	
Electrical Lineworker (TCC)	EL11		X	Butts

<u>Major</u>	<u>Major Code</u>	<u>Griffin</u>	<u>Flint</u>	<u>Center</u>
<u>Environment Horticulture</u>				
Horticulture (AAS)	EH13	X		
Horticulture (Diploma)	EH12	X		
Garden Center Technician (TCC)	GC31	X		
Landscape Specialist (TCC)	LS11	X		
Sustainable Urban Agriculture Technician (TCC)	SUA1	X		
Turfgrass Maintenance Technician (TCC)	TM21	X		
<u>Industrial Systems Technology</u>				
Industrial Systems Technology (AAS)	IS13	X	X	
Industrial Systems Technology (Diploma)	IST4	X	X	
Industrial Electrician (TCC)	IE41	X	X	
Industrial Fluid Power Technician (TCC)	IF11	X	X	
Industrial Motor Control Technician (TCC)	IM41	X	X	
Mechatronics Technician (TCC)	MT21	X	X	
Programmable Control Technician (TCC)	PC81	X	X	
<u>Machine Tool Technology</u>				
CNC Technology (Diploma)	CT12	X		
Machine Tool Technology (Diploma)	MT2	X		
CNC Specialist (TCC)	CS51	X		
Lathe Operator (TCC)	LP11	X		
Mill Operator (TCC)	MP11	X		
<u>Plumbing</u>				
Plumbing and Pipefitting Technology (Diploma)	PT32	X		
Plumbers Assistant (TCC)	BP11	X		
Plumbing Technician (TCC)	PT11	X		
Intermediate Plumbing Technician (TCC)	IPT1	X		
Advanced Plumbing Technician (TCC)	AP61	X		
Pipefitting Technology (TCC)	PT31	X		
Basic Pipefitter(TCC)	BP21	X		
Intermediate Pipefitting Technician (TCC)	IP31	X		
Advanced Pipefitting Technician (TCC)	AM71	X		
<u>Welding and Joining Technology</u>				
Welding and Joining Technician (Diploma)	WA12	X	X	
Shielded Metal Arc Welder (TCC)	SM21	X	X	Jasper
Gas Metal Arc Welding (TCC)	GM21	X	X	Jasper
Gas Tungsten Arc Welding (TCC)	GT31	X	X	Jasper
Vertical Shielded Metal Arc Welder Fabricator (TCC)	VSM1	X	X	Jasper
Pipe Welder (TCC)	PW11	X	X	

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 OR	
MATH 1103—Quantitative Skills and Reasoning	

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 Computer Literacy	
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.**

ACT2 Air Conditioning Technology

Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	51

Program Description

The Air Conditioning Technology diploma 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 air conditioning theory and practical applications necessary for successful employment. Program graduates receive an Air Conditioning Technology diploma and have the qualifications of an air conditioning 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

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

MATH 1012—Foundations of Mathematics	3
AIRC 1005—Refrigeration Fundamentals	4
AIRC 1010—Refrigeration Principles and Practices	4
AIRC 1020—Refrigeration Systems Components	4

Second Term

ENGL 1010—Fundamentals of English I	3
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Choose One: **(Required)**

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

AIRC 1030—HVACR Electrical Fundamentals	4
AIRC 1040—HVACR Electrical Motors	4
AIRC 1050—HVACR Electrical Components and Controls	4

Third Term

EMPL 1000—Interpersonal Relations and Prof. Development	2
AIRC 1060—Air Conditioning Systems Application and Installation	4
AIRC 1070—Gas Heat	4
AIRC 1080—Heat Pumps and Related Systems	4
AIRC 1090—Troubleshooting Air Conditioning Systems	4

ACK1 Air Conditioning Electrical Technician

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

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

Program Description

The Air Conditioning Electrical Technician program prepares students in the air conditioning area of study to acquire competencies in electricity related to installation, service, and maintenance of electrical systems.

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>
AIRC 1030—HVACR Electrical Fundamentals	4
AIRC 1040—HVACR Electrical Motors	4
AIRC 1050—HVACR Electrical Components and Controls	4

ACY1 Air Conditioning Repair Specialist

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

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

Program Description

The Air Conditioning Repair Specialist TCC is a series of courses designed to prepare students for positions in the maintenance and repair of air conditioning systems. A combination of theory and practical application provide for the necessary skills to support industry requirements.

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	
AIRC 1005—Refrigeration Fundamentals	4
AIRC 1030—HVACR Electrical Fundamentals	4
Second Term	
AIRC 1040—HVACR Electrical Motors	4
AIRC 1070— Gas Heat	4
AIRC 1080—Heat Pumps and Related Systems	4

AZ21 Air Conditioning System Maintenance Technician

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

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

Program Description

The Air Conditioning System Maintenance Technician certificate program is a series of courses designed to prepare students for entry level positions in the HVACR industry. Topics include refrigeration fundamentals, refrigeration principles and practices, electrical fundamentals, and industrial safety procedures.

Admission Requirements

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

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

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

<u>Program Courses</u>	<u>Credits</u>
AIRC 1005—Refrigeration Fundamentals	4
AIRC 1010—Refrigeration Principles and Practices	4
AIRC 1030—HVACR Electrical Fundamentals	4

AZ31 Air Conditioning Technician Assistant

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 Air Conditioning Technician Assistant TCC is a series of courses that prepares students to hold positions as refrigeration technician assistants.

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 \$300 and up
- Equipment/supplies \$70 and up

Other required expenses for industry exams

- EPA 608 certification \$25

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>
AIRC 1005—Refrigeration Fundamentals	4
AIRC 1010—Refrigeration Principles and Practices	4
AIRC 1020—Refrigeration Systems Components	4

GM41 General Maintenance Mechanic

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 General Maintenance Mechanic technical certificate of credit prepares students for careers in building and facilities and maintenance entry-level positions. Topics include refrigeration fundamentals, plumbing fundamentals, commercial wiring practices, structural maintenance, and electrical and electrical motor fundamentals.

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	
AIRC 1005—Refrigeration Fundamentals	4
AIRC 1030—HVACR Electrical Fundamentals	4
Second Term	
AIRC 1040—HVACR Electrical Motors	4
BFMT 1030—Fundamentals of Structured Maintenance	4
BFMT 1050—Fundamentals of Plumbing	2
Choose one of the following specific occupational elective courses	
ELTR 1080—Commercial Wiring I OR	5
IDSY 1130—Industrial Wiring	4

HAA1 Heating and Air Conditioning Installation Technician

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

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

Program Description

The Heating and Air Conditioning Installation Technician TCC prepares students for careers in the installation of heating and air conditioning systems. Emphasis is placed on the theory and practical application skills necessary to provide the skills for successful employment in the HVACR field.

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 \$300 and up
- Equipment/supplies \$70 and up

Other required expenses for industry exams

- EPA 608 certification \$25

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>
AIRC 1010—Refrigeration Principles and Practices	4
AIRC 1030—HVACR Electrical Fundamentals	4
AIRC 1060—Air Cond. Systems Application and Installation	4

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

	<u>Credits</u>
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

RA21 Residential Air Conditioning Technician

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

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 1 term
Minimum Credit Hours for Graduation: 16

Program Description

The Residential Air Conditioning Technician TCC is a series of courses designed to prepare students for entry level positions in the maintenance and repair of residential air conditioning systems.

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>
AIRC 1005—Refrigeration Fundamentals	4
AIRC 1020—Refrigeration Systems Components	4
AIRC 1060—Air Conditioning Systems Application and Installation	4
AIRC 1090—Troubleshooting Air Conditioning Systems	4

ACR2 Auto Collision Repair

Diploma
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 40

Program Description

The Automotive Collision Repair program is a sequence of courses designed to prepare students for careers in the automotive collision repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes automotive painting and refinishing. Program graduates receive an Automotive Collision Repair diploma which qualifies them as painting and refinishing technicians.

Admission Requirements

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

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

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

Program Courses

Credits

First Term

ACRP 1000—Introduction to Auto Collision Repair	4
ACRP 1005—Automobile Component Repair and Replacement	4
ACRP 1015—Fundamentals of Automotive Welding	4

Choose One: **(Required)**

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

Second Term

ACRP 1010—Foundations of Collision Repair	5
ACRP 2001—Introduction to Auto Painting and Refinishing	5
MATH 1012—Foundations of Mathematics	3

Third Term

ACRP 2002—Painting and Refinishing Techniques	5
ACRP 2009—Refinishing Internship	2
EMPL 1000—Interpersonal Relations and Prof. Development	2
ENGL 1010—Fundamentals of English I	3

AH71 Automotive Collision Mechanical/Electrical Helper

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term:	Fall
Minimum Length of Program:	1 term
Minimum Credit Hours for Graduation:	17

Program Description

The Automotive Collision Mechanical and Electrical Helper TCC is a sequence of courses designed to prepare students for pursuing a helper position in the automotive collision repair profession. The program covers work shop safety, organization and flow as well as basic auto body component removal and replacement procedures and automotive mechanical and electrical system components.

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>
ACRP 1000—Introduction to Auto Collision Repair	4
ACRP 1005—Automobile Component Repair and Replacement	4
ACRP 1017—Mechanical and Electrical Systems I	4
ACRP 1019—Mechanical and Electrical Systems II	5

AB51 Automotive Collision Repair Assistant I

Technical Certificate of Credit
Offered at the Griffin Campus

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

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.

<u>Program Courses</u>	<u>Credits</u>
ACRP 1000—Introduction to Auto Collision Repair	4
ACRP 1005—Automobile Component Repair and Replacement	4
ACRP 1015—Fundamentals of Automotive Welding	4

ARA1 Automotive Refinishing Assistant I

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Automotive Refinishing Assistant I certificate program prepares students for employment as assistants to lead and master technicians in an automotive collision repair shop. Topics covered include work safety, hand and power tools, basic component repair and replacement, and trim accessories and glass replacements.

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>
ACRP 1000—Introduction to Auto Collision Repair	4
ACRP 1005—Automobile Component Repair and Replacement	4
ACRP 1010—Foundations of Collision Repair	5

AP71 Automotive Refinishing Assistant II

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Automotive Refinishing Assistant II program is an advanced certificate option for students who complete the Automotive Refinishing Assistant I program. This program is designed to produce graduates who are entry-level paint and refinishing specialists. Topics will include surface preparation, paint identification, spray gun equipment, spray gun techniques, blending and tinting, and matching of colors.

Admission Requirements

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

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

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

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

AT23 Automotive Technology

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 Automotive Technology associate degree program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical applications necessary for successful employment. Program graduates receive an Auto Technology 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 out-services

- EPA certification in mobile air conditioning servicing 20

(Must be achieved before students complete AUTT 1060, Climate Control)

Note: AUTT 1010 must be completed with a grade of a C or better before entering AUTT 1020.

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

AUTT 1010—Automotive Technology Introduction (Required)	2
AUTT 1020—Automotive Electrical Systems (Required)	7
AUTT 1030—Automotive Brake Systems (Required)	4

Second Term

AUTT 1040—Automotive Engine Performance	7
AUTT 1050—Automotive Suspension and Steering Systems	4
ENGL 1101—Composition and Rhetoric (Required)	3

Third Term

AUTT 1060—Automotive Climate Control Systems	5
Social/Behavioral Sciences elective—Choose one: (Required) <i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, OR HIST 2111</i>	3
Choose One: (Required) COLL 1500—College Success and Career Exploration OR COMP 1000—Introduction to Computer Literacy	3
General Core elective: (Required) Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	3

Fourth Term

AUTT 2010—Automotive Engine Repair	6
Humanities/Fine Arts elective—Choose one: (Required) <i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</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 OR MATH 1103—Quantitative Skills and Reasoning	3

Fifth Term

AUTT 2020—Automotive Manual Drive Train and Axles	4
AUTT 2030—Automotive Automatic Transmissions and Transaxles	5
Specific Occupational electives—Choose one AUTT 1070—Automotive Technology Internship OR AUTT 2100—Automotive Alternative Fuel Vehicles OR WELD 1000—Introduction to Welding Technology	4 (4) (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.**

AT14 Automotive Technology

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 Automotive Technology diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical applications necessary for successful employment. Program graduates receive an Automotive Technology diploma that qualifies them as well-rounded 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 out-services

- EPA certification in mobile air conditioning servicing \$20

(Must be achieved before students complete AUTT 1060, Climate Control)

Note: AUTT 1010 must be completed with a grade of a C or better before entering AUTT 1020.

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

AUTT 1010—Automotive Technology Introduction	2
AUTT 1020—Automotive Electrical Systems	7
AUTT 1030—Automotive Brake Systems	4

Second Term

Choose One: **(Required)**

COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
AUTT 1040—Automotive Engine Performance	7
AUTT 1050—Automotive Suspension and Steering Systems	4

Third Term

ENGL 1010—Fundamentals of English I	3
EMPL 1000—Interpersonal Relations and Prof. Development	2
AUTT 1060—Automotive Climate Control Systems	5
AUTT 2010—Automotive Engine Repair	6

Fourth Term

MATH 1012—Foundations of Mathematics	3
AUTT 2020—Automotive Manual Drive Train and Axles	4
AUTT 2030—Auto Automatic Transmissions and Transaxles	5

AF12 Automotive Fundamentals

Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	40

Program Description

The Automotive Fundamentals diploma program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of automotive mechanics theory and practical applications necessary for successful employment. Program graduates receive an Automotive Fundamentals diploma 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 out-services

- EPA certification in mobile air conditioning servicing \$20

(Must be achieved before students complete AUTT 1060, Climate Control)

Note: AUTT 1010 must be completed with a grade of a C or better before entering AUTT 1020.

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

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

Program Courses

Credits

First Term

AUTT 1010—Automotive Technology Introduction	2
AUTT 1020—Automotive Electrical Systems	7
AUTT 1030—Automotive Brake Systems	4

Choose One: **(Required)**

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

Second Term

AUTT 1040—Automotive Engine Performance	7
AUTT 1050—Automotive Suspension and Steering Systems	4
EMPL 1000—Interpersonal Relations and Prof. Development	2

Third Term

AUTT 1060—Automotive Climate Control Systems	5
MATH 1012—Foundations of Mathematics	3
ENGL 1010—Fundamentals of English I	3

AE41 Auto Electrical/Electronic Systems Technician

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

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

Program Description

This certificate program provides students with the knowledge and skills necessary to diagnose, service, and repair basic electrical/electronic automotive systems as an entry-level technician. Topics covered include automotive shop safety, electrical theory and circuit diagnosis, automotive batteries, starting and charging systems, instrumentation, lighting, and various vehicle accessories.

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

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>
AUTT 1010—Automotive Technology Introduction	2
AUTT 1020—Automotive Electrical Systems	7

ASG1 Automotive Chassis Technician Specialist

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

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

Program Description

The Automotive Chassis Technician Specialist certificate program provides students with skills needed to enter the automotive industry as an entry-level chassis technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, chassis components and types, steering system components and service, alignment theory and procedures, and brake system operation, diagnosis and repair.

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

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	
AUTT 1010—Automotive Technology Introduction	2
AUTT 1020—Automotive Electrical Systems	7

Second Term

AUTT 1030—Automotive Brake Systems	4
AUTT 1050—Automotive Suspension and Steering Systems	4

AH21 Automotive Climate Control 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: 14

Program Description

The Automotive Climate Control Technician certificate program provides students with skills for entering the automotive service industry as an entry-level climate control technician. Topics covered include: basic shop safety, electrical/electronic theory and diagnosis, and the theory, operation, diagnosis and servicing of automotive climate control systems.

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 out-services

- EPA certification in mobile air conditioning servicing \$20

(Must be achieved before students complete AUTT 1060, Climate Control)

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	
AUTT 1010—Automotive Technology Introduction	2
AUTT 1020—Automotive Electrical Systems	7
Second Term	
AUTT 1060—Automotive Climate Control Systems	5

AE51 Automotive Engine Performance 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: 16

Program Description

The Automotive Engine Performance Technician certificate program introduces students to the knowledge and skills they will need as entry-level automotive engine performance technicians. Topics covered include: shop safety, electrical/electronic diagnosis, and diagnosis and service of fuel, ignition, emission, and electronic engine controls.

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

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	
AUTT 1010—Automotive Technology Introduction	2
AUTT 1020—Automotive Electrical Systems	7
Second Term	
AUTT 1040—Automotive Engine Performance	7

AE61 Automotive Engine 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 Automotive Engine Repair Technician certificate program provides the student with entry-level automotive engine repair skills. Topics include: basic shop safety, basic electrical/electronic diagnosis, principles of engine operation, basic engine diagnosis, and basic engine repair procedures.

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

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

AUTT 1010—Automotive Technology Introduction	2
AUTT 1020—Automotive Electrical Systems	7

Second Term

AUTT 2010—Automotive Engine Repair	6
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AA71 Automotive Transmission/Transaxle Tech Specialist

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

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

Program Description

The Automotive Transmission/Transaxle Tech Specialist certificate program provides students with the skills to enter the automotive industry as an entry level transmission, transaxle, and drive line technician. Topics covered include: shop safety, basic electrical/electronic theory and diagnosis, manual transmission/transaxle operation and diagnosis, automatic transmission/transaxle operation and diagnosis, axles operation and diagnosis, differentials operation and diagnosis, and 4WD/AWD systems operation and diagnosis.

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

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

AUTT 1010—Automotive Technology Introduction	2
AUTT 1020—Automotive Electrical Systems	7

Second Term

AUTT 2020—Automotive Manual Drive Train and Axles	4
AUTT 2030—Automotive Automatic Transmissions and Transaxles	5

CA22 Carpentry

Diploma

Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	41

Program Description

The Carpentry diploma program is a sequence of courses that prepares students for careers in the carpentry industry. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of carpentry theory and practical applications necessary for successful employment. Program graduates receive a carpentry diploma and have the qualifications of an entry-level residential carpenter or entry-level commercial carpenter.

Admission Requirements

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

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

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

Program Courses

Credits

First Term

ENGL 1010—Fundamentals of English I	3
COFC 1011—Overview of Building Construction Practices	3
COFC 1020—Professional Tool Use and Safety	3

Choose One: **(Required)**

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

Second Term

MATH 1012—Foundations of Mathematics	3
CARP 1070—Site Layout, Footings and Foundations	3
CARP 1105—Floor and Wall Framing	4
CARP 1110—Ceiling and Roof Framing Covering	4
COFC 1050—Construction Print Reading Fundamentals	3

Third Term

EMPL 1000—Interpersonal Relations and Prof Development	2
CARP 1114—Interior Finishers I	4
CARP 1112—Exterior Finishes and Trim	4
CARP 1190—Interior Finishes II	2

CC71 Cabinet Making Assistant

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 1 term
Minimum Credit Hours for Graduation: 17

Program Description

This certificate introduces the student to the safe use of hand and power tools in relation to cabinet making. Basic cabinet making skills, blueprint reading, and safety will be studied. Graduates of the Cabinet Making Assistant certificate may expect to find entry-level jobs in small, medium, or large cabinet making facilities. Job duties could include cutting parts, building, or installing cabinets.

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>
CABT 1080—Cabinet Design and Layout	3
CABT 1114—Cabinet Components	3
CABT 1116—Cabinet Assembly I	5
COFC 1020—Professional Tool Use and Safety	3
COFC 1050—Construction Print Reading Fundamentals	3

CCW1 Certified Construction Worker

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Certified Construction Worker certificate program offers training in the construction industry providing students with the knowledge and skills they need to work effectively on a construction site. Completion of the program qualifies graduates for entry-level employment. Topics include safety, tool use and safety, materials and fasteners, and construction print reading.

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>
COFC 1011—Overview of Building Construction Practices	3
COFC 1020—Professional Tool Use and Safety	3
COFC 1050—Construction Print Reading Fundamentals	3

FC71 Framing Carpenter

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Framing Carpenter certificate program prepares students for employment as entry-level framing carpenters. Program graduates are trained in the use of hand and power tools, materials, blueprint reading, and floor, wall, ceiling and roof framing.

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

*Other conditions for Admission

Candidates must have completed COFC 1011, COFC 1020, and COFC 1050 with a grade of C or better. The conditions for admission must be completed during the **first term** of entry for this certificate. Then courses listed below are to be completed during the **second term** of entry into this certificate.

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>
CARP 1070—Site Layout, Footings and Foundations	3
CARP 1105—Floor and Wall Framing	4
CARP 1110—Ceiling and Roof Framing and Covering	4

CM12 Construction Management

Diploma
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 4 terms
Minimum Credit Hours for Graduation: 55

Program Description

The Construction Management diploma program is designed for the student who wishes to prepare for a career in some aspect of construction supervision. The diploma program in carpentry provides background skills in several areas of construction. Supervision courses, computer aided drafting, project management, and accounting for construction businesses provide a core of management and supervisory courses leading to a Construction Management 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

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

COFC 1080*—Construction Trades Core OR	4
COFC 1011*—Overview of Building Construction Practices AND	(3)
COFC 1020*—Professional Tool Use and Safety	(3)
COFC 1050—Construction Print Reading Fundamentals	3
CARP 1070—Site Layout, Footings and Foundations	3

Second Term

CMTT 2010—Residential Estimating Review	3
CMTT 2020—Construction Drafting I OR	3
DFTG 1101—CAD Fundamentals	(4)
CMTT 2050—Residential Code Review	3
ENGL 1010—Fundamentals of English I	3

Third Term

CARP 1105—Floor and Wall Framing	4
CARP 1110—Ceiling and Roof Framing Covering	4
CMTT 2130—Computerized Construction Scheduling	3
CMTT 2170—Construction Contracting OR	3
ACCT 2140—Legal Environment of Business	(3)
Occupational Elective	3

Fourth Term

EMPL 1000—Interpersonal Relations and Prof Development	2
MATH 1012—Foundations of Mathematics	3
CARP 1112—Exterior Finishes and Trim	4
CARP 1114—Interior Finishers I	4
CARP 1190—Interior Finishes II	2

***COFC 1080—Construction Trades Core may substitute for COFC 1011—Overview of Building Construction Practices AND COFC 1020—Professional Tool Use and Safety.**

CM71 Construction Management Apprentice

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: 19

Program Description

The Construction Management Apprentice program offers instruction in the fundamentals of construction and management of construction projects. Topics include instruction in basic construction knowledge and skills, construction drafting, costs and materials estimating, inspection practices, and print reading.

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	
COFC 1080*—Construction Trades Core OR	4
COFC 1011*—Overview of Building Construction Practices AND	(3)
COFC 1020*—Professional Tool Use and Safety	(3)
COFC 1050—Construction Print Reading Fundamentals	3
CARP 1070—Site Layout, Footings and Foundations	3
Second Term	
CMTT 2010—Residential Estimating Review	3
CMTT 2020—Construction Drafting I OR	3
DFTG 1101—CAD Fundamentals	(4)
CMTT 2050—Residential Code Review	3

*COFC 1080—Construction Trades Core may substitute for
COFC 1011—Overview of Building Construction Practices **AND**
COFC 1020—Professional Tool Use and Safety.

CM81 Construction Manager

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 2 term
Minimum Credit Hours for Graduation: 15

Program Description

The Construction Manager Technical Certificate of Credit prepares students for entry-level Construction Management supervisory positions. Topics include principles of accounting, estimating review, construction drafting, codes review, computerized scheduling, and construction contracting.

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	
CMTT 2020—Construction Drafting I OR	3
DFTG 1101—CAD Fundamentals	(4)
CMTT 2010—Residential Estimating Review	3
CMTT 2050—Residential Code Review	3
Second Term	
CMTT 2130—Computerized Construction Scheduling	3
ACCT 2140—Legal Environment of Business OR	3
CMTT 2170—Construction Contracting	(3)

CT61 Commercial Truck Driving

Technical Certificate of Credit

Offered at the Flint River Campus, Butts and Jasper Centers

Program Entrance Term: Fall, Spring, Summer

Minimum Length of Program: 1 term

Minimum Credit Hours for Graduation: 9

Program Description

The Commercial Truck Driving certificate program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. At the completion of the program, the student is administered the Georgia CDL Skills exam.

Admission Requirements

- Submit completed application and application fee
- Be at least 18 years of age
- High school diploma or GED are **NOT** required
- Meet assessment requirements
- Seven year MVR

A seven year MVR report with no more than six points in the last three years, no more than four moving violations in the last three years, and have no DUI, open container, or possession of an illegal substance in the last seven years. If convicted of a felony within the last ten years, student must be interviewed by the program coordinator. (A felony may affect licensure and/or employment options.)

Program Admission Requirements

- Must pass USDOT Physical and Drug Screen (five-panel) and alcohol test. (will be given at SCTC during designated class time)
- Must be 18 years old to operate in the state of Georgia (21 to operate nationally)
- Must have valid Georgia Driver's License **and** Class A Combination Vehicle Learner's Permit.
- All above items must be turned into the Program Coordinator two weeks prior to beginning of classes.

A commercial driving disqualification is imposed when a licensee is convicted of two or more serious traffic offenses within a three-year period. A first disqualification is for 60 days and a second or subsequent disqualification is for 120 days per code O.C.G.A. 40-5-151(f) (1).

A "serious traffic violation" includes any of the following offenses when committed while operating a commercial motor vehicle or a non-commercial motor vehicle per code O.C.G.A. 40-5-142(22).

1. Speeding 15 or more miles per hour above the posted speed limit
2. Reckless driving, as defined under state and local law

3. Following another vehicle too closely, as defined under state or local law
4. Improper or erratic lane change
5. Any violation relating to motor vehicle traffic control that involves a fatal crash
6. A railroad grade crossing violation as defined under state law or local ordinance
7. Driving a commercial motor vehicle without obtaining a commercial driver's license
8. Driving a commercial motor vehicle without a valid commercial driver's license in the driver's immediate possession, or
9. Driving a commercial motor vehicle without a commercial driver's license of the proper class and/or endorsements for the specific vehicle being operated or for the passengers or type of cargo transported

Georgia law provides that a commercial driving disqualification must be imposed even if the licensee does not hold a commercial driver's license. This has no impact upon a citizen's non-commercial driving privilege but merely prevents him or her from obtaining a commercial driver's license during the period of disqualification.

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>
CTDL 1010—Fundamentals of Commercial Driving (Required)	3
CTDL 1020—Combination Vehicle Basic Operation and Range Work (Required)	2
CTDL 1030—Combination Vehicle Adv. Operations (Required)	4

DET4 Diesel Equipment Technology

Diploma

Offered at the Flint River Campus and Butts Center

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	47

Program Description

The Diesel Equipment Technology diploma program is a sequence of courses designed to prepare students for careers in the diesel equipment service and repair profession. Learning opportunities enable students to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of truck, heavy equipment, or emergency power generator repair theory and practical application necessary for successful employment depending on the specialization area a student chooses to complete. Program graduates receive a Diesel Equipment Technology diploma that qualifies them as entry-level diesel equipment technicians.

Admission Requirements

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

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

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

Program Courses

Credits

First Term

DIET 1000—Intro to Diesel Tech., Tools, and Safety (Required)	3
DIET 1010—Diesel Electrical and Electronic Systems	7
Choose One: (Required)	
COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	

Second Term

DIET 1030—Diesel Engines	6
DIET 1040—Diesel Truck and Heavy Equipment HVAC Systems	3
MATH 1012—Foundations of Mathematics	3

Third Term

DIET 2010—Truck Brake Systems	4
DIET 2020—Truck Drivetrains	4
EMPL 1000—Interpersonal Relations and Prof Development	2

Fourth Term

DIET 1020—Preventive Maintenance	5
DIET 2000—Truck Steering and Suspension Systems	4
ENGL 1010—Fundamentals of English I	3

DE11 Diesel Electrical and Electronic Systems Technician

Technical Certificate of Credit
Offered at the Flint River Campus and Butts Center

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

Program Description

The Diesel Electrical and Electronic Systems Technician certificate program provides the student with training for becoming an entry level diesel electrical/electronics systems technician. The topics presented include diesel shop safety and tool use, basic electrical and electronics theory, starting and charging systems, and electronic controls and accessory systems.

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>
DIET 1000—Intro to Diesel Tech., Tools, and Safety	3
DIET 1010—Diesel Electrical and Electronic Systems	7

ED21 Engineering Drafting Technician

Technical Certificate of Credit
Offered at the Henry Campus

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

Program Description

The Engineering Drafting Technician TCC prepares students for entry level engineering drafting positions.

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	
DFTG 2010—Engineering Graphics	4
DFTG 2110—Print Reading I	2
Second Term	
DFTG 2020—Visualization and Graphics	3
DFTG 2210—Print Reading II	2
Third Term	
DFTG 1111—Fasteners	4
DFTG 1113—Assembly Drawings	4

ES12 Electrical Systems Technology

Diploma
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 43

Program Description

The Electrical Systems Technology program provides instruction in the inspection, maintenance, installation, and repair of electrical systems in the residential, commercial, and industrial industries. A combination of theory and practical application is emphasized to develop academic, technical, and professional knowledge and skills. Program graduates receive a diploma in Electrical Systems Technology with a specialization in Residential or Industrial Applications.

Admission Requirements

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

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

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

Program Courses Credits

First Term

IDFC 1007—Industrial Safety Procedures	2
IDFC 1011—Direct Current I	3
ELTR 1020—Electrical Systems Basics I	3
MATH 1012—Foundations of Mathematics	3

Choose One: **(Required)**

COLL 1500—College Success and Career Exploration OR	3
COMP 1000—Introduction to Computer Literacy	
EMPL 1000—Interpersonal Relations and Prof Development	2

Second Term

ELTR 1060—Electrical Prints, Schematics, and Symbols	2
ELTR 1080—Commercial Wiring I	5
ELTR 1090—Commercial Wiring II	3
ELTR 1180—Electrical Controls	4

Third Term

ENGL 1010—Fundamentals of English I	3
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And completion of one of the following specializations

Electrical Construction and Maintenance Specialization

ELTR 1205—Residential Wiring I	3
ELTR 1210—Residential Wiring II	3
Specific Occupational Guided elective	4-5

OR

Industrial Electrical Technology Specialization

ELTR 1220—Industrial PLCs	4
ELTR 1250—Diagnostic Troubleshooting	2
ELTR 1270—National Electrical Code Industrial Applications	4

Specific Occupational Guided Electives—Choose one

ELTR 1525—Photovoltaic Systems	5
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OR

Any course from the following with a minimum of four (4) credit hours

IDSY
ELTR
AIRC

IE31 Industrial Electrical Controls

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

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

Admission Requirements

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

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

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

Program Courses

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

ET51 Electrical Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Electrical Technician technical certificate of credit provides training in basic electrical wiring skills enabling students to gain entry-level employment in the construction and maintenance industry. Topics include basic electrical principles and practices, blueprint interpretation, industrial safety procedures, and residential wiring operations.

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	
MATH 1012—Foundations of Mathematics	3
ELTR 1020 — Electrical Systems Basics I	3
IDFC 1007—Industrial Safety Procedures	2
IDFC 1011—Direct Current I	3
Second Term	
ELTR 1060—Electrical Prints, Schematics, and Symbols	2
ELTR 1205—Residential Wiring I	3
ELTR 1210—Residential Wiring II	3

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

EL11 Electrical Lineworker

Technical Certificate of Credit
Offered at the Flint River Campus and Butts Center

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

Program Description

The Electrical Lineworker certificate program provides students with the necessary knowledge and skill to gain employment as an entry-level lineworker with electrical utility companies, both public and private. Topics include lineworker organization principles, lineworker workplace skills, lineworker automations skills, and lineworker occupational skills.

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

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	
ELCR 1800—Electrical Lineworker Organization Principles	3
ELCR 1820—Electrical Lineworker Workplace Skills	2
ELCR 1840—Electrical Lineworker Automation Skills	2
ELCR 1860—Electrical Lineworker Occupational Skills	5

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 Computer Literacy

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

Natural Sciences/Mathematics elective—Choose one: **(Required)** 3
MATH 1103—Quantitative Skills and Reasoning **OR**
MATH 1111—College Algebra

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

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)

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 COMP 1000—Introduction to Computer Literacy	3
ENGL 1010—Fundamentals of English I	3
HORT 1000—Horticulture Science	3
HORT 1010—Woody Ornamental Plant Identification	3

Second Term

MATH 1012—Foundations of Mathematics	3
HORT 1020—Herbaceous Plant Identification	3
HORT 1080—Pest Management	3
HORT XXXX—Horticulture elective	3-4

Third Term

Choose one of the following:

EMPL 1000—Interpersonal Relations and Prof. Development OR PSYC 1010—Basic Psychology OR PSYC 1101—Introductory Psychology	2 (3) (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 (Maximum of one (1) non-HORT course)	3

GC31 Garden Center Technician

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	12

Program Description

The Garden Center Technician certificate prepares graduates with the fundamental horticulture skills for positions in the nursery and garden center environment. The curriculum emphasizes plant identification and use, pest management, and business concepts that apply to nursery and retail centers.

Admission Requirements

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

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

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

***Completion time: two terms (Full time schedule is not available for this program due to the seasonal requirements for certain courses.)**

<u>Program Courses</u>	<u>Credits</u>
First Term (offered in the fall)	
HORT 1010—Woody Ornamental Plant Identification	3
HORT 1080—Pest Management	3
Second Term (offered in the spring)	
HORT 1020—Herbaceous Plant Identification	3
HORT 1140—Horticulture Business Management	3

LS11 Landscape Specialist

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Landscape Specialist certificate prepares graduates with fundamental skills for positions in landscape management, grounds keeping, and landscape installation. The key concepts include plant identification, plant care, pruning techniques, basic lawn care, pest management, equipment safety, and knowledge of associated fertilizers and chemicals.

Admission Requirements

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

If learning support courses are required based on Compass test scores, then learning support courses must be completed concurrent or prior to enrollment in occupational courses.

Students may enroll in occupational courses upon receiving provisional or regular admission status.

Approximate additional costs other than tuition, fees, and textbooks

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

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

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

***Completion time: two terms (Full time schedule is not available for this program due to the seasonal requirements for certain courses.)**

<u>Program Courses</u>	<u>Credits</u>
First Term (offered in the fall)	
HORT 1000—Horticulture Science	3
HORT 1010—Woody Ornamental Plant Identification	3
Second Term (offered in the spring)	
HORT 1080—Pest Management	3
HORT 1070—Landscape Installation	4
HORT 1120—Landscape Management	4

SUA1 Sustainable Urban Agriculture Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

This program prepares the student for a career in sustainable, small scale food production that integrates economic profitability and environmental stewardship. Courses provide hands-on experience in the fundamentals of plant production and marketing, giving the student a complete knowledge of the sustainable farmer's market system.

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	
HORT 1080—Pest Management	3
HORT 1100—Introduction to Sustainable Agriculture	3
HORT 1110—Small Scale Food Production	4
HORT 1140—Horticulture Business Management	3
HORT XXXX—Horticulture elective	3
Second Term	
HORT 1410—Soils	3

TM21 Turfgrass Maintenance Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

Turfgrass management is the study of the science and culture of fine grasses that are used on golf courses, athletic fields, home lawns, and other areas requiring an attractive but functional groundcover. Increasing interest in outdoor recreational activities as well as aesthetically appealing landscaped areas has created a demand for professional turfgrass maintenance.

Admission Requirements

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

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

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

<u>Program Courses</u>	<u>Credits</u>
HORT 1080—Pest Management	3
HORT 1310—Irrigation and Water Management	4
HORT 1330—Turfgrass Management	4
HORT 1410—Soils	3

IS13 Industrial Systems Technology

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

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 4 terms
Minimum Credit Hours for Graduation: 63

Program Description

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

Admission Requirements

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

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

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

<u>Program Courses</u>	<u>Credits</u>
First Term	
IDSY 1101—DC Circuit Analysis	3
IDSY 1105—AC Circuit Analysis	3
IDSY 1170—Industrial Mechanics	4
Natural Sciences/Mathematics—Choose one of the following	3
MATH 1111—College Algebra OR	
MATH 1100*—Quantitative Skills and Reasoning OR	
MATH 1101—Mathematical Modeling OR	
MATH 1103—Quantitative Skills and Reasoning	
ENGL 1101—Composition and Rhetoric (Required)	3
Second Term	
Social/Behavioral Sciences elective—Choose one: (Required)	3
<i>ECON 1101, PSYC 1101, SOCI 1101, POLS 1101, HIST 1111 OR HIST 2111</i>	
IDSY 1110—Industrial Motor Controls I	4
IDSY 1130—Industrial Wiring	4
IDSY 1190—Fluid Power Systems	4
Third Term	
Humanities/Fine Arts elective—Choose one: (Required)	3
<i>HUMN 1101, MUSC 1101, ARTS 1101, ENGL 2130, OR THEA 1101</i>	
IDSY 1120—Basic Industrial PLCs	4
IDSY 1195—Pumps and Piping Systems	3
IDSY 1210—Industrial Motor Controls II	4
General Core elective: (Required)	3
Choose one non-repetitive course from Area I, II, III, or IV (see page 6)	
Fourth Term	
Specific Occupational electives	11
IDSY 1220—Intermediate Industrial PLCs	4
Specific Occupational Electives—Choose 11 credit hours	
IDSY 1230—Industrial Instrumentation	4
IDFC 1007—Industrial Safety Procedures	2
OR	
Any course(s) from following	
AIRC	
CIST	
COMP OR COLL	
DFTG	
ELCR	
ELTR	
IDFC	
IDSY	
MCHT	
WELD	

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

IST4 Industrial Systems Technology

Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	4 terms
Minimum Credit Hours for Graduation:	46

Program Description

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

Admission Requirements

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

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

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

Program Courses

Credits

First Term

IDSY 1101—DC Circuit Analysis	3
IDSY 1105—AC Circuit Analysis	3
IDSY 1170—Industrial Mechanics	4

Choose one of the following mathematics courses

MATH 1012—Foundations of Mathematics OR	3
MATH 1013—Algebraic Concepts	

Second Term

IDSY 1110—Industrial Motor Controls I	4
IDSY 1130—Industrial Wiring	4
IDSY 1190—Fluid Power Systems	4

Third Term

ENGL 1010—Fundamentals of English I	3
EMPL 1000—Interpersonal Relations and Prof Development	2
IDSY 1120—Basic Industrial PLCs	4
IDSY 1195—Pumps and Piping Systems	3

Fourth Term

Specific Occupational electives	9
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Specific Occupational Electives—Choose 9 credit hours

IDSY 1210—Industrial Motor Controls II	4
IDSY 1220—Intermediate Industrial PLCs	4
IDSY 1230—Industrial Instrumentation	4
IDFC 1007—Industrial Safety Procedures	2

OR

Any course(s) from following

AIRC
CIST
COMP OR COLL
DFTG
ELCR
ELTR
IDFC
IDSY
MCHT
WELD

IE41 Industrial Electrician

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

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	2 terms
Minimum Credit Hours for Graduation:	10

Program Description

The Industrial Electrician technical certificate of credit prepares students for employment using basic electrical maintenance skills. Instruction is provided in the occupational areas of industrial safety, direct and alternating current principles, and industrial wiring.

Admission Requirements

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

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

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

Program Courses

	<u>Credits</u>
First Term	
IDSY 1101—DC Circuit Analysis	3
IDSY 1105—AC Circuit Analysis	3
Second Term	
IDSY 1130—Industrial Wiring	4

IF11 Industrial Fluid Power Technician

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

Program Entrance Term:	Fall, Spring
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	11

Program Description

The Industrial Fluid Power Technician certificate program prepares students to inspect, maintain, service, and repair industrial mechanical systems, fluid power systems, and pumps and piping systems. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance.

Admission Requirements

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

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

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

Program Courses

	<u>Credits</u>
First Term	
IDSY 1170—Industrial Mechanics	4
Second Term	
IDSY 1190—Fluid Power Systems	4
Third Term	
IDSY 1195—Pumps and Piping Systems	3

IM41 Industrial Motor Control Technician

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

Program Entrance Term: Fall, Spring
Minimum Length of Program: 2 terms
Minimum Credit Hours for Graduation: 12

Program Description

The Industrial Motor Control Technician technical certificate of credit provides training in the maintenance of industrial motor controls. Topics include DC and AC motors, basic, advanced, and variable speed motor controls, and magnetic starters and braking.

Admission Requirements

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

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

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

<u>Program Courses</u>	<u>Credits</u>
First Term	
IDSY 1110—Industrial Motor Controls I	4
IDSY 1130—Industrial Wiring	4
Second Term	
IDSY 1210—Industrial Motor Controls II	4

MT21 Mechatronics Technician

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

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

Program Description

The Mechatronics Technician TCC is designed to provide students with entry level understanding and skills to perform duties on Mechatronic equipment and industrial automation. Topics include safety procedures, mechanics, fluid power, and pumps and piping system maintenance. Students will obtain knowledge which will provide an understanding of the basic technologies used in industry to achieve automated processes.

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>
Mobile App Developer Curriculum	
First Term	
IDSY 1005—Introduction to Mechatronics	4
IDSY 1170—Industrial Mechanics	4
IDSY 1190—Fluid Power Systems	4

PC81 Programmable Control Technician

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

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 12

Program Description

The Programmable Controller Technician certificate program offers specialized training in programmable controllers. Topics include motor control fundamentals and instruction in basic and advanced PLCs.

Admission Requirements

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

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

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

<u>Program Courses</u>	<u>Credits</u>
First Term	
IDSY 1110—Industrial Motor Controls I	4
Second Term	
IDSY 1120—Basic Industrial PLCs	4
Third Term	
IDSY 1220—Intermediate Industrial PLCs	4

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

Credits

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 Computer Literacy	3
MATH 1112—College Trigonometry	3
MATH 1113—Precalculus	3

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

Credits

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 <i>MATH 1013/1015 Cluster</i> (3 credits each)	(3)
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 Computer Literacy	3
MATH 1112—College Trigonometry	3
MATH 1113—Precalculus	3

CS51 CNC Specialist

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The CNC Specialist technical certificate of credit program provides training for graduates to gain employment as CNC machine tool technicians. Topics include CNC fundamentals, mill and lathe manual programming, CNC practical applications, and CAD/CAM programming. The program emphasizes a combination of CNC theory and practical application necessary for successful employment.

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 completed the Machine Tool Technology degree or diploma program, or have program advisor approval.**

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	
AMCA 2110—CNC Fundamentals	3
AMCA 2130—CNC Mill Manual Programming	5
AMCA 2150—CNC Lathe Manual Programming	5
Second Term	
AMCA 2170—CNC Practical Applications	3
AMCA 2190—CAD/CAM Programming	4

LP11 Lathe Operator

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Lathe Operator certificate program prepares students to use lathes, lathe set up, and lathe tool grinding. Emphasis is placed on cutting threads, boring holes to precise measurements, and cutting tapers. Topics include an introduction to machine tool technology, blueprint reading for machine tool, and basic and advanced lathe operations.

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>
MCHT 1011—Introduction to Machine Tool	4
MCHT 1012—Blueprint for Machine Tool	3
MCHT 1119—Lathe Operations I	3
MCHT 1219—Lathe Operations II	3

MP11 Mill Operator

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Mill Operator certificate program teaches students to effectively operate milling machinery. Students become proficient in blueprint reading, general mathematical operations, and are provided the necessary knowledge and skills to obtain employment as a milling machinist.

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>
MCHT 1011—Introduction to Machine Tool	4
MCHT 1012—Blueprint for Machine Tool	3
MCHT 1120—Mill Operations I	3
MCHT 1220—Mill Operations II	3

PT32 Plumbing and Pipefitting 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 Plumbing and Pipefitting Technology program of study is a sequence of courses that prepares students for careers in plumbing, pipefitting, and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of plumbing and pipefitting theory and practical application necessary for successful employment. Program graduates receive a Plumbing and Pipefitting Technology diploma and have the qualification of an apprentice plumber or pipefitter.

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.

Complete of ONE of the following specializations:

Plumbing Specialization

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
Choose One: (Required)	
EMPL 1000—Interpersonal Relations/Prof. Development OR	2
PSYC 1010—Basic Psychology	(3)
Second Term	
COFC 1080—Construction Trades Core	4
PLBG 1005—Plumbing Fundamentals I	4
PLBG 1015—Plumbing Fundamentals II	4
Third Term	
PLBG 1025—Intermediate Plumbing I	4
PLBG 1035—Intermediate Plumbing II	4
PLBG 1045—Advanced Plumbing Concepts I	4
Fourth Term	
PLBG 1055—Advanced Plumbing Concepts II	5
PLBG 1065—Specialty Plumbing Applications	4
Occupational Related Electives	3
Plumbing Specialization Electives:	
COFC 1050—Construction Print Reading Fundamentals	3
PLBG 1330—Plumbing Codes	3

OR

Pipefitting Specialization

Program Courses	Credits
First Term	
ENGL 1010—Fundamentals of English I	3
MATH 1012—Foundations of Mathematics	3
Choose One: (Required)	
EMPL 1000—Interpersonal Relations/Prof. Development OR	2
PSYC 1010—Basic Psychology	(3)
Second Term	
COFC 1080—Construction Trades Core	4
PPFT 1010—Introduction to Industrial Pipefitting	3
PPFT 1020—Pipe Systems Installation and Assembly	3
Third Term	
PPFT 1030—Socket and Butt Weld Pipe Fabrication	4
PPFT 1040—Equipment-Slings and Crane Riggings	3
PPFT 1050—Testing Procedures	3
Fourth Term	
PPFT 1060—Advanced Pipe Fabrication	4
PPFT 1070—Special Piping	4
Occupational Related Electives	6
Pipefitting Specialization Electives:	
PLBG 1005—Plumbing Fundamentals I	4
PLBG 1015—Plumbing Fundamentals II	4
WELD 1005—Welding and Cutting Fundamentals	3
WELD 1015—Shielded Metal Arc Welding I	4

BP11 Plumbers Assistant

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Plumbers Assistant program of study is a sequence of courses that prepares students for entry level careers in plumbing and related fields. The program emphasis a combination of plumbing theory and practical application necessary for successful employment. Program graduates receive a Plumbers Assistant Certificate of Completion and have the qualification of an entry level plumber's assistant.

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>
COFC 1080—Construction Trades Core	4
PLBG 1005—Plumbing Fundamentals I	4
PLBG 1015—Plumbing Fundamentals II	4

PT11 Plumbing Technician

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term:	Fall, Spring, Summer
Minimum Length of Program:	3 terms
Minimum Credit Hours for Graduation:	33

Program Description

The Plumbing Technician program of study is a sequence of courses that prepares students for careers in plumbing and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of plumbing theory and practical application necessary for successful employment. Program graduates receive a Plumbing Technician certificate and have the qualification of an apprentice plumber.

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	
COFC 1080—Construction Trades Core	4
PLBG 1005—Plumbing Fundamentals I	4
PLBG 1015—Plumbing Fundamentals II	4
Second Term	
PLBG 1025—Intermediate Plumbing I	4
PLBG 1035—Intermediate Plumbing II	4
PLBG 1045—Advanced Plumbing Concepts I	4
Third Term	
PLBG 1055—Advanced Plumbing Concepts II	5
PLBG 1065—Specialty Plumbing Applications	4

IPT1 Intermediate Plumbing Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Intermediate Plumbing Technician program of study is a sequence of courses that builds on fundamental plumbing skills. The program emphasizes a combination of plumbing theory and practical application necessary for successful employment. Prior to enrolling in this program, students must have a thorough understanding of basic plumbing fundamentals. Program graduates receive an Intermediate Plumbing Technician Certificate of Completion and have the qualification of a plumbing technician.

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>
COFC 1080—Construction Trades Core	4
PLBG 1025—Intermediate Plumbing I	4
PLBG 1035—Intermediate Plumbing II	4

AP61 Advanced Plumbing Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Advanced Plumbing Technician program of study is the culmination of a series of plumbing trades programs. The program emphasizes a combination of plumbing theory and practical application necessary for successful employment in the plumbing trade. Program graduates earn an Advanced Plumbing Technician certificate and have the qualifications of an apprentice plumber.

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

Advanced Plumbing Technician (AP61), Plumbing Technology (IP31), and Advanced Pipefitting Technician (AM71) are embedded TCC's of the Plumbing and Pipefitting Technology Diploma (PT32). Students must be enrolled in the Plumbing and Pipefitting Technology Diploma (PT32) to receive the Advanced Plumbing Technician (AP61), Pipefitting Technology (IP31), and Advanced Pipefitting Technician (AM71) TCC's.

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>
PLBG 1045—Advanced Plumbing Concepts I	4
PLBG 1055—Advanced Plumbing Concepts II	5
PLBG 1065—Specialty Plumbing Applications	4

PT31 Pipefitting Technology

Technical Certificate of Credit
Offered at the Griffin Campus

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 28

Program Description

The Pipefitting Technology program of study prepares students for careers in pipefitting and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of pipefitting theory and practical application necessary for successful employment. Program graduates receive a Pipefitting Technology Technician Technical Certificate of Credit and have the qualifications of a pipefitter.

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	
COFC 1080—Construction Trades Core	4
PPFT 1010—Introduction to Industrial Pipefitting	3
PPFT 1020—Pipe Systems Installation and Assembly	3
Second Term	
PPFT 1030—Socket and Butt Weld Pipe Fabrication	4
PPFT 1040—Equipment-Slings and Crane Riggings	3
PPFT 1050—Testing Procedures	3
Third Term	
PPFT 1060—Advanced Pipe Fabrication	4
PPFT 1070—Special Piping	4

BP21 Basic Pipefitter

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Basic Pipefitter program of study is a sequence of courses that prepares students for careers in pipefitting and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of pipefitting theory and practical application necessary for successful employment. Program graduates receive a Basic Pipefitter Technical Certificate of Credit and have the qualification of an apprentice pipefitter.

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>
COFC 1080—Construction Trades Core	4
PPFT 1010—Introduction to Industrial Pipefitting	3
PPFT 1020—Pipe Systems Installation and Assembly	3

IP31 Intermediate Pipefitting Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Intermediate Pipefitting Technician program of study is the second program in a sequence of courses that prepares students for careers in pipefitting and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of pipefitting theory and practical application necessary for successful employment. Program graduates receive an Intermediate Pipefitting Technician Technical Certificate of Credit and have the qualification of an entry-level pipefitter.

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

Advanced Plumbing Technician (AP61), Plumbing Technology (IP31), and Advanced Pipefitting Technician (AM71) are embedded TCC's of the Plumbing and Pipefitting Technology Diploma (PT32). Students must be enrolled in the Plumbing and Pipefitting Technology Diploma (PT32) to receive the Advanced Plumbing Technician (AP61), Pipefitting Technology (IP31), and Advanced Pipefitting Technician (AM71) TCC's.

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>
PPFT 1030—Socket and Butt Weld Pipe Fabrication	4
PPFT 1040—Equipment-Slings and Crane Riggings	3
PPFT 1050—Testing Procedures	3

AM71 Advanced Pipefitting Technician

Technical Certificate of Credit
Offered at the Griffin Campus

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

Program Description

The Advanced Pipefitting Technician program of study is the last program in a sequence of courses that prepares students for careers in pipefitting and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasis a combination of pipefitting theory and practical application necessary for successful employment. Program graduates receive an Advanced Pipefitting Technician Technical Certificate of Credit and have the qualification of a pipefitter.

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

Advanced Plumbing Technician (AP61), Plumbing Technology (IP31), and Advanced Pipefitting Technician (AM71) are embedded TCC's of the Plumbing and Pipefitting Technology Diploma (PT32). Students must be enrolled in the Plumbing and Pipefitting Technology Diploma (PT32) to receive the Advanced Plumbing Technician (AP61), Pipefitting Technology (IP31), and Advanced Pipefitting Technician (AM71) TCC's.

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>
PPFT 1060—Advanced Pipe Fabrication	4
PPFT 1070—Special Piping	4

Choose ONE pair of the following:

Plumbing	
PLBG 1005—Plumbing Fundamentals I	4
PLBG 1015—Plumbing Fundamentals II	4
OR	

Welding:	
WELD 1005—Welding and Cutting Fundamentals	3
WELD 1015—Shielded Metal Arc Welding I	4

WA12 Welding and Joining Technician

Diploma

Offered at the Griffin and Flint River Campuses

Program Entrance Term: Fall, Spring, Summer
Minimum Length of Program: 3 terms
Minimum Credit Hours for Graduation: 40

Program Description

The Welding and Joining Technician diploma prepares students for careers in the welding industry. Program learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Program graduates receive a Welding Technology diploma, have qualifications of a welding technician, and are prepared to take qualification tests required by industry. The program emphasizes welding theory and practical application necessary for successful employment.

Admission Requirements

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

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

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

Program Courses

Credits

First Term

COFC 1080—Construction Trades Core	4
WELD 1015—Shielded Metal Arc Welding I	4
WELD 1025—Shielded Metal Arc Welding II	3

Choose one of the following course cluster

WELD 1005/1035 Cluster

WELD 1005—Welding and Cutting Fundamentals AND	3
WELD 1035—Gas Metal and Flux-Cored Arc Welding	3

OR

WELD 1007/1037 Cluster

WELD 1007—Welding Technology Fundamentals AND	3
WELD 1037—GMAW and FCAW Welding	4

Second Term

WELD 1045—Gas Tungsten Arc Welding I	3
WELD 1085—SMAW Stainless Steel Groove Welds	3
MATH 1012—Foundations of Mathematics	3
ENGL 1010—Fundamentals of English I	3

Third Term

EMPL 1000—Interpersonal Relations and Prof. Development	2
WELD 1125—GMAW and GTAW Aluminum Plate Welds	3
Specific Occupational Elective	3-4
Specific Occupational Elective	3-4

Specific Occupational Electives:

WELD 1055—Shielded Metal Arc Welding Pipe Welds	3
WELD 1065—GMAW and FCAW Pipe Welds	4
WELD 1075—Gas Tungsten Arc Welding Pipe Welding	4
WELD 1151—Fabrication Processes	3

SM21 Shielded Metal Arc Welding

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

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

Program Description

The Shielded Metal Arc Welding certificate program prepares students for careers in the welding industry. This certificate emphasizes instruction in shielded metal arc welding in the overhead, horizontal, and vertical positions.

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>
COFC 1080—Construction Trades Core	4
WELD 1015—Shielded Metal Arc Welding I	4

Choose one of the following electives

WELD 1005—Welding and Cutting Fundamentals OR	3
WELD 1007—Welding Technology Fundamentals	(3)

GM21 Gas Metal Arc Welding

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

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

Program Description

The Gas Metal Arc Welding certificate program prepares students for welding careers in the MIG process. Topics include welding and cutting fundamentals, oxyfuel cutting techniques, and MIG welding techniques and processes.

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>
COFC 1080—Construction Trades Core	4

Choose one of the following course cluster

WELD 1005/1035 Cluster

WELD 1005—Welding and Cutting Fundamentals AND	3
WELD 1035—Gas Metal and Flux-Cored Arc Welding	3

OR

WELD 1007/1037 Cluster

WELD 1007—Welding Technology Fundamentals AND	3
WELD 1037—GMAW and FCAW Welding	4

GT31 Gas Tungsten Arc Welding

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

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

Program Description

The Gas Tungsten Arc Welding certificate program provides instruction in TIG welding techniques. Topics include understanding the nature and culture of the welding industry, oxyfuel cutting techniques, and TIG welding processes.

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>
COFC 1080—Construction Trades Core	4
WELD 1045—Gas Tungsten Arc Welding I	3

Choose one of the following electives

WELD 1005—Welding and Cutting Fundamentals OR	3
WELD 1007—Welding Technology Fundamentals	(3)

VSM1 Vertical Shielded Metal Arc Welder Fabricator

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

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

Program Description

The Vertical Shielded Metal Arc Welding Fabricator technical certificate of credit prepares students for careers in shielded metal arc welding fabrication.

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>
WELD 1050—Horizontal Shielded Metal Arc Welding	4
WELD 1060—Vertical Shielded Metal Arc Welding	4

Program Elective (Choose one of the following)

WELD 1030—Blueprint Reading for Welding Technology OR	3
WELD 1040—Flat Shielded Metal Arc Welding OR	(4)
WELD 1153—Flux Cored Arc Welding OR	(4)
WELD 1154—Plasma Cutting OR	(3)
WELD 1156—Ornamental Iron Works	(3)

PW11 Pipe Welder

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: 9

Program Description

The Pipe Welder technical certificate of credit prepares the student for SMAW, GMAW, FCAW, and GTAW welding of open-root pipe joints on carbon steel in all positions. The courses align with select modules in NCCER Level III welding curricula.

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>
WELD 1150—Advanced Gas Tungsten Arc Welding	3
WELD 1151—Fabrication Processes	3
WELD 1152—Pipe Welding	3

Course Abbreviations

Southern Crescent Technical College uses the following abbreviations to identify courses.

ACCT - Accounting	FRSC - Fire Science
ACRP - Automotive Collision Repair	HACE - Housing and Consumer Economics
AIRC - Air Conditioning Technology	HECT - Health Care Technician
ALHS - Allied Health Science	HIST - History
AMCA - Advanced Machine Tool	HORT - Horticulture Science
ARTS - Art	HUMN - Humanities
AUTT - Automotive Technology	IDFC - Industrial Fundamental Courses
BFMT - Building and Facilities Maintenance	IDSY - Industrial Systems Technology
BIOL - Biology	LOGI - Logistics
BUSN - Business Technology	MAST - Medical Assisting
CABT - Cabinetmaking	MATH - Mathematics
CARP - Carpentry	MCHT - Machine Tool Technology
CHEM - Chemistry	MGMT - Business Management
CIST - Computer Information Systems	MKTG - Marketing Management
CMTT - CMT	MRIM - Medical Resonance Imaging
COFC - Construction Fundamental Core	MUSC - Music
COLL - College Life	NAST - Nursing Assistant
COMM - Communications	ORTT - Orthopaedic Technology
COMP - Introduction to Computer Literacy	PARA - Paralegal Studies
COSM - Cosmetology	PHAR - Pharmacy Technology
CRJU - Criminal Justice Technology	PHLT - Phlebotomy Technician
CSSP - Central Sterile Supply Processing	PHOT - Photography
CTDL - Commercial Truck Driving	PHYS - Physics
CUUL - Culinary Arts	PLBG - Plumbing
DENA - Dental Assisting	PNSG - Practical Nursing
DFTG - Drafting Technology	POLS - Political Science
DIET - Diesel Equipment Technology	PPFT - Pipefitting
ECCE - Early Childhood Care and Education	PSYC - Psychology
ECGT - Electrocardiography Technology	RADT - Radiologic Technology
ECMT - Electrical Construction and Maintenance	READ - Reading
ECON - Economics	RESP - Respiratory Care
ELCR - Electronics Technology	RNSG - Registered Nursing
ELTR - Electrical Technology	SCMA - Supply Chain Management
EMPL - Job Acquisition Skills	SOCI - Sociology
EMSP - Emergency Medical Services Professions	SPCH - Speech
ENGL - English	SURG - Surgical Technology
FILM - Film Production	THEA - Theatre
FOSC - Forensic Science Technology	WELD - Welding

Course Descriptions

Opposite each course title is printed the number of term credit hours awarded for the successful completion of the course.

Specified courses in degree/diploma/technical certificate of credit programs of study may require a grade of C or higher as stated in the program description or course description sections of the College catalog. A grade of C or higher is required for a specific course that is a pre-requisite to a more advanced course. A minimum of a 2.0 grade point average in the program curriculum is required to graduate.

Pre-requisites must be taken before the listed course. Co-requisites may be taken with the listed course.

ACCT Accounting

ACCT 1100 - Financial Accounting I (4)

(Pre-requisites: Program Admission)

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

ACCT 1105 - Financial Accounting II (4)

(Pre-requisites: Instructor approval for Provisional Students and ACCT 1100 - Financial Accounting I with a grade of "C" or better.)

Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation. Topics include: Fixed and Intangible Assets, Current and Long-Term Liabilities (Notes Payable), Payroll, Accounting for a Partnership, Accounting for a Corporation, Statement of Cash Flows, and Financial Statement Analysis, Laboratory work demonstrates theory presented in class.

ACCT 1115 - Computerized Accounting (3)

(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better, ACCT 1100 - Financial Accounting I with a grade of "C" or better)

Emphasizes operation of computerized accounting systems from manual input forms. Topics include: company creation (service and merchandising), chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, and financial reports. Laboratory work includes theoretical and technical application.

ACCT 1120 - Spreadsheet Applications (4)

(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better)

This course covers the knowledge and skills to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and collaborating and securing data.

ACCT 1125 - Individual Tax Accounting (3)

(Pre-requisites: None)

Provides instruction for the preparation of individual federal income tax returns. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACCT 1130 - Payroll Accounting (3)

(Pre-requisites: ACCT 1100 - Financial Accounting I with a grade of "C" or better)

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACCT 2000 - Managerial Accounting (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 2100 - Accounting Internship I (4)

(Pre-requisites: All non-elective courses required for program completion with a grade of "C" or better and instructor approval.)

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

ACCT 2105 - Accounting Internship II (8)

(Pre-requisites: All non-elective courses required for program completion with a grade of "C" or better and instructor approval.)

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

ACCT 2110 - Accounting Simulation (3)
(Pre-requisites: Advisor Approval, ACCT 1105 - Financial Accounting II with a grade of "C" or better and ACCT 1120 - Spreadsheet Applications with a grade of "C" or better)
Students assume the role of a business owner where he/she can directly experience the impact and importance of accounting in a business. At the end of the simulation course, the student will have completed the entire accounting cycle for a service business, merchandising business and a corporation using an Accounting Information System software (different from software used in ACCT 1115-Computerized Accounting). Emphasis placed on providing students with real-world opportunities for the application and demonstration of accounting skills by using Simulation Projects will enable them to build a foundation for understanding and interpreting financial statements. Topics include company creation, chart of accounts, customers transactions, vendors transactions, banking activities, merchandise inventory, employees and payroll, financial statements, preparation of payroll tax forms and preparation of income tax forms. Laboratory work includes theoretical and technical application.

ACCT 2115 - Bookkeeper Certification Review (3)
(Pre-requisites: Advisor Approval OR
ACCT 1100 - Financial Accounting I with a grade of "C" or better
ACCT 1105 - Financial Accounting II with a grade of "C" or better
ACCT 1130 - Payroll Accounting with a grade of "C" or better)
Reviews the topics of adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal controls and fraud prevention. Prepares the students to take certification testing.

ACCT 2120 - Business Tax Accounting (3)
(Pre-requisites: ACCT 1100 - Financial Accounting I with a grade of "C" or better)
Provides instruction for preparation of both state and federal partnership, corporation and other business tax returns. Topics include: organization form, overview of taxation of partnership, special partnership issues, corporate tax elections, adjustments to income and expenses, tax elections, forms and schedules, tax credits, reconciliation of book and tax income, tax depreciation methods and tax calculations.

ACCT 2125 - Capstone Review Course of Accounting Principles (3)
(Pre-requisites: Advisor Approval
ACCT 1100 - Financial Accounting I with a grade of "C" or better
ACCT 1125 - Individual Tax Accounting with a grade of "C" or better
ACCT 1130 - Payroll Accounting with a grade of "C" or better)
Guides the student in dealing with ethics, internal control, fraud and financial statement analysis in the accounting environment which will require students to confront and resolve accounting problems by integrating and applying skills and techniques acquired from previous courses. Will prepare students in developing a personal code of ethics by exploring ethical dilemmas and pressures they will face as accountants. Will help the student understand financial statement analysis and the relation to fraud, and fraud detection. Will prepare the student for the ACAT Comprehensive Examination for Accreditation in Accountancy.

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.

ACCT 2140 - Legal Environment of Business (3)
(Pre-requisites: Program Admission)
Introduces law and its relationship to business. Topics include: legal ethics, legal processes, business contracts, business torts and crimes, real and personal property, agency and employment, risk-bearing devices, and Uniform Commercial Code.

ACCT 2145 - Personal Finance (3)
(Pre-requisites: None)
Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

ACCT 2150 - Principles of Auditing (3)
(Pre-requisites: ACCT 1105 - Financial Accounting II with a grade of "C" or better.)
Introduces the student to the auditor responsibilities in the areas of professional standards, reports, ethics and legal liability. Students learn about the technology of auditing; evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally procedures related to attest engagements and internal auditing are reviewed.

ACCT 2155 - Principles of Fraud Examination (3)
(Pre-requisites: Program Admission)
Provides instruction of the basic principles and theories of occupational fraud. Topics include: fraud concepts, skimming, cash larceny, billing schemes, check tampering, payroll schemes, expense reimbursement schemes, register disbursement schemes, non-cash assets fraud, corruption schemes, and accounting principles and fraud.

ACCT 2250 - Representation and Specialized Returns (3)
Pre-requisites: ACCT 1125 - Individual Tax Accounting with a grade of "C" or better AND ACCT 2120 - Business Tax Accounting with a grade of "C" or better
This course prepares students to take the Enrolled Agent Examination focusing on representation and specialized returns.

ACRP Automotive Collision Repair

ACRP 1000 - Introduction to Auto Collision Repair (4)
(Pre-requisites: Provisional Admission)
This course provides instruction in procedures and practices necessary for safe and compliant operation of auto collision repair facilities. It introduces vehicle construction types and the parts identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair tasks.

ACRP 1005 - Automobile Component Repair and Replacement (4)
(Pre-requisites: None Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better)
This course provides instruction in removal and replacement methods of a variety of non-structural cosmetic and safety features of the automobile as well as bolt-on body panels.

ACRP 1010 - Foundations of Collision Repair (5)

(Pre-requisites: None)

Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better AND ACRP 1005 - Automobile Component Repair and Replacement with a grade of "C" or better
This course introduces the materials, tools, and operations required to repair minor collision damage and it provides instruction in non-metallic auto body repair techniques.

ACRP 1015 - Fundamentals of Automotive Welding (4)

(Pre-requisites: Program Admission)

Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better)

This course introduces welding and cutting procedures used in auto collision repair. Emphasis will be placed on MIG welding techniques through a variety of different procedures.

ACRP 1017 - Mechanical and Electrical Systems I (4)

(Pre-requisites: Program Admission)

Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair)

This course introduces suspension and steering, braking, and drive train systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 1019 - Mechanical and Electrical Systems II (5)

(Pre-requisites: Program Admission)

Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair)

This course introduces the various electrical, heating and AC, engine cooling, fuel and intake, and restraint systems found on vehicles typically requiring repair of damages incurred through automobile collisions.

ACRP 2001 - Introduction to Auto Painting and Refinishing (5)

(Pre-requisites: Provisional Admission)

Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair AND ACRP 1010 - Foundations of Collision Repair)

This course covers the safety precautions followed during the painting and refinishing processes used in a shop during collision repairs. Basic surface preparations will be discussed and practiced. Spray gun types and basic operations will also be introduced.

ACRP 2002 - Painting and Refinishing Techniques (5)

(Pre-requisites: Provisional Admission)

Co-requisites: ACRP 1000 - Introduction to Auto Collision Repair AND ACRP 2001 - Introduction to Auto Painting and Refinishing)

This course covers the fundamental refinishing tasks of mixing, matching and applying various types of automotive paints. Paint defect causes and cures will be examined in depth. Final delivery detailing and tasks will also be practiced and discussed.

ACRP 2009 - Refinishing Internship (2)

(Pre-requisites: ACRP 1000 - Introduction to Auto Collision Repair with a grade of "C" or better)

Co-requisites: ACRP 2001 - Introduction to Auto Painting and Refinishing AND ACRP 2002 - Painting and Refinishing Techniques)

Provides occupation-based learning opportunities for students pursuing the Paint and Refinishing specialization. Students will be mentored by qualified professional technicians as they experience working in the Automotive Collision Repair profession in an industry standard commercial repair facility or industry standard simulated on-campus facility. Topics include: sanding, priming, and paint preparation; special refinishing applications; urethane enamels; tint and match colors; and detailing.

AIRC Air Conditioning Technology

AIRC 1005 - Refrigeration Fundamentals (4)

(Pre-requisites: Provisional Admission)

Introduces the basic concepts, theories, and safety regulations and procedures of refrigeration. Topics include an introduction to OSHA, safety, first aid, laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigerant cycle, refrigerant identification, and types of AC systems.

AIRC 1010 - Refrigeration Principles and Practices (4)

(Pre-requisites: None Co-requisites: AIRC 1005 - Refrigeration Fundamentals with a grade of "C" or better)

This course introduces the student to basic refrigeration system principles and practices, and the major component parts of the refrigeration system. Topics include refrigeration tools, piping practices, service valves, leak testing, refrigerant recovery, recycling, and reclamation, evacuation, charging, and safety.

AIRC 1020 - Refrigeration Systems Components (4)

(Pre/Co-requisites: AIRC 1005 - Refrigeration Fundamentals with a grade of "C" or better)

This course provides the student with the skills and knowledge and skills to install, test, and service major components of a refrigeration system. Topics include compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems and safety.

AIRC 1030 - HVACR Electrical Fundamentals (4)

(Pre-requisites: Provisional Admission)

This course provides an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, electric meters, electrical diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

AIRC 1040 - HVACR Electrical Motors (4)

(Pre/Co-requisites: AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better)

This course provides the student with the skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

AIRC 1050 - HVACR Electrical Components and Controls (4)

(Pre/Co-requisites: AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better.)

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, transformers, other commonly used controls, diagnostic techniques, installation procedures, solid state controls, and safety.

AIRC 1060 - Air Conditioning Systems Application and Install. (4)

(Pre/Co-requisites: AIRC 1010 - Refrigeration Principles and Practices with a grade of "C" or better AND AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better)

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, split-systems, add-on systems, packaged systems, system wiring, control circuits, and safety.

AIRC 1070 - Gas Heat (4)
(Pre/Co-requisites: AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better)

This course introduces principles of combustion and service requirements for gas heating systems. Topics include servicing procedures, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

AIRC 1080 - Heat Pumps and Related Systems (4)
(Pre/Co-requisites: AIRC 1010 - Refrigeration Principles and Practices with a grade of "C" or better AND AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better)
This course provides instruction on the principles, applications, and operation of a residential heat pump system. Topics include installation and servicing procedures, electrical components, geothermal ground source energy supplies, dual fuel, valves, and troubleshooting techniques.

AIRC 1090 - Troubleshooting Air Conditioning Systems (4)
(Pre/Co-requisites: AIRC 1010 - Refrigeration Principles and Practices with a grade of "C" or better AND AIRC 1030 - HVACR Electrical Fundamentals with a grade of "C" or better)
This course provides instruction on the troubleshooting and repair of major components of a residential air conditioning system. Topics include troubleshooting techniques, electrical controls, air flow, the refrigeration cycle, electrical servicing procedures, and safety.

AIRC 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.

ALHS Allied Health Science

ALHS 1010 - Introduction to Anatomy and Physiology (4)
(Pre-requisites Regular Admission)
Provides a study of medical terminology and the basic study of structure and function of the human body. It provides an overview of the functions of each body system and the medical terminology associated with each system. This course is intended for students in non-medical programs and is designed to provide medical terminology and basic knowledge of anatomy and physiology.

ALHS 1011 - Structure and Function of the Human Body (5)
(Pre-requisites: Program Admission)
Focuses on basic normal structure and function of the human body. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

ALHS 1015 - Basic Inorganic Chemistry (2)
(Pre-requisites: Appropriate Diploma Level Math Placement Test Score) Introduces chemical concept principles, laws, and techniques applicable to the medical laboratory. Topics include laboratory safety, fundamental principles of chemistry, weight and measures, solutions, and basic laws of chemistry.

ALHS 1040 - Introduction to Health Care (3)
(Pre-requisites: Provisional Admission)
Introduces a grouping of fundamental principles, practices, and issues common in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic

emergency care/first aid and triage, vital signs, infection control/blood and air-borne pathogens.

ALHS 1054 – Spanish for Allied Health Workers (3)
(Pre-requisites: Provisional Admission)

An introduction to the Spanish language and Latino culture as applied to the allied health industry. Topic include: introductory conversational Spanish with emphasis on allied health industry and on medical terminology vocabulary in the areas of Spanish verbs, nouns and grammar and understanding and appreciating the aspects of Latino culture for more effective management. Additional concentration on completing physical assessments in Spanish and questioning of patients as to their health conditions, needs, and concerns.

ALHS 1060 - Diet and Nutrition for Allied Health Sciences (2)
(Pre-requisites: Program Admission)

A study of the nutritional needs of the individual. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

ALHS 1090 - Medical Terminology for Allied Health Sciences (2)
(Pre-requisites: Provisional Admission)

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include: origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, and terminology related to the human anatomy.

ALHS 1126 - Health Science Physics (4)
(Pre-requisites: Appropriate Degree Level Math Placement Test Score)

Introduces the student to the basic laws of physics with specific applications for health science students. Topics include basic Newtonian mechanics, fluid mechanics, heat and temperature, medical imaging techniques that utilize electromagnetic radiation and sound, basic principles of waves, light, and sound, basic principles of electricity and magnetism, and electrical safety.

ALHS 1127 - Health Sciences Chemistry (4)
(Pre-requisites: Appropriate Degree Level Math Placement Test Score)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement and units, atomic structure, chemical bonding, physical states of matter, nomenclature, stoichiometry, acids and bases, gases, liquid mixtures, nuclear chemistry, organic chemistry and biochemistry.

ALHS 1140 - Health Care Communication (3)
(Pre-requisites: Health related students only Diploma level proficiency in Reading, English, and Math)
Effective communication skills are essential for all health care workers. This course aims to improve understanding of the ways in which people communicate and relate to each other in various health care settings. It also seeks to promote more effective communication and relationships among health care workers, patients, and other health team members. Course content is designed for front line workers in any health care profession or setting.

AMCA Advanced Machine Tool

AMCA 2010 - Advanced Milling I (4)
(Pre-requisites: MCHT 1120 - Mill Operations I with a grade of “C” or better AND MCHT 1220 - Mill Operations II with a grade of “C” or better)

Provides instruction in advanced techniques of milling machine operations. Emphasis is placed on skill development through laboratory practice. Topics include: vertical milling, horizontal milling, compound angles, gear cutting, and safety.

AMCA 2030 - Advanced Milling II (4)
(Pre-requisites: AMCA 2010 - Advanced Milling I with a grade of “C” or better)

Provides instruction in advanced techniques of milling machine operations and is a continuation of Advanced Milling I. Emphasis is placed on skill development through laboratory practice. Topics include: indexing; rotary table; boring, facing, and turning; straddle milling, and safety.

AMCA 2050 - Advanced Lathe Operations I (4)
(Pre-requisites: MCHT 1119 - Lathe Operations I with a grade of “C” or better AND MCHT 1219 - Lathe Operations II with a grade of “C” or better)

Provides instruction in advanced lathe operations and procedures. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

AMCA 2070 - Advanced Lathe Operations II (4)
(Pre-requisites: AMCA 2050 - Advanced Lathe Operations I with a grade of “C” or better)

Provides instruction in advanced lathe operations and procedures and is a continuation of Advanced Lathe Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: eccentric turning, special setups, tolerance turning, and safety.

AMCA 2090 - Advanced Grinding Operations II (2)
(Pre-requisites: AMCA 2080 - Advanced Grinding I with a grade of “C” or better)

Provides instruction in advanced grinding operations and procedures, and is a continuation of Advanced Grinding Operations I. Emphasis is placed on skill development through laboratory experiences. Topics include: surface grinding, cylindrical grinding, tool and cutter grinding, grinding theory, and safety.

AMCA 2110 - CNC Fundamentals (3)
(Pre-requisites: Provisional Admission
MCHT 1012 - Blueprint for Machine Tool with a grade of “C” or better, MCHT 1013 - Machine Tool Math with a grade of “C” or better, AND MCHT 1011 - Introduction to Machine Tool with a grade of “C” or better)

Provides a comprehensive introduction to computer numerical controlled (CNC) machining processes. Topics include: safety, Computer Numerical Control of machinery, setup and operation of CNC machinery, introduction to programming of CNC machinery, introduction to CAD/CAM.

AMCA 2130 - CNC Mill Manual Programming (5)
(Pre-requisites: None
Co-requisites: AMCA 2110 - CNC Fundamentals with a grade of “C” or better)

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) milling machines. Topics include: safety, calculation for programming, program codes and structure, program run and editing of programs.

AMCA 2150 - CNC Lathe Manual Programming (5)

(Pre-requisites: None)

Co-requisites: AMCA 2110 - CNC Fundamentals with a grade of "C" or better)

Provides instruction for the safe operation and manual programming of computer numerical controlled (CNC) Lathes. Topics include: safety, calculations for programming, program codes and structure, program run and editing of programs.

AMCA 2170 - CNC Practical Applications (3)

(Pre-requisites: AMCA 2110 - CNC Fundamentals with a grade of "C" or better, AMCA 2130 - CNC Mill Manual Programming with a grade of "C" or better, AND AMCA 2150 - CNC Lathe Manual Programming with a grade of "C" or better)

Provides additional instruction in part holding and fixture design. Students will also gain additional experience in print-to-part development of CNC programming. Topics include: safety, fixture design and manufacturing, and CNC part manufacturing.

AMCA 2190 - CAD/CAM Programming (4)

(Pre-requisites: None)

Co-requisites: AMCA 2110 - CNC Fundamentals with a grade of "C" or better)

Emphasizes the development of skills in computer aided design (CAD) and computer aided manufacturing (CAM). The student will design and program parts to be machined on computer numerical controlled machines. Topics include: hardware and software, drawing manipulations, tool path generation, program posting, and program downloading.

ARTS Art

ARTS 1101 - Art Appreciation (3)

(Pre-requisites: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better)

Explores the visual arts and the relationship to human needs and aspirations. Students investigate the value of art, themes in art, the elements and principles of composition, and the materials and processes used for artistic expression. Well-known works of visual art are explored. The course encourages student interest in the visual arts beyond the classroom.

AUTT Automotive Technology

AUTT 1010 - Automotive Technology Introduction (2)

(Pre-requisites: Provisional Admission)

Introduces basic concepts and practices necessary for safe and effective automotive shop operations. Topics include: safety procedures; legal/ethical responsibilities; general service; hand tools; shop organization, management, and work flow systems.

AUTT 1020 - Automotive Electrical Systems (7)

(Pre-requisites: None)

Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of a "C" or better.)

Introduces automotive electricity, emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators and regulators, lighting system, gauges, horn, wiper/washer, and accessories.

AUTT 1030 - Automotive Brake Systems (4)

(Pre-requisites: None)

Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of "C" or better)

Introduces brake systems theory and its application to automotive systems and anti-lock brake system (ABS) to include ABS

components and ABS operation, testing, and diagnosis. Topics include: hydraulic system diagnosis and repair; drum brake diagnosis and repair; disc brake diagnosis and repair; power assist units diagnosis and repair; miscellaneous brake components (wheel bearings, parking brakes, electrical, etc.) diagnosis and repair; test, diagnose, and service electronic brake control system.

AUTT 1040 - Automotive Engine Performance (7)

(Pre-requisites: None)

Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of a "C" or better.)

Introduces basic engine performance systems which support and control four stroke gasoline engine operations and reduce emissions. Topics include: general engine diagnosis, computerized engine controls and diagnosis, ignition system diagnosis and repair, fuel and air induction, exhaust systems, emission control systems diagnosis and repair, and other related engine service.

AUTT 1050 - Automotive Suspension and Steering Systems (4)

(Pre-requisites: None)

Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of "C" or better)

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: general suspension and steering systems diagnosis; steering systems diagnosis and repair; suspension systems diagnosis and repair; related suspension and steering service; wheel alignment diagnosis, adjustment and repair, wheel and tire diagnosis and repair.

AUTT 1060 - Automotive Climate Control Systems (5)

(Pre-requisites: None)

Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of a "C" or better.)

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: a/c system diagnosis and repair; refrigeration system component diagnosis and repair; heating, ventilation, and engine cooling systems diagnosis and repair; operating systems and related controls diagnosis and repair; refrigerant recovery, recycling, and handling.

AUTT 1070 - Automotive Technology Internship (4)

(Pre-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of "C" or better, AND AUTT 1020 - Automotive Electrical Systems with a grade of "C" or better AND AUTT 1030 - Automotive Brake Systems with a grade of "C" or better)

This elective course will provide the student with an opportunity to relate what they have learned in the classroom and lab to a real world situation either at a place of business or at a technical college. Under the supervision of an experienced ASE certified automotive technician or their instructor, the student will obtain a greater admiration and appreciation of the material learned in the classroom and lab. The internship will also serve the function of bridging the lessons learned at school and applying that to real world situations. The suitability of the work setting will be determined by having a conference with the automotive instructor and the prospective employer. The student will have the option to take the internship program at an approved place of employment or at the college if he or she wishes and perform all the live work duties of the service writer, parts department personnel, and technician to include writing the repair order, ordering parts (if applicable) and repairing the vehicle. Student must work a minimum of 150 hours during the term to receive credit for this course.

AUTT 2010 - Automotive Engine Repair (6)

(Pre-requisites: None)

Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of "C" or better)

This course introduces the student to automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques for both 2 cycle and 4 cycle internal combustion engines. Topics include general engine diagnosis; removal and reinstallation; cylinder heads and valve trains diagnosis and repair; engine blocks assembly diagnosis and repair; lubrication and cooling systems diagnosis and repair.

AUTT 2020 - Automotive Manual Drive Train and Axles (4)

(Pre-requisites: None)

Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of "C" or better)

This course introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive line related operation, diagnosis, service and related electronic controls. Topics include: drive shaft and half shaft, universal and constant-velocity (CV) joint diagnosis and repair; ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; four-wheel drive/all-wheel drive component diagnosis and repair. Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service are included. Electronic controls related to transmission/transaxles operation are discussed. Topics include: clutch diagnosis and repair; transmission/transaxles diagnosis and repair.

AUTT 2030 - Auto Automatic Transmissions and Transaxles (5)

(Pre-requisites: None)

Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of a "C" or better.)

Introduces students to basic automatic transmission/transaxle theory, operation, inspection, service, and repair procedures as well as electronic diagnosis and repair. Topics include: general automatic transmission and transaxle diagnosis; in vehicle and off vehicle transmission and transaxle maintenance, adjustment and repair.

AUTT 2100 - Automotive Alternative Fuel Vehicles (4)

(Pre-requisites: None)

Co-requisites: AUTT 1010 - Automotive Technology Introduction with a grade of a "C" or better.)

This course will give students the basic knowledge to understand Electric Drive Vehicles, Hybrid Electric Vehicles, and Alternative Fuel Vehicles. The course will cover components, operation, precautions, and diagnostics of BEV, HEV, Fuel Cell Vehicles, and other fuel vehicles. The student will become familiar with the unique hybrid systems and repair procedures on various hybrid vehicles. This course is a program elective which can be used as a substitute for AUTT 1070 (Internship).

BFMT Building and Facilities Maintenance

BFMT 1030 - Fundamentals of Structured Maintenance (4)

(Pre-requisites: None)

Provides introductory skills in basic building repair and maintenance. Topics include: carpentry and cabinet repairs, tile and floor repairs, paints and finishes, lab and shop safety, building codes, handicap accessibility, conduit installation, and waterproofing.

BFMT 1050 - Fundamentals of Plumbing (2)

(Pre-requisites: None)

Provides introductory skills in basic plumbing. Topics include: basic pipe sizing, fitting identification and terminology, pipe joining, valve identification, plumbing repairs, and lab and shop safety.

BIOL Biology

BIOL 1111 - Biology I (3)

(Pre-requisites: Regular Admission)

Co-requisites: BIOL 1111L - Biology Lab I OR BIOL 1111L with a grade of "C" or better)

Provides an introduction to basic biological concepts with a focus on living cells. Topics include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

BIOL 1111L - Biology Lab I (1)

(Pre-requisites: Regular Admission)

Co-requisites: BIOL 1111 - Biology I OR BIOL 1111 with a grade of "C" or better)

Selected laboratory exercises paralleling the topics in BIOL 1111. The laboratory exercises for this course include chemical principles related to cells, cell structure and function, energy and metabolism, cell division, protein synthesis, genetics, and biotechnology.

BIOL 2113 - Anatomy and Physiology I (3)

(Pre-requisites: Regular Admissions)

Co-requisites: BIOL 2113L - Anatomy and Physiology Lab I OR BIOL 2113L with a grade of "C" or better AND ENGL 1101 - Composition and Rhetoric)

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, digestive system, urinary system, and respiratory system.

BIOL 2113L - Anatomy and Physiology Lab I (1)

(Pre-requisites: Regular Admissions)

Co-requisites: BIOL 2113 - Anatomy and Physiology I OR BIOL 2113 with a grade of "C" or better AND ENGL 1101 - Composition and Rhetoric)

Selected laboratory exercises paralleling the topics in BIOL 2113. The laboratory exercises for this course include body organization, cell structure and functions, tissue classifications, integumentary system, skeletal system, muscular system, digestive system, urinary system, and respiratory system.

BIOL 2114 - Anatomy and Physiology II (3)

(Pre-requisites: BIOL 2113 - Anatomy and Physiology I with a grade of "C" or better AND BIOL 2113L - Anatomy and Physiology Lab I with a grade of "C" or better)

Co-requisites: BIOL 2114L - Anatomy and Physiology Lab II OR BIOL 2114L with a grade of "C" or better)

Continues the study of the anatomy and physiology of the human body. Topics include the nervous system, endocrine system, cardiovascular system, blood and lymphatic system, immune system, and reproductive system.

BIOL 2114L - Anatomy and Physiology Lab II (1)

(Pre-requisites: BIOL 2113 - Anatomy and Physiology I with a grade of "C" or better AND BIOL 2113L - Anatomy and Physiology Lab I with a grade of "C" or better)

Co-requisites: BIOL 2114 - Anatomy and Physiology II OR BIOL 2114 with a grade of "C" or better)

Selected laboratory exercises paralleling the topics in BIOL 2114. The laboratory exercises for this course include the nervous system, endocrine system, cardiovascular system, blood and lymphatic system, immune system, and reproductive system.

BIOL 2117 - Introductory Microbiology (3)
(Pre-requisites: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L with a grade of "C" or better
Co-requisites: BIOL 2117L - Introductory Microbiology Lab OR BIOL 2117L with a grade of "C" or better)
Provides students with a foundation in basic microbiology with emphasis on infectious disease. Topics include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease.

BIOL 2117L - Introductory Microbiology Lab (1)
(Pre-requisites: BIOL 2113 and BIOL 2113L OR BIOL 1111 and BIOL 1111L with a grade of "C" or better
Co-requisites: BIOL 2117 - Introductory Microbiology OR BIOL 2117 with a grade of "C" or better)
Selected laboratory exercises paralleling the topics in BIOL 2117. The laboratory exercises for this course include microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, and microorganisms and human disease.

BUSN—Business Technology

BUSN 1100 - Introduction to Keyboarding (3)
(Pre-requisites: None)
This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on three-minute timings with no more than three errors.

BUSN 1180 - Computer Graphics and Design (3)
(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of C or better.)
(Elective course not offered but could be transferred into the Business Technology program.) Introduces how to: design and transmit electronic communications; create graphics on-line; and insert animation and sound to computer-generated charts, graphs, and diagrams.

BUSN 1190 - Digital Technologies in Business (2)
(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of C or better.)
Provides an overview of digital technology used for conducting business. Students will learn the application of business activities using various digital platforms.

BUSN 1200 - Machine Transcription (2)
(Pre-requisites: ENGL 1010 - Fundamentals of English I with a grade of C or better, COMP 1000 - Introduction to Computer Literacy with a grade of C or better, AND BUSN 1440 - Document Production with a grade of C or better.)
Emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

BUSN 1210 - Electronic Calculators (2)
(Pre-requisites: None)
Develops skill in the use of electronic calculators to interpret, solve, and record results of various types of problems involving the four arithmetic processes. Topics include: machine parts and features, touch system techniques, and arithmetic applications.

BUSN 1220 - Telephone Training (2)
(Pre-requisites: None)
Familiarizes the student with the proper use of current telephone technology to include equipment, techniques, and attributes.

BUSN 1230 - Legal Terminology (3)
(Pre-requisites: Provisional admission)
(Elective course not offered but could be transferred into the Business Technology program.) This course introduces the spelling, pronunciation, definition, and usage of basic legal terms. The course broadly covers general law terms as well as specialized legal terminology. Topics include: word origins, word building, abbreviations and symbols, correct spelling, pronunciation, and meanings of terminology related to the court system, contracts, family law, real estate, litigation, wills/probate, bankruptcy, and other areas of the law.

BUSN 1240 - Office Procedures (3)
(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of C or better.)
Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

BUSN 1250 - Records Management (3)
(Pre-requisites: None)
(Elective course not offered but could be transferred into the Business Technology program.)
Introduces records management concepts for use in any office environment. Topics include: basic records management concepts; alphabetic, numeric, subject, and geographic filing; and records retention, transfer, and disposition of records.

BUSN 1300 - Introduction to Business (3)
(Pre-requisites: Program admission)
Introduces organization and management concepts of the business world and in the office environment. Topics include business in a global economy, starting and organizing a business, enterprise management, marketing strategies, and financial management.

BUSN 1310 - Introduction to Business Culture (3)
(Pre-requisites: Program admission)
(Elective course not offered but could be transferred into the Business Technology program.) Provides skills and attitudes necessary to function effectively both professionally and interpersonally in the workplace. Topics include: health and wellness; exercise; stress, time, and money management; work ethics; wardrobe on the job; workplace communications; and business entertainment, travel, and international culture.

BUSN 1320 - Business Interaction Skills (3)
(Pre-requisites: None)
(Elective course not offered but could be transferred into the Business Technology program.) This course equips participants with the tools to communicate and interact more effectively in person, in writing and on the telephone with both internal and external customers. Participants also learn how to work in teams to create a collaborative environment for accomplishing goals. This course consist of the following: language of business, communication skills, working with information, business writing, team and collaborative skills, and resolving interpersonal conflict.

BUSN 1330 - Personal Effectiveness (3)

(Pre-requisites: None)

This course focuses on the skills needed to be effective in the corporate environment. The participants learn the importance of effectively managing time, stress and change as they relate to work behavior and quality of work. Topics include: time management, stress management, interview skills/job development, resume writing, and managing change.

BUSN 1340 - Customer Service Effectiveness (3)

(Pre-requisites: None)

(Elective course not offered but could be transferred into the Business Technology program.) This course emphasizes the importance of customer service throughout all businesses. Topics include: customer service challenges and problem solving; strategies for successful customer service; effective communication and dealing with difficult customers; empowerment, motivation, and leadership; customer retention and satisfaction measurement; and excellence in customer service.

BUSN 1400 - Word Processing Applications (4)

(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of C or better.)

This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application. Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

BUSN 1410 - Spreadsheet Concepts and Applications (4)

(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of C or better.)

This course covers the knowledge and skills required to use spreadsheet software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: spreadsheet concepts, creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually and, collaborating and securing data.

BUSN 1420 - Database Applications (4)

(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of C or better.)

This course covers the knowledge and skills required to use database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include: database concepts, structuring databases, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data and, managing and maintaining databases.

BUSN 1430 - Desktop Publishing and Presentation Applications (4)

(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of C or better)

This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations. Course work will include course demonstrations, laboratory exercises and projects. Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

BUSN 1440 - Document Production (4)

(Pre-requisites: BUSN 1100 with a grade of C or better OR the ability to key 25 gross words a minute on three-minute timings with no more than three errors.

Co-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of C or better)

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

BUSN 2160 - Electronic Mail Applications (2)

(Pre-requisites: Program admission)

This course provides instruction in the fundamentals of communicating with others inside and outside the organization via a personal information management program. Emphasizes the concepts necessary for individuals and workgroups to organize, find, view, and share information via electronic communication channels. Topics include: internal and external communication, message management, calendar management, navigation, contact and task management, and security and privacy.

BUSN 2170 - Web Page Design (2)

(Pre-requisites: Program admission, COMP 1000 - Introduction to Computer Literacy with a grade of C or better.)

This course provides instruction in the concepts necessary for individuals to create and manage professional quality web sites. Topics include: web site creation, web page development and design, hyperlink creation, test, and repair, integration, web site navigation, and web site management.

BUSN 2180 - Speed and Accuracy Keying (1)

(Pre-requisites: BUSN 1100-Introduction to Keyboarding with a grade of C or better OR the ability to key 25 GWAM (gross words a minute) on three-minute timings with no more than three errors.)

(Elective course not offered but could be transferred into the Business Technology program.) Further develops speed and accuracy through analysis of keying and prescribed practice drills. Topics include: building speed and accuracy and straight-copy proofreading.

BUSN 2190 - Business Document Proofreading and Editing (3)

(Pre-requisites: ENGL 1010 OR ENGL 1101 with a grade of C or better.

Co-requisites: BUSN 1440 - Document Production with a grade of C or better.)

Emphasizes proper proofreading and editing for business documents. Topics include: applying proofreading techniques and proofreaders marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUSN 2200 - Office Accounting (4)

(Pre-requisites: Program admission)

Introduces fundamental concepts of the accounting cycle for a sole proprietor service business. Topics include: accounting equation, analyzing business transactions, journalizing and posting transactions, accounts receivable and accounts payable subsidiary ledgers, financial statements, cash control, and payroll concepts.

BUSN 2210 - Applied Office Procedures (3)

(Pre-requisites: BUSN 1240 - Office Procedures with a grade of C or better; BUSN 1400 - Word Processing Applications with a grade of C or better; BUSN 1410 - Spreadsheet Concepts and Applications with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better.)

Co-requisites: BUSN 2200 or ACCT 1101/ACCT 1100 - Financial Accounting I; BUSN 2190 - Business Document Proofreading and Editing.)

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

BUSN 2220 - Legal Administrative Procedures (3)

(Pre-requisites: BUSN 1230 - Legal Terminology with a grade of C or better. Co-requisites: BUSN 1440 - Document Production with a grade of C or better.)

(Elective course not offered but could be transferred into the Business Technology program.) Emphasizes essential skills required for the legal office. Topics include: legal terminology, preparation of legal documents and correspondence, ethics, and legal office tasks.

BUSN 2230 - Office Management (3)

(Pre-requisites: BUSN 1240 - Office Procedures with a grade of C or better.)

(Elective course not offered but could be transferred into the Business Technology program.) Provide students with an overview of management concepts, styles, and skills. Topics include: management styles, leadership traits, ergonomics/workflow, communication channels, business ethics, supervisory techniques, and job performance evaluation techniques.

BUSN 2240 - Business Administrative Assist. Internship I (4)

(Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last term-requisites.)

(Elective course not offered but could be transferred into the Business Admin. Technology program.) Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2250 - Business Administrative Assist. Internship II (4)

(Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last term.)

(Elective course not offered but could be transferred into the Business Technology program.) Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2300 - Medical Terminology (2)

(Pre-requisites: Program admission)

(Elective course not offered but could be transferred into the Business Technology program.) Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

BUSN 2310 - Anatomy and Terminology for Medical Administrative Assistants (3)

(Pre-requisites: Program admission)

(Elective course not offered but could be transferred into the Business Technology program.) Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structures, body functions, and medical terminology.

BUSN 2320 - Medical Doc. Processing/Transcription (4)

(Pre-requisites: BUSN 2300 or ALHS 1090 and ALHS 1010 or ALHS 1011 or BUSN 2310 with a grade of C or better; ENGL 1010 with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better.)

(Elective course not offered but could be transferred into the Business Technology program.) Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

BUSN 2330 - Advanced. Medical Document Processing/Transcription (4)

(Pre-requisites: BUSN 2320 - Medical Document Processing/Transcription with a grade of C or better.)

(Elective course not offered but could be transferred into the Business Technology program.) Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

BUSN 2340 - Medical Administrative Procedures (4)

(Pre-requisites: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011, COMP 1000 with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better.)

(Elective course not offered but could be transferred into the Business Technology program.) Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include: introduction to medical administrative assisting, medical law, ethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

BUSN 2350 - Computerized Medical Office Skills (2)

(Pre-requisites: ALHS 1090 or BUSN 2300 and ALHS 1010 or ALHS 1011 or BUSN 2310 with a grade of C or better; COMP 1000 - Introduction to Computer Literacy with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better.)

(Elective course not offered but could be transferred into the Business Technology program.) This course provides a study of the content, code sets, storage, retrieval, control, flow, retention,

maintenance of the medical administrative and electronic health record, and computerized office management. Topics include: electronic health information management, electronic data interchange, coding standards, medical record and office management software, point of entry data entry, electronic coding from medical records, speed data entry in processing medical records, analysis of records to improve patient care, confidentiality, release of information, security of electronic health record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation and HIPAA security.

BUSN 2360 - Acute Care Medical Transcription (4)
(Pre-requisites: ALHS 1010 or ALHS 1011 or BUSN 2310 and ALHS 1090 or BUSN 2300 with a grade of C or better; BUSN 2320 - Medical Document Processing/Transcription with a grade of C or better; ENGL 1010 - Fundamentals of English I with a grade of C or better; BUSN 1440 - Document Production with a grade of C or better.)
(Elective course not offered but could be transferred into the Business Administrative Technology program.) Development of a high level of speed and accuracy in the transcription of medical reports in an acute care setting. Topics include: equipment and supplies maintenance and usage, work area management, pronunciation, spelling, definitions, punctuation, typing speed and accuracy, and resource utilization.

BUSN 2370 - Medical Office Billing/Coding/Insurance (3)
(Pre-requisites: BUSN 2300 or ALHS 1090 and BUSN 2310 or ALHS 1010 or ALHS 1011 with a grade of C or better.)
(Elective course not offered but could be transferred into the Business Technology program.) Provides an introduction to medical coding skills and applications of international coding standards for billing of health care services. Provides the knowledge and skills to apply coding of diagnostic statements and procedures for billing purposes. Provides an introduction to medical coding as it relates to health insurance. Topics include: International classification of diseases, code book formats; coding techniques; formats of the ICD and CPT manuals; health insurance; billing, reimbursement, and collections; and managed care.

BUSN 2380 - Medical Admin. Assistant Internship I (4)
(Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last semester courses.)
(Elective course not offered but could be transferred into the Business Technology program.) Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUSN 2390 - Medical Admin Assistant Internship II (6)
(Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last term)
(Elective course not offered but could be transferred into the Business Technology program.) Provides student work experience in a medical office environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Technology program faculty and/or persons designated to coordinate work experience arrangements.

CABT Cabinetmaking

CABT 1080 - Cabinet Design and Layout (3)
(Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better)
Provides instruction in the planning, design, and layout of cabinet units. Emphasis will be placed on adherence to blueprint specifications. Topics include: parts identification, cabinet styles and floor plan arrangements, estimation procedures, layout to specifications, shop working sketches, shop management and CAD.

CABT 1114 - Cabinet Components (3)
(Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better)
Instruction provides application of tool and equipment use techniques to the task of cutting out cabinet components. Topics include: equipment safety, frame member, cutting, shelving cutting, drawer component and door cutting, and material optimizing.

CABT 1116 - Cabinet Assembly I (5)
(Pre-requisites: None
Co-requisites: COFC 1020 - Professional Tool Use and Safety with a grade of "C" or better)
Provides instruction in the fundamental procedures used for assembly of cabinet bases, wall units, and face frames.

CARP Carpentry

CARP 1070 - Site Layout, Footings and Foundations (3)
(Pre-requisites: None)
Introduces the concepts and practices of basic site layout, footings, and foundation construction. Students will use layout equipment for on-site laboratory practice. Topics include: zoning restrictions and codes, batter board installation, builder's level, squaring methods, footings, plot plan interpretation, materials estimation, foundation types, foundation forms, edge forms, waterproofing, soil testing and excavation.

CARP 1105 - Floor and Wall Framing (4)
(Pre-requisites: None)
This course provides instruction in floor and wall materials and materials estimation, framing production of walls and partitions, and framing production of flooring. Emphasis is placed on practical application of skills. Topics include estimation and computation procedures, rough layouts, and layout and installation procedures.

CARP 1110 - Ceiling and Roof Framing Covering (4)
(Pre-requisites: None)
This course provides instruction in the theory and practical application of skills required to construct ceiling and roof framings and coverings. Topics include systems and materials identification, layout procedures, installation procedures, cost and materials estimation, and safety precautions.

CARP 1112 - Exterior Finishes and Trim (4)
(Pre-requisites: None)
Introduces materials identification, estimation, and installation procedures for exterior finish and trim materials to include window and door units. Emphasis will be placed on competency development through laboratory practice. Topics include: doors and windows, siding types, materials identification, materials estimation, and installation procedures.

CARP 1114 - Interior Finishers I (4)

(Pre-requisites: None)

This course introduces the procedures and methods for identifying materials, cost estimating, and installation of interior finishes and trim. Topics include materials identification, cost estimating, trim, insulation, doors, gypsum wallboard, and paneling used in finishing jobs.

CARP 1190 - Interior Finishers II (2)

(Pre-requisites: None)

Introduces finish floor coverings for residential construction projects. Emphasis will be placed on identification, estimation and installation of various types of hard and soft floor coverings. This course introduces design, construction and installation of fireplace trim. The course also introduces locating and installing cabinets and millwork. Topics include: identification of flooring materials, flooring estimation procedures, flooring installation procedures, fireplace trim, cabinets and millwork.

CARP 1260 - Stairs (4)

(Pre-requisites: None)

Provides fundamental instruction in the layout, construction, and installation of various stair types. Topics include: identification of stair types, identification of stair components, riser and tread calculation, stringer layout, and fabrication and installation procedures.

CARP 1310 - Doors and Door Hardware (2)

(Pre-requisites: None)

Provides instruction in the identification and installation of a variety of doors, frames, and door hardware for commercial construction applications. Topics include: door types, door hardware, thresholds, weather stripping, and overhead doors.

CARP 1320 - Site Dev., Concrete Forming, Rigging Reinforcing (4)

(Pre-requisites: None)

This course provides instruction in the development of construction sites with an emphasis on surveying, materials and processes for concrete forming and usage, and the various methods and materials used in the handling and rigging of steel components.

CHEM Chemistry**CHEM 1151 - Survey of Inorganic Chemistry (3)**

(Pre-requisites: MATH 1111 - College Algebra with a grade of "C" or better OR MATH 1101 - Mathematical Modeling with a grade of "C" or better OR MATH 1103 - Quantitative Skills and Reasoning with a grade of "C" or better

Co-requisites: CHEM 1151L - Survey of Inorganic Chemistry Lab)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurements and units, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

CHEM 1151L - Survey of Inorganic Chemistry Lab (1)

(Pre-requisites: MATH 1111 - College Algebra with a grade of "C" or better OR MATH 1101 - Mathematical Modeling with a grade of "C" or better OR MATH 1103 - Quantitative Skills and Reasoning with a grade of "C" or better

Co-requisites: CHEM 1151 - Survey of Inorganic Chemistry)

Selected laboratory experiments paralleling the topics in CHEM 1151. The lab exercises for this course include units of measurements, structure of matter, chemical bonding, chemical reactions, gas laws, liquid mixtures, acids and bases, salts and buffers, and nuclear chemistry.

CHEM 1211 - Chemistry I (3)

(Pre-requisites:

MATH 1111 - College Algebra with a grade of "C" or better OR MATH 1101 - Mathematical Modeling with a grade of "C" or better OR MATH 1103 - Quantitative Skills and Reasoning with a grade of "C" or better

Co-requisites: CHEM 1211L - Chemistry Lab I OR CHEM 1211L with a grade of "C" or better)

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, and stoichiometry and gas laws.

CHEM 1211L - Chemistry Lab I (1)

(Pre-requisites:

MATH 1111 - College Algebra with a grade of "C" or better OR MATH 1101 - Mathematical Modeling with a grade of "C" or better OR MATH 1103 - Quantitative Skills and Reasoning with a grade of "C" or better

Co-requisites: CHEM 1211 - Chemistry I OR CHEM 1211L with a grade of "C" or better)

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

CIST Computer Information Systems**CIST 1001 - Computer Concepts (4)**

(Pre-requisites: None)

Provides an overview of information systems, computers and technology. Topics include: Information Systems and Technology Terminology, Computer History, Data Representation, Data Storage Concepts, Fundamentals of Information Processing, Fundamentals of Information Security, Information Technology Ethics, Fundamentals of Hardware Operation, Fundamentals of Networking, Fundamentals of the Internet, Fundamentals of Software Design Concepts, Fundamentals of Software, (System and Application), System Development Methodology, Computer Number Systems conversion (Binary and Hexadecimal), Mobile computing.

CIST 1122 - Hardware Installation and Maintenance (4)

(Pre-requisites: Program Admission)

This course serves to provide students with the knowledge of the fundamentals of computer technology, networking, and security along with the skills required to identify hardware, peripheral, networking, and security components with an introduction to the fundamentals of installing and maintaining computers. Students will develop the skills to identify the basic functionality of the operating system, perform basic troubleshooting techniques, utilize proper safety procedures, and effectively interact with customers and peers. This course is designed to help prepare students for the CompTIA A+ certification examination.

CIST 1130 - Operating Systems Concepts (3)

(Pre-requisites: None)

Provides an overview of modern operating systems and their use in home and small business environments. Activities will utilize the graphical user interface (GUI) and command line environment (CLI). This will include operating system fundamentals; installing, configuring, and upgrading operating systems; managing storage, file systems, hardware and system resources; troubleshooting, diagnostics, and maintenance of operating systems; and networking.

CIST 1200 - Database Management(4)

(Pre-requisites: None)

Provides an overview of the skills and knowledge of database application systems which are used in business government and industry. Topics include: history, database terminology and concepts, database system logical organization, data manipulation, database design concepts, models, normalization, Entity Relationship diagramming, physical database, networking and databases, and database security.

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

(Pre-requisites: COMP 1000 - Introduction to Computer Literacy 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 1305 - Program Design and Development (3)

(Pre-requisites: None)

An introductory course that provides problem solving and programming concepts for those that develop user applications. An emphasis is placed on developing logic, troubleshooting, and using tools to develop solutions. Topics include: problem solving and programming concepts, structured programming, the four logic structures, file processing concepts, and arrays.

CIST 1401 - Computer Networking Fundamentals (4)

(Pre-requisites: Program Admission)

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network +. This course covers a wide range of material about networking, including local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting. Topics include: basic knowledge of networking technology, network media and topologies, network devices, network management, network tools and network security.

CIST 1510 - Web Development I (3)

(Pre-requisites: None)

Explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and XHTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

CIST 1520 - Scripting Technologies (3)

(Pre-requisites: Program Admission)

Students learn how to use the features and structure of a client side scripting language, explore the features on server side scripting and develop professional web applications that include special effects, interactive, dynamic, validated, and secure forms.

CIST 1530 - Web Graphics I (3)

(Pre-requisites: None)

Students will explore how to use industry standard or open source graphics software programs to create Web ready images and Web pages. Topics include advanced image correction techniques and

adjustments, typography and interpolation as well as conditional scripting statements and arrays. The course includes a final project that allows students to develop a Web page/site using the chosen software.

CIST 1540 - Web Animation I (3)

(Pre-requisites: None)

In this course, students will use scripting and the latest in industry standard or open source software to cover the creation and manipulation of images and animations. Topics include graphic types, organizational methods, drawing tools, beginning to complex object modeling and an introduction to scripting.

CIST 1601 - Information Security Fundamentals (3)

(Pre-requisites: None)

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security.

CIST 2122 - A+ Preparation (3)

(Pre-requisites: CIST 1122 - Hardware Installation and Maintenance with a grade of "C" or better)

This course serves to prepare students to complete the CompTIA A+ certification examination. It will provide students with advanced knowledge of computer technology, networking, and security fundamentals. Students will possess the skills required to identify hardware, peripherals, networking components, and security components. Students will understand basic operating system functionality and troubleshooting methodology while practicing proper safety procedures and effective interaction skills with customers and peers.

CIST 2130 - Desktop Support Concepts (3)

(Pre-requisites: None)

This course is designed to give an overview to Desktop Support Management. The learning outcomes include: computer support specialists soft skills, computer support service management, computer support operations and computer support job setting.

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.

CIST 2224 - Design and Implementing Databases SQL Server (4)

(Pre-requisites: CIST 1220 - Structured Query Language (SQL) with a grade of "C" or better)

Shows how to design and implement a database solution using Microsoft SQL Server. Topics include: developing logical data model and physical design, creating data services, creating physical database, and maintaining a database.

CIST 2311 - Visual Basic I (4)

(Pre-requisites: CIST 1305 - Program Design and Development with a grade of "C" or better)

Visual Basic I introduces event-driven programming. Common elements of Windows applications will be discussed created and manipulated using Microsoft's Visual Studio development environment. Topics include numeric data types and variables, decision making structures, arrays, validating input with strings and

functions, repetition and multiple forms, test files, lists and common dialog controls.

CIST 2312 - Visual Basic II (4)

(Pre-requisites: CIST 1305 - Program Design and Development with a grade of "C" or better, CIST 2311 - Visual Basic I with a grade of "C" or better)

Visual Basic II teaches client-server systems, n-tier development environments, relational databases, use of SQL to access data, the use of ADO.NET objects, methods and properties to access and update relational and XML databases. Advanced features of Visual Basic are explored.

CIST 2351 - PHP Programming I (4)

(Pre-requisites: CIST 1305 - Program Design and Development with a grade of "C" or better)

An introductory PHP programming course that teaches students how to create dynamic websites. Topics include: PHP and basic web programming concepts, installing PHP, embedding PHP in HTML, variables and constants, operators, forms, conditional statements, looping, arrays, and text files.

CIST 2352 - PHP Programming II (4)

(Pre-requisites: CIST 2351 - PHP Programming I with a grade of "C" or better)

Reinforces and extends the concepts learned in PHP Programming I. Topics include: Database retrieval and updating, multiple form handling, regular expressions, and advanced array processing.

CIST 2361 - C++ Programming I (4)

(Pre-requisites: CIST 1305 - Program Design and Development with a grade of "C" or better)

Provides opportunity to gain a working knowledge of "C++" programming. Includes creating, editing, executing, and debugging "C++" programs of moderate difficulty. Topics include: basic "C++" concepts, simple I/O and expressions, I/O and control statements, arrays, pointers, structures, managing data and developing programs.

CIST 2362 - C++ Programming II (4)

(Pre-requisites: CIST 2361 - C++ Programming I with a grade of "C" or better)

Develops skills for the programmer to write programs using the language of C++. Emphasis is placed on utilizing the added features of C++, which will be added to the skills mastered in Introduction to C++ Programming. Topics include: objects, classes, inheritance, overloading, polymorphism, streams, containers, and exceptions.

CIST 2371 - Java Programming I (4)

(Pre-requisites: CIST 1305 - Program Design and Development with a grade of "C" or better)

This course is designed to teach the basic concepts and methods of object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIST 2372 - Java Programming II (4)

(Pre-requisites: CIST 2371 - Java Programming I with a grade of "C" or better)

This course is an intermediate course in Java Programming. It is assumed that the student knows the Java syntax as well as basic objects oriented concepts. The student will use classes and objects provided by the core Java API. They will use these classes to accomplish tasks such as Database access, File access, exception handling, running threads, using sockets to talk across a network, and remotely calling methods using RMI techniques.

CIST 2381 - Mobile Application Development (4)

(Pre-requisites: CIST 1305 - Program Design and Development with a grade of "C" or better)

This course explores mobile guidelines, standards, and techniques. This course includes design and development techniques for multiple mobile devices, platforms, and operating systems. Students will develop mobile applications using state of practice development tools, languages and devices.

CIST 2382 - Mobile Application Development II (4)

(Pre-requisites CIST 2381 AND one programming course required: CIST 2361 - C++ Programming I, CIST 2311 - Visual Basic I, CIST 2351 - PHP Programming I, OR CIST 2371 - Java Programming I with a grade of "C" or better.

This course provides an opportunity to develop a working knowledge of mobile programming that includes creating, editing, executing, and debugging mobile applications. Students learn how to use mobile development technologies and toolkits to develop mobile applications.

CIST 2411 - Microsoft Client (4)

(Pre-requisites: Program Admission)

Provides the ability to implement, administrator, and troubleshoot Windows Professional Client as a desktop operating system in any network environment.

CIST 2412 - Microsoft Server Directory Services (4)

(Pre-requisites: Program Admission)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Windows Server. Topics include server deployment, server management, monitors and maintain servers, application and data provisioning, and business continuity and high availability.

CIST 2413 - Microsoft Server Infrastructure (4)

(Pre-requisites: Program Admission)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer Microsoft Directory Services.

CIST 2414 - Microsoft Server Administrator (4)

(Pre-requisites: Program Admission)

Provides students with knowledge and skills necessary to install, configure, manage, support and administer a Microsoft network infrastructure.

CIST 2431 - UNIX/Linux Introduction (4)

(Pre-requisites: CIST 1001 - Computer Concepts with a grade of "C" or better AND COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better)

This course introduces the UNIX/Linux operating system skills necessary to perform entry-level user functions. Topics include: history of UNIX/Linux, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree,

UNIX/Linux manual help pages, using the UNIX/Linux graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory and changing directory locations.

CIST 2432 - UNIX/Linux Server (4)

(Pre-requisites: CIST 2431 - UNIX/Linux Introduction with a grade of "C" or better)

This course covers UNIX/Linux operating system administration skills necessary to perform administrative functions. Topics include: installing UNIX/Linux, configuring and building a custom kernel, adding and removing software packages, managing run levels, managing users and groups, implementing security permissions, introduction to shell programming, managing and fixing the file system, managing memory and swap space, managing and scheduling jobs, managing system logs, understanding the boot process, system configuration files, file backup and restore, file compression, fault tolerance, and printing.

CIST 2433 - UNIX/Linux Advanced Server (4)

(Pre-requisites: None)

Co-requisites: CIST 2432 - UNIX/Linux Server)

This course covers UNIX/Linux operating system advanced administration skills necessary to perform advanced administrative functions. Topics include: understanding UNIX/Linux networking, managing network printing, configuring and troubleshooting TCP/IP on UNIX/Linux, configuring DHCP, DNS, a Web server, an FTP server, an E-mail server, and understanding NIS (yp) and NFS. Also, includes the following: understanding advanced security issues such as firewalls and NAT, using network commands, use of graphical system such as X Windows, sharing files and printers, and advanced shell programming.

CIST 2434 - UNIX/Linux Scripting (4)

(Pre-requisites: CIST 2433 - UNIX/Linux Introduction with a grade of "C" or better)

Course covers UNIX/Linux shell programming techniques necessary for UNIX/Linux System Administrators to understand and create shell script programs in a UNIX/Linux environment. Topics include: shell variables, running shell script program, conditional processing, looping structures, arithmetic operators, logical operators such as AND, OR, and NOT, positional parameters and process variables, redirection, piping and standard error, use of backslash, quotes and back quotes.

CIST 2451 - Cisco Network Fundamentals (4)

(Pre-requisites: Program Admission)

This course provides students with classroom and laboratory experience in current and emerging network technology. Topics include basic network concepts, basic network device configuration, network protocols and models, network access, Ethernet and access control, end to end communications, IPv4 and IPv6 addressing and subnetting, fundamental application services, security, and network performance.

CIST 2452 - Cisco Routing and Switching Essentials (4)

(Pre-requisites: CIST 2451 - Cisco Network Fundamentals with a grade of "C" or better)

The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. Topics include basics of routing, static routing, dynamic routing, distance vector routing, distance vector routing protocols, VLSM and CIDR, routing table in-depth, link state routing, and link state routing protocols.

CIST 2453 - Cisco Scaling Networks (4)

(Pre-requisites: CIST 2451 - Cisco Network Fundamentals with a grade of "C" or better)

The goal is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. Topics include LAN design, basic switch concepts and configuration, VLAN concepts and configuration, VTP concepts and configuration, STP concepts and configuration, Inter-VLAN routing, and basic wireless concepts and configuration.

CIST 2454 - Cisco Connecting Networks (4)

(Pre-requisites: CIST 2452 - Cisco Routing and Switching Essentials with a grade of "C" or better)

Provides students with classroom and laboratory experience in current and emerging network technology. Topics include: introduction to WANs, WAN protocols, basic network security and ACLs, remote access, IP addressing services, and network troubleshooting.

CIST 2471 - CCNP ROUTE: Implementing IP Routing (4)

(Pre-requisites: CIST 2454 - Cisco Connecting Networks with a grade of "C" or better or CCNA Certification)

Teaches students how to implement, monitor, and maintain routing services in an enterprise network. The course covers how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions using a range of routing protocols in IPv4/IPv6 environments. The course includes configuration of secure routing solutions. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CIST 2472 - CCNP SWITCH: Implementing IP Switching (4)

(Pre-requisites: CIST 2454 - Cisco Connecting Networks with a grade of "C" or better or CCNA Certification)

Teaches students how to implement, monitor, and maintain switching in converged enterprise campus networks. The course covers how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

CIST 2473 - CCNP TSHOOT: Maintaining and Troubleshooting IP Networks (4)

(Pre-requisites: CIST 2471 - CCNP ROUTE: Implementing IP Routing with a grade of "C" or better and CIST 2472 - CCNP SWITCH: Implementing IP Switching with a grade of "C" or better)

Teaches students how to monitor and maintain complex enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance as well as support and troubleshooting using technology-based process and best practices based on systematic and industry recognized approaches. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques.

CIST 2510 - Web Technologies (3)

(Pre-requisites: Program Admission)

In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

CIST 2531 - Web Graphics II (3)

(Pre-requisites: CIST 1530 - Web Graphics I with a grade of "C" or better)

Students will further explore how to use an industry standard or open source graphics software program to create Web ready images and Web pages. Topics include advanced image correction techniques and adjustments, typography and interpolation as well as conditional scripting statements and arrays.

CIST 2541 - Web Animation II (3)

(Pre-requisites: CIST 1540 - Web Animation I with a grade of "C" or better)

In this continuation of Web Animation I, students build on their basic scripting knowledge to incorporate advanced scripting techniques in an animated project. They will also explore how to create realistic graphics using inverse kinematics, how to create and edit advanced tweens and how to incorporate various media types into a Web based animation or movie. The course concludes with the completion of a Web animation project.

CIST 2550 - Web Development II (3)

(Pre-requisites: CIST 1510 - Web Development I with a grade of "C" or better, CIST 1520 - Scripting Technologies with a grade of "C" or better, CIST 1220 - Structured Query Language (SQL) with a grade of "C" or better)

Web Development II teaches students how to manipulate data in a database using the Open Database Connectivity (ODBC) model. Students will learn to retrieve, update, and display database information with a web application. Database access may be accomplished using a web programming language (such as PHP, Microsoft VB, Microsoft C#, or Sun Java). Topics include manipulating data in a database, working with a relational database via Open Database Connectivity (ODBC), working with different database systems, developing forms and applications to interact with a database server(s), modifying data in a database, and controls and validation.

CIST 2580 - Interactive and Social Apps Integration (4)

(Pre-requisites: CIST 1305 - Program Design and Development with a grade of "C" or better, CIST 2550 - Web Development II with a grade of "C" or better)

This course explores social and interactive web application technology and its effect on the business model. Topics include interactive and social web business model, interactive and social business web requirements and successful interactive and social integration.

CIST 2611 - Implementing Internet / Intranet Firewalls (4)

(Pre-requisites: CIST 1401 or CIST 2451 or CIST 2441 with a grade of "C" or better AND CIST 1601 - Information Security Fundamentals with a grade of "C" or better)

Students will learn how to plan, design, install and configure firewalls that will allow key services while maintaining security. This will include protecting the Internal IP services, configuring a firewall for remote access and managing a firewall.

CIST 2921 - IT Analysis, Design, and Project Management (4)

(Pre-requisites: None)

IT Analysis, Design, and Project Management will provide a review and application of systems life cycle development methodologies and project management. Topics include: Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

CIST 2950 - Web Systems Project (3)

(Pre-requisites: Program Instructor Approval)

This course is a capstone course providing a realistic experience for students working in a team to develop a complete web systems project.

CIST 2991 - CIST Internship I (3)

(Pre-requisites: Program Instructor Approval)

Provides the instructor and student a 3 credit hour opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicums, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements.

CMTT - CMT

CMTT 2010 - Residential Estimating Review (3)

(Pre-requisites: None)

This course introduces the complete estimating process from excavation to completed residence. Topics include the sequencing of construction, materials calculation, blueprint interpretation methods of construction, working with subcontractors, and final estimate assembly.

CMTT 2020 - Construction Drafting I (3)

(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better)

This course provides instruction in producing residential floor plans and elevations using computer-aided drafting and design (CAD) software. Topics include system setup and system management, software menus and basic functions, prototype drawings, and two and three dimensional drafting and dimensioning.

CMTT 2050 - Residential Code Review (3)

(Pre-requisites: None)

This course covers building codes as they apply to typical residential applications. Topics include international residential codes, working with building inspectors, permits and inspections, and site visits.

CMTT 2130 - Computerized Construction Scheduling (3)

(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better)

This course provides instruction in the use of application software for scheduling construction work. The use of contemporary construction scheduling and management software is emphasized. Topics include software overview, scheduling methods and requirements, and computerized scheduling of a simulated construction job.

CMTT 2170 - Construction Contracting (3)

(Pre-requisites: None)

This course provides an in depth study of the contractual relationship between the parties involved in building construction contracting. Topics include bonds, insurance, bidding, awarding, and subcontracting types and conditions.

COFC Construction Fundamental Core

COFC 1000 - Safety (2)

(Pre-requisites: None)

This course provides a review of general safety rules and practices giving student's information about state and federal regulations including OSHA Hazard Communication Standards and Material Safety Data Sheets (MSDS). Emphasis is placed on electrical, fire, lifting, and ladder and scaffolding practices.

COFC 1011 - Overview of Building Construction Practices (3)

(Pre-requisites: Provisional Admission)

This course covers the introduction to a residential construction project from start to finish. Topics to include preparing to build, tools and equipment, building foundations, wood frame construction, completing the structure, finish carpentry and construction specialties.

COFC 1020 - Professional Tool Use and Safety (3)

(Pre-requisites: None)

This course provides instruction in the use of professional tools for the construction trades. Emphasis will be placed on the safe use of each tool discussed. Topics include layout and measuring tools, cutting tools, sawing tools, drilling and boring tools, finishing and fastening tools, general shop tool use, and job site setup.

COFC 1030 - Materials and Fasteners (2)

(Pre-requisites: None)

This course introduces the fundamental array of building materials used in residential and commercial construction. Topics include fasteners, wood products, concrete, brick and block, plumbing materials, finishing materials, manufactured products and an introduction to construction cost estimation.

COFC 1050 - Construction Print Reading Fundamentals (3)

(Pre-requisites: None)

This course introduces the reading and interpretation of prints and architectural drawings for all of the construction trades. Topics include types of plans, scales, specifications, conventions, and schedules.

COFC 1080 - Construction Trades Core (4)

(Pre-requisites: None)

This course introduces the student to the basic fundamentals of the construction trades. Topics include Basic Safety, Construction Math, Hand and Power Tools, Construction Drawings, Rigging, Materials Handling, and Job-Site Communication and Work Ethic Skills.

COLL College Life

COLL 1500 - College Success and Career Exploration (3)

(Pre-requisites: None)

This course is designed to provide tools to assist students to acquire skills necessary to achieve academic and professional success in their chosen occupational/technical program of study. Topics include: Getting Off to a Good Start, Learning and Personality Styles, Time and Money Management, Study and Test Taking Skills, Stress Management and Wellness, Communication Skills, Career Exploration, Research Skills, College Campus Knowledge, Memory and Reading Skills, Presentation and Interview Skills, and Group Skills.

COMM Communications

COMM 1100 - Human Communication (3)

(Pre-requisites: Program Admission)

Introduction to the fundamental components of the human communication process. The course provides a basic history of the communication discipline from ancient rhetorical roots through modern social sciences. The course emphasizes selected methods and practices in dyadic, small group, and oral presentational settings. Course content also covers communication models, as well as a survey of a variety of human communication modes and methods, including verbal, nonverbal, small group, interpersonal, mass, organizational, public, and intercultural communication.

COMP Introduction to Computer Literacy

COMP 1000 - Introduction to Computer Literacy (3)

(Pre-requisites: Provisional Admission)

This course introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

COSM Cosmetology

COSM 1000 - Introduction to Cosmetology Theory (4)

(Pre-requisites: Program Admission)

Introduces fundamental both theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agencies, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

COSM 1010 - Chemical Texture Services (3)

(Pre-requisites: None)

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

Provides instruction in the chemistry and chemical reactions of permanent wave solutions and relaxers, application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures, hair analysis, scalp analysis, permanent wave procedures (in an acceptable time frame), relaxer application (in an acceptable time frame), and Hazardous Duty Standards Act Compliance.

COSM 1020 - Hair Care and Treatment (3)

(Pre-requisites: None)

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

Introduces the theory, procedures and products used in the care and treatment of the scalp and hair, disease and disorders and their treatments and the fundamental theory and skills required to shampoo, condition, and recondition the hair and scalp.

COSM 1030 - Haircutting (3)

(Pre-requisites: None)

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

Introduces the theory and skills necessary to apply haircutting techniques, advanced haircutting techniques, proper safety and decontamination precautions, hair design elements, cutting implements, head, hair and body analysis, and client consultation.

COSM 1040 - Styling (3)

(Pre-requisites: None)

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

Introduces the fundamental theory and skills required to create shaping, pin curls, finger waves, roller placement, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, and comb-outs. Laboratory training includes styling training on manikin. Topics include: braiding/intertwining hair, styling principles, pin curls, roller placement, finger waves, skip

waves, ridge curls, blow dry styling, thermal curling, thermal pressing, thermal waving, artificial hair and augmentation, comb-outs, and safety precautions.

COSM 1050 - Hair Color (3)

(Pre-requisites: None)

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

Introduces the theory and application of temporary, semi-permanent, demi-permanent-deposit only, and permanent hair coloring, hair lightening, and color removal products and application. Topics include: principles of color theory, hair structure, color, tone, classifications of color, hair lightening, color removal, application procedures, safety precautions, client consultation, product knowledge, hair color challenges, corrective solutions, and special effects.

COSM 1060 - Fundamentals of Skin Care (3)

(Pre-requisites: None)

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

This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

COSM 1070 - Nail Care and Advanced Techniques (3)

(Pre-requisites: None)

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

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

COSM 1080 - Physical Hair Services Practicum (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 1120 - Salon Management (3)

(Pre-requisites: None)

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

Emphasizes the steps involved in opening and operating a privately owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, business management practices, and public relations and career development.

COSM 1125 - Skin and Nail Care Practicum (2)

(Pre-requisites: None)

Co-requisites:

COSM 1060 - Fundamentals of Skin Care

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.

COSM 1180 - Nail Care I (5)

(Pre-requisites: COSM 1000 - Introduction to Cosmetology Theory with a grade of "C" or better, COSM 1070 - Nail Care and Advanced Techniques with a grade of "C" or better)

Provides additional experience in Manicuring and Pedicuring techniques required of applicants for state licensure. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board foundation prep.

COSM 1190 - Nail Care II (5)

(Pre-requisites: None)

Co-requisites: COSM 1180 - Nail Care I with a grade of "C" or better)

Provides nail care experience on live models. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications required by the state board of cosmetology in theory and service credit requirements for this course. Emphasis is placed on performance, using live models in an actual or simulated occupational setting. Topics include: manicure, nail repair, artificial nails, pedicure, nail art, electric drill, reception, dispensary, advanced/new techniques, documentation, customer service skills, safety precautions, federal/state agency compliance, and state board comprehension.

CRJU Criminal Justice Technology

CRJU 1010 - Introduction to Criminal Justice (3)

(Pre-requisites: Provisional Admission)

Introduces the development and organization of the criminal justice system in the United States. Topics include: the American criminal justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJU 1021 - Private Security (3)

(Pre-requisites: Provisional Admission)

Provides an orientation to the development, philosophy, responsibility, and function of the private security industry. A historical and philosophical perspective of private security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: private security: an overview; basic security goals and responsibilities; when prevention fails; and security systems at work: putting it all together.

CRJU 1030 - Corrections (3)

(Pre-requisites: Provisional Admission)

Provides an analysis of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and prerelease programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJU 1040 - Principles of Law Enforcement (3)

(Pre-requisites: Provisional Admission)

This course examines the principles of the organization, administration, and duties of federal, state and local law enforcement agencies. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJU 1043 - Probation and Parole (3)

(Pre-requisites: Provisional Admission)

This course will cover the history of both juvenile and adult probation as well as the history of parole. The probation and parole systems will be covered generally with a special emphasis on the Georgia systems and related laws. Topics include: history and philosophy of probation and parole; function of the probation and parole systems; Georgia law related to probation and parole; characteristics and roles of probation and parole officers; and special issues and programs of probation and parole.

CRJU 1050 - Police Patrol Operations (3)

(Pre-requisites: Provisional Admission)

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills

CRJU 1052 - Criminal Justice Administration (3)

(Pre-requisites: Provisional Admission)

This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed toward increasing organizational skills and overcoming interdepartmental and inter-agency non-communication. Topics include: environmental management, human resources, and organizational concerns.

CRJU 1054 - Police Officer Survival (3)

(Pre-requisites: Provisional Admission)

This course examines the critical issues involved in the survival of a police officer in all aspects including their physical, mental, and psychological wellbeing. Emphasis is placed on personal protection skills, defensive tactics, handcuffing techniques, patrol tactics, vehicle stops, building searches and use of force.

CRJU 1056 - Police Traffic Control and Investigation (3)

(Pre-requisites: Provisional Admission)

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

CRJU 1062 - Methods of Criminal Investigation (3)

(Pre-requisites: None)

This course presents the fundamentals of criminal investigation. The duties and responsibilities of the investigator both in field and in the courtroom are highlighted. Emphasis is placed on techniques commonly utilized by investigative personnel as well as the procedures used for investigating various crimes.

CRJU 1063 - Crime Scene Processing (3)

(Pre-requisites: None)

This course presents students with practical exercises dealing with investigating crime scenes and gathering various forms of physical evidence. Emphasis is placed on crime scene assessment, search, fingerprinting, and evidence collection. Topics include: crime scene management, evidence characteristics, identification, documentation and collection as well as techniques for developing and lifting latent fingerprints.

CRJU 1065 - Community-Oriented Policing (3)

(Pre-requisites: Provisional Admission)

Presents the fundamentals for the community-oriented policing philosophy, including the comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies. Topics include: foundations of community-oriented policing, partnerships and problem-solving in community-oriented policing, and community-oriented policing projects and programs.

CRJU 1068 - Criminal Law for Criminal Justice (3)

(Pre-requisites: Provisional Admission)

This course introduces criminal law in the United States, but emphasizes the current specific status of Georgia criminal law. The course will focus on the most current statutory contents of the Official Code of Georgia Annotated (O.C.G.A.) with primary emphasis on the criminal and traffic codes. Topics include: historic development of criminal law in the United States; statutory law, Georgia Code (O.C.G.A.) Title 16 - Crimes and Offenses; statutory law, Georgia Code (O.C.G.A.) Title 40 - Motor Vehicle and Traffic Offenses; and Supreme Court rulings that apply to criminal law.

CRJU 1075 - Report Writing (3)

(Pre-requisites: Provisional Admission)

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

CRJU 1400 - Ethics and Cultural Perspectives for Criminal Justice (3)
(Pre-requisites: Provisional Admission)

This course provides an exploration ethics and cultural perspectives in criminal justice. In presenting ethics, both the individual perspective and the organizational standpoint will be examined. Four areas of ethical decision making opportunities are studied including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics. The presentation of cultural perspectives is designed to aid law enforcement officers to

better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJU 2020 - Constitutional Law for Criminal Justice (3)

(Pre-requisites: Provisional Admission)

This course emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment.

CRJU 2050 - Criminal Procedure (3)

(Pre-requisites: Provisional Admission)

Introduces the procedural law of the criminal justice system which governs the series of proceedings through which government enforces substantive criminal law. The course offers an emphasis on the laws of arrest and search and seizure; the rules of evidence, right to counsel, and the rights and duties of both citizens and officers. The course covers in depth appropriate Case Law and court rulings that dictate criminal procedure on the State and Federal Level.

CRJU 2060 - Criminology (3)

(Pre-requisites: Provisional Admission)

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: sociological, psychological, and biological causes of crime; effectiveness of theories in explaining crime; theory integration; and application of theory to selected issues.

CRJU 2070 - Juvenile Justice (3)

(Pre-requisites: Provisional Admission)

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJU 2090 - Criminal Justice Practicum (3)

(Pre-requisites: Provisional Admission)

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2100 - Criminal Justice Internship/Externship (3)

(Pre-requisites: Provisional Admission)

Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor. Topics include: criminal justice theory applications.

CRJU 2110 - Homeland Security (3)

(Pre-requisites: Provisional Admission)

The course provides an introduction to the principles of homeland security, roles and responsibilities of constituencies and implications for criminal justice fields. Topics include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic threats, and emergency preparedness and response.

CRJU 2201 - Criminal Courts (3)

(Pre-requisites: Provisional Admission)

This course examines the historical context on the development, functions, and controversies in the courts system. Topics include: introduction to the courts; participants of a trial; courtroom processes; and the post-conviction process.

CSSP Central Sterile Supply Processing

CSSP 1010 - Central Sterile Supply Processing Technician (5)

(Pre-requisites: Advisor Approval)

This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends.

CSSP 1020 - Central Sterile Supply Proc. Tech. Practicum I (6)

(Pre-requisites: Advisor Approval)

This course complements CSSP 1010 Central Sterile Supply Processing Technician, providing the practica hours.

CSSP 1022 - Central Sterile Supply Proc. Tech Practicum II (5)

(Pre-requisites: Advisor Approval)

This course complements CSSP 1010 Central Sterile Supply Processing Technician, and together with CSSP 1020 Central Sterile Processing Supply Practicum II, providing the practica hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination.

CTDL Commercial Truck Driving

CTDL 1010 - Fundamentals of Commercial Driving (3)

(Pre-requisites: None)

Fundamentals of Commercial Driving introduce students to the transportation industry, federal and state regulations, records and forms, industrial relations, and other non-driving activities. This course provides an emphasis on safety that will continue throughout the program.

CTDL 1020 - Combination Vehicle Basic Operation and Range Work (2)

(Pre-requisites: None)

Co-requisites: CTDL 1010 - Fundamentals of Commercial Driving with a grade of "C" or better)

This course familiarizes students with truck instruments and controls and performing basic maneuvers required to drive safely in a controlled environment and on the Driving Range. Each student must receive 12 hours behind the wheel (BTW) instructional time in range operations such as operating a tractor trailer through clearance maneuvers, backing, turning, parallel parking and coupling/uncoupling.

CTDL 1030 - Combination Vehicle Advanced Operations(4)

(Pre-requisites: None)

Co-requisites: CTDL 1020 - Combination Vehicle Basic Operation and Range Work with a grade of "C" or better)

Advanced Operations develops students' driving skills under actual road conditions. The classroom part of the course stresses following safe operating practices. These safe operating practices are integrated into the development of driving skills on the road. Each

student must receive at least twelve (12) hours behind-the-wheel (BTW) instructional time on the street/road. In addition the student must have a minimum program total of forty four (44) hours BTW instructional time in any combination (with CTDL 1020) of range and street/road driving. Note: state law requires that whenever a combination vehicle is operated on public roads an instructor must be present in the vehicle while the student is driving.

CUUL Culinary Arts

CUUL 1000 - Fundamentals of Culinary Arts (4)

(Pre-requisites: None)

Co-requisites: MATH 0097 - Math II with a grade of "C" or better)

Provides an overview of the professionalism in culinary arts, culinary career opportunities, Chef history, pride, and esprit d corp. Introduces principles and practices necessary to food, supply, and equipment selection, procurement, receiving, storage, and distribution. Topics include: cuisine, food service organizations, career opportunities, food service styles, basic culinary management techniques, professionalism, culinary work ethics, quality factors, food tests, pricing procedures, cost determination and control, selection, procurement, receiving, storage, and distribution. Laboratory demonstration and student experimentation parallel class work.

CUUL 1110 - Culinary Safety and Sanitation (2)

(Pre-requisites: Provisional Admission)

Emphasizes fundamental kitchen and dining room safety, sanitation, maintenance, and operation procedures. Topics include: cleaning standards, O.S.H.A. M.S.D.S. guidelines, sanitary procedures following SERV-SAFE guidelines, HACCAP, safety practices, basic kitchen first aid, operation of equipment, cleaning and maintenance of equipment, dishwashing, and pot and pan cleaning. Laboratory practice parallels class work.

CUUL 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 Computer Literacy 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 1129 - Fundamentals of Restaurant Operations (4)
(Pre-requisites: CUUL 1120 - Principles of Cooking with a grade of "C" or better)

Introduces the fundamentals of dining and beverage service and experience in preparation of a wide variety of quantity foods. Course content reflect American Culinary Federation Education Institute apprenticeship training objectives. Topics include: dining service/guest service, dining service positions and functions, international dining services, restaurant business laws, preparation and setup, table side service, and beverage service and setup, kitchen operational procedures, equipment use, banquet planning, recipe conversion, food decorating, safety and sanitation, and production of quantity food. Laboratory practice parallels class work.

CUUL 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 1370 - Culinary Nutrition and Menu Development (3)
(Pre-requisites: CUUL 1120 - Principles of Cooking with a grade of "C" or better)

This course emphasizes menu planning for all types of facilities, services, and special diets. Topics include: menu selection, menu development and pricing, nutrition, special diets, cooking nutritional foods, and organics. Laboratory demonstrations and student management and supervision parallel class work.

CUUL 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 2142 - International Cuisine (3)
(Pre-requisites: CUUL 1220 - Baking Principles 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.

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.

CUUL 2170 - American Regional Cuisine (3)

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

This course emphasizes the terms, concepts, and methods central to American Cuisine food preparation. Course content reflects American Culinary Federation Educational Institute apprenticeship training objectives. Topics include kitchen aromatics, regional cooking principles and history, and methods of American regional food preparation. Laboratory demonstrations and student experimentation parallel class work.

CUUL 2190 - Principles of Culinary Leadership (3)

(Pre-requisites: CUUL 1000 - Fundamentals of Culinary Arts)

This course familiarizes the student with principles, skills, methods, and behaviors necessary for sound leadership of people in their job responsibilities. Emphasis will be placed on real-life concepts, personal skill development, applied knowledge, and managing human resources. Course content is intended to help leaders, managers, and supervisors deal with a dramatically changing workplace that is affected by technology changes, a more competitive and global market place, corporate restructuring, and the changing nature of work and the workforce. Topics include: Leadership Principles, Leadership Relative to the Function of Management; Decision Making Process; Building and Effect Organizational Culture; Human Resource Management; and Delegating Management, Organization, and Control.

CUUL 2250 - Advanced Baking Principles (6)

(Pre-requisites: CUUL 1120 - Principles of Cooking with a grade of "C" or better and CUUL 1220 - Baking Principles with a grade of "C" or better)

Provides in-depth experience in preparing many types of baked goods found in restaurants, country clubs, and hotels. Course content reflects American Culinary Federation and Retail Bakery Association training objectives and provides background for those aspiring to become Executive Pastry Chefs, Working Pastry Chefs and Bakers. Topics include: Artisan Breads, Tarts, Tortes, Pastry Dough, Puff Pastry, Icing (buttercreams and meringues), Filling (sauces and coulis), Sugar, Chocolates, and Confections. Laboratory practice parallels 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 1050 - Microbiology and Infection Control (3)

(Pre-requisites: Program Admission)

Co-Requisite: DENA 1340 - Dental Assisting I: General Chairside)

Introduces fundamental microbiology and infection control techniques. Topics include: classification, structure, and behavior of pathogenic microbes; mode of disease transmission; body's defense and immunity; infectious diseases; and infection control procedures in accordance with CDC recommendations and OSHA guidelines.

DENA 1070 - Oral Pathology and Therapeutics (2)

(Pre-requisites: Program Admission)

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

Focuses on the diseases affecting the oral cavity and pharmacology as it relates to dentistry. Topics include: identification and disease process; signs/symptoms of oral diseases and systemic diseases with oral manifestations; developmental abnormalities of oral tissues; basic principle of pharmacology; drugs prescribed by the dental profession; drugs that may contraindicate treatment; and applied pharmacology (regulations, dosage, and applications).

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 1340 - Dental Assisting I: General Chairside (6)

(Pre-requisites: Program Admission)

Co-Requisite: DENA 1050 - Microbiology and Infection Control and DENA 1080 - Dental Anatomy)

Introduces student to ethics and jurisprudence for the dental assistant and to chairside assisting with diagnostic and operative procedures. Topics include: ethics and jurisprudence in the dental office; four-handed dentistry techniques; clinical data collection techniques; introduction to operative dentistry; and dental material basics.

DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills (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 1460 - Dental Practicum I (1)
(Pre-requisites: DENA 1050 - Microbiology and Infection Control and DENA 1340 - Dental Assisting I: General Chairside All with a grade of "C" or better
Co-requisites: DENA 1350 - Dental Assisting II: Dental Specialties and EFDA Skills, DENA 1390 - Dental Radiology)
Practicum focuses on infection control in the dental office and assisting with diagnostic and simple operative procedures. Topics include: infection control procedures; clinical diagnostic procedures; and general dentistry procedures.

DENA 1470 - Dental Practicum II (1)
(Pre-requisites: None
Co-requisites: DENA 1460 - Dental Practicum I)
Practicum focuses on advanced general dentistry procedures and chairside in dental specialties with special emphasis on nonsurgical specialties. Topics include: advanced general dentistry and specialties.

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)
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.

DFTG Drafting

DFTG 1101 - CAD Fundamentals (4)
(Pre-requisites: Provisional Admission
Co-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better)
Establishes safety practices as they relate to a drafting environment. Introduces basic CAD functions while presenting essential principles and practices for line relationships, scale, and geometric construction.

DFTG 1103 - Multiview/Basic Dimensioning (4)
(Pre-requisites: DFTG 1101 - CAD Fundamentals with a grade of "C" or better)
Multiview/Basic Dimensioning provides multi-view and pictorial sketching, orthographic drawing and fundamental dimensioning methods necessary to develop 2D and 3D views that completely describe machine parts for manufacture using intermediate CAD software techniques.

DFTG 1105 - 3D Mechanical Modeling (4)
(Pre-requisites: None)
In the 3D Mechanical Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for mechanical drafting. The student will develop the skills necessary to create 3D models and presentation/working drawings.

DFTG 1111 - Fasteners (4)
(Pre-requisites: None)
This course covers the basics of identifying fastening techniques, interpreting technical data, and creates working drawings. Topics include utilization of technical data, identifying thread types, graphic representation of threaded fasteners, utilization of other fastening techniques, welding symbol identification, and welding symbol usage in working drawings.

DFTG 1113 - Assembly Drawings (4)
(Pre-requisites: None)
Assembly Drawings provides knowledge and skills necessary to create working drawings for the manufacture of machine parts. Topics include: detail drawings, orthographic assembly drawings, pictorial assembly drawings, and utilization of technical reference source.

DFTG 1125 - Architectural Fundamentals (4)
(Pre-requisites: None)
Introduces architectural fundamental principles and practices associated with architectural styles and drawing. Fundamentals residential and commercial practices will be covered. Topics include: specifications and materials; architectural styles, construction drawing practices and procedures, dimensioning and scales.

DFTG 1127 - Architectural 3D Modeling (4)
(Pre-requisites: None)
In the Architectural 3D Modeling course, the student becomes acquainted with concepts of the software related to Parametric modeling for architectural drafting. The student will develop the skills necessary to create 3D models and presentation/construction drawings.

DFTG 2010 - Engineering Graphics (4)
(Pre-requisites: None)
Covers the basics of computer terminology, input and output devices, file formatting, file management, for CAD software. Introduces students to the fundamentals of geometric construction, scale reading line relationship and basic history of the drafting concepts. Student will also be introduced to basic and intermediate CAD commands and procedures, and drafting concepts and principals.

DFTG 2020 - Visualization and Graphics (3)
(Pre-requisites: None)
This course is an introduction to engineering graphics and component visualization. Sketching, line drawing, computer assisted drafting solid modeling including parametric modeling are practiced. Development of working drawings and requirements for drawing in a manufacturing and rapid pro-type environment is emphasized.

DFTG 2110 - Print Reading I (2)
(Pre-requisites: Provisional Admission)
Introduces the fundamental principles and practices associated with interpreting technical drawings. Topics include: interpretation of blueprints and sketching.

DFTG 2210 - Print Reading II (2)

(Pre-requisites: None)

Co-requisites: DFTG 2110 - Print Reading I with a grade of "C" or better)

This course continues the development of blueprint reading as applied to technical drawing. Topics include threads (inch and metric), auxiliary views, geometric tolerancing, and weldments.

DIET Diesel Equipment Technology

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety (3)

(Pre-requisites: Program Admission)

This course introduces basic knowledge and skills the student must have to succeed in the Diesel Equipment Technology field. Topics include an overview of diesel powered vehicles, diesel technology safety skills, basic tools and equipment, reference materials, measuring instruments, shop operation, mechanical fasteners, welding safety, and basic welding skills. Classroom and lab experiences on safety, precision measuring, and basic shop practices are highly emphasized.

DIET 1010 - Diesel Electrical and Electronic Systems (7)

(Pre-requisites: None)

Co-requisites: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety)

This course introduces students to electrical and electronic systems used on medium/heavy duty trucks and heavy equipment. Topics include: general electrical system diagnosis, battery diagnosis and repair, starting system diagnosis and repair, charging system diagnosis and repair, lighting system diagnosis and repair, gauges and warning devices, and an introduction and familiarization with electrical and electronic systems.

DIET 1020 - Preventive Maintenance (5)

(Pre-requisites: None)

Co-requisites: Diet 1010 Diesel Electrical and Electronic Systems)

This course introduces preventive maintenance procedures pertaining to medium/heavy duty trucks and heavy equipment. Topics include: engine systems; cab and hood; heating, ventilation and air conditioning (HVAC); electrical and electronics; frame and chassis.

DIET 1030 - Diesel Engines (6)

(Pre-requisites: None)

Co-requisites: Diet 1010 Diesel Electrical and Electronic Systems)

This course introduces diesel engines used in medium/heavy duty trucks and heavy equipment. Topics include: general engine diagnosis, cylinder head and valve train, engine block, engine lubrication system, hydraulic pumps, engine cooling, air induction, exhaust, fuel supply systems, electronic fuel management, and engine brakes. Using and interpreting test and measuring equipment is highly emphasized.

DIET 1040 - Diesel Truck and Heavy Equipment HVAC Systems (3)

(Pre-requisites: None)

Co-requisites: Diet 1010 Diesel Electrical and Electronic Systems)

This course introduces diesel systems used in medium/heavy duty trucks and heavy equipment. Classroom instruction on HVAC theory and operation along with local, state, and federal regulations are strongly emphasized. Topics include: HVAC safety, HVAC system theory and operation, A/C system component diagnosis and repair, HVAC system diagnosis and repair, HVAC operating systems and related controls, and refrigeration recovery, recycling, and handling procedures.

DIET 2000 - Truck Steering and Suspension Systems (4)

(Pre-requisites: None)

Co-requisites: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety)

This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices.

DIET 2001 - Heavy Equipment Hydraulics (6)

(Pre-requisites: None)

Co-requisites: DIET 1000 - Introduction to Diesel Technology, Tools, and Safety with a grade of "C" or better)

This course introduces the student to basic hydraulic fundamentals, components, system servicing, symbols and schematics. The student will learn component operation and service techniques for maintaining a hydraulic system. The student will also learn to identify the ISO symbols used on hydraulic schematics and to trace the hydraulic schematics. Topics include: general system operation; basic hydraulic principles; hydraulic system components; hydraulic control valves; load sensing pressure control systems; pilot operated hydraulic system operation; and hydraulic actuators.

DIET 2002 - Diesel Power Generation - Basic Power Gen. Fund. (6)

(Pre-requisites: DIET 1000, DIET 1010 with a grade of "C" or better)

This course introduces AC voltage concepts, AC synchronous generator components, operation, and application as related to the electrical power generating industry. Topics include: AC fundamentals; magnetism, inductance, and capacitance; basic transformers; AC generator types; AC test equipment; synchronous generator components; generator sizing, construction and connection; stator types and arrangements; rotor types and arrangements; and excitation fundamentals.

DIET 2010 - Truck Brake Systems (4)

(Pre-requisites: None)

Co-requisites:

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 1010 - Diesel Electrical and Electronic Systems)

This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti-lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

DIET 2011 - Off Road Drivelines (6)

(Pre-requisites: None)

Co-requisites:

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 1010 - Diesel Electrical and Electronic Systems)

This course introduces power trains used on heavy equipment such as bulldozers, excavators, wheel loaders, back-hoe loaders and skidders. Classroom and lab instruction on components and systems with use and interpreting testing and diagnosing equipment are highly emphasized. Topics include: power train theory and principles, clutches, manual transmissions, drive shafts, differentials, final drives, special drives, final drive failure analysis, torque converters, hydraulically shifted transmissions, electronic transmissions, hydrostatic transmissions, and transmission failure analysis.

DIET 2012 - Diesel Power Gen. Controls, Switching, and Aux. Syst. (6)
(Pre-requisites: DIET 1010 - Diesel Electrical and Electronic Systems
Co-requisites: DIET 2002 - Diesel Power Generation - Basic Power Generation Fundamentals)

This course introduces control systems and protection devices utilized for electrical power generators. Topics include: controller system fundamentals, engine protective controls, generator protective controls, and the engine governor. Component systems required to maintain generator system integrity and reliability are also introduced. These include: the battery charger, engine jacket water heater, gaseous fuel, diesel, ventilation, air induction, exhaust, and remote annunciation systems. Classroom instruction and lab demonstrations are highly emphasized.

DIET 2020 - Truck Drivetrains (4)

(Pre-requisites: None)

Co-requisites:

DIET 1000 - Introduction to Diesel Technology, Tools, and Safety

DIET 1010 - Diesel Electrical and Electronic Systems)

This course introduces power train systems used on medium/heavy duty trucks. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, torque converters, and automatic transmissions.

ECCE Early Childhood Care and Education

ECCE 1070 - Introduction to Child Care and Licensing (3)

(Pre-requisites: Provisional Admission)

Student will need a grade of "C" or better to pass.)

Introduces the requirements of child care licensing in Georgia, Georgia's licensing agency, CORE Rules, nutrition, child abuse recognition and reporting, careers in child care, professionalism, and positive qualities of a child caregiver.

ECCE 1075 - Introduction to Child Development (3)

(Pre-requisites: Provisional Admission. Student will need a grade of "C" or better to pass.)

Introduces the student to brain development research, developmentally appropriate practice, ages and stages of child development from birth to 12 years old, exceptionalities, and community resources.

ECCE 1080 - Introduction to Classroom Management (3)

(Pre-requisites: Provisional Admission. Student will need a grade of "C" or better to pass.)

Introduces the student to quality classroom environments, developmentally appropriate curriculum, classroom management, and communicating with parents.

ECCE 1101 - Introduction to Early Childhood Care and Education (3)

(Pre-requisites: Provisional Admission. Student will need a grade of "C" or better to pass.)

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives; professionalism; guidance; developmentally appropriate practices; learning environment (including all children); cultural diversity; and licensing, accreditation, and credentialing.

ECCE 1103 - Child Growth and Development (3)

(Pre-requisites: Provisional Admission)

Student will need a grade of "C" or better to pass.)

Introduces the student to the physical, social, emotional, and cognitive development of the young child (prenatal through 12 years of age). The course provides for competency development in observing, recording, and interpreting growth and development

stages in the young child; advancing physical and intellectual competence; supporting social and emotional development; and examining relationships between child development and positive guidance. Topics include developmental characteristics, prenatal through age 12, developmental guidance applications, observing and recording techniques, ages and stages of development, and introduction to children with special needs.

ECCE 1105 - Health, Safety and Nutrition (3)

(Pre-requisites: Provisional Admission)

Additional Fees: Pediatric or infant/child CPR/First Aid Certificate \$60. Student will need a grade of "C" or better to pass.)

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECCE 1112 - Curriculum and Assessment (3)

(Pre/Co-requisites: ECCE 1103 - Child Growth and Development with a grade of "C" or better. Student will need a grade of "C" or better to pass.)

Provides student with an understanding of developmentally effective approaches to teaching, learning, observing, documenting and assessment strategies that promote positive development for young children. The course will enable the student to establish a learning environment appropriate for young children and to identify the goals, benefits, and uses of assessment in the development of curriculum for young children. Topics include observing, documenting, and assessing; learning environments; development of curriculum plans and materials; curriculum approaches; and instructional media.

ECCE 1113 - Creative Activities for Children (3)

(Pre-requisites: Provisional Admission. Student will need a grade of "C" or better to pass.)

Introduces the concepts related to creativity in art, music, movement and creative drama, and facilitating children's creative expression across the curriculum. Topics include concepts of creativity and expression; theories of young children's creative development; facilitation of children's creative expression, media, methods and materials across the curriculum; appreciation of children's art processes and products; appreciation of children's creativity in music, movement and dance; appreciation of children's creative expression in play and creative drama; and art and music appreciation.

ECCE 1121 - Early Childhood Care and Education Practicum (3)

(Pre/CO-requisites: ECCE 1105 - Health, Safety and Nutrition with a grade of "C" or better. Requires Advisor's Approval.

Additional Fees: Students are required to purchase liability insurance through the college. Students will need a fingerprint check. Student will need a grade of "C" or better to pass.)

Provides the student with the opportunity to gain a supervised experience in practicum placement sites allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

ECCE 2115 - Language and Literacy (3)

(Pre/Co-requisites: ECCE 1103 - Child Growth and Development with a grade of "C" or better. Student will need a grade of "C" or better to pass.)

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age

twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

ECCE 2116 - Math and Science (3)

(Pre/Co-requisites: ECCE 1103 - Child Growth and Development with a grade of "C" or better.

Student will need a grade of "C" or better to pass.)

Presents the process of introducing math and science concepts to young children. Includes planning and implementation of developmentally appropriate activities and development of math and science materials, media and methods. Topics include inquiry approach to learning; cognitive stages and developmental processes in developing math and science concepts with children birth to five; cognitive stages and developmental processes in developing math and science concepts with children in kindergarten and primary grades; planning math and science activities; and development of math and science materials, media and methods.

ECCE 2201 - Exceptionalities (3)

(Pre-requisites: ECCE 1103 - Child Growth and Development with a grade of "C" or better. Student will need a grade of "C" or better to pass.)

Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with children with special needs. Topics include inclusion/least restrictive environment (LRE), physical and motor impairments, gifted/talented, intellectual and cognitive disabilities, emotional and behavioral disorders, communication disorders in speech and language, autism spectrum disorders, visual impairments, deaf and hard of hearing, health impairments, multiple disabilities, and community resources.

ECCE 2202 - Social Issues and Family Involvement (3)

(Pre-requisites: Provisional Admission. Student will need a grade of "C" or better to pass.)

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

ECCE 2203 - Guidance and Classroom Management (3)

(Pre/Co-requisites: ECCE 1103 - Child Growth and Development with a grade of "C" or better

Student will need a grade of "C" or better to pass.)

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth through 12); effective classroom management, including preventive and interventive techniques; understanding challenging behaviors; and implementing guidance plans.

ECCE 2245 - Early Childhood Care and Education Internship I (6)
(Pre-requisites: Provisional Admission, ECCE 1101, ECCE 1103, AND ECCE 1105 with a grade of "C" or better
Co-requisites: ECCE 1105)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

ECCE 2246 - Early Childhood Care and Education Internship II (6)
(Pre-requisites: ECCE 1101 AND ECCE 1103 with a grade of "C" or better

Co-requisites: ECCE 1105)

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work site allowing demonstration of techniques obtained from course work. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

ECCE 2310 - Paraprofessional Methods and Materials (3)

(Pre/Co-requisites: ECCE 1103 - Child Growth and Development with a grade of "C" or better. Student will need a grade of "C" or better to pass.)

Develops the instructional skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary age children. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

ECCE 2312 - Paraprofessional Roles and Practices (3)

(Pre/Co-requisites: ECCE 1103 - Child Growth and Development with a grade of "C" or better. Student will need a grade of "C" or better to pass.)

Develops skills to enable the student to work as a paraprofessional in a program for kindergarten through elementary aged children. Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

ECCE 2320 - Program Administration and Facility Management (3)
(Pre-requisites: Provisional Admission. Student will need a grade of "C" or better to pass.)

Provides training in planning, implementation, and maintenance of an effective early childhood program and facility. Topics include organization, mission, philosophy, goals of a program; types of programs; laws, rules, regulations, accreditation, and program evaluation; needs assessment; administrative roles and board of directors; anti-bias program development; child development and developmentally appropriate practices; marketing, public and community relations, grouping, enrollment and retention; working with families; professionalism and work ethics; space management; money management; and program, equipment, and supplies management.

ECCE 2322 - Personnel Management (3)

(Pre-requisites: Provisional Admission. Student will need a grade of "C" or better to pass.)

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing

payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

ECCE 2330 - Infant/Toddler Development (3)

(Pre-requisites: Provisional Admission. Student will need a grade of "C" or better to pass.)

Introduces the three developmentally meaningful age periods during infancy. Provides knowledge, grounded in brain and attachment research, about how children learn and the skills and attitudes necessary to support optimum social/emotional, cognitive, and physical development for children from birth to three. Principles of brain development and language and communication will be explored in depth. Special emphasis is placed on experiential learning to show caregivers practical ways of meeting the fundamental needs of all infants in group care settings and of helping them learn the lessons that every infant comes into the world eager to learn. The needs of infants and toddlers with established disabilities as well as those at risk for developmental problems will be examined from the perspective of early intervention and inclusion.

ECCE 2332 - Infant/Toddler Group Care and Curriculum (3)

(Pre-requisites: Provisional Admission. Student will need a grade of "C" or better to pass.)

Provides the knowledge, skills and attitudes necessary to meet the fundamental needs of children from birth to three in group care settings. Establishes a foundation for a responsive, relationship-based curriculum for children birth to three who are in group care settings. Introduces the philosophy behind primary care, continuity of care, and respectful care. Explores ways of creating environments for infant/toddler group care which foster optimum social/emotional, physical and cognitive development, promote cultural sensitivity and encourage positive parent caregiver relations.

ECCE 2360 - Classroom Strategies for Exceptional Children (3)

(Pre/Co-requisites: ECCE 2201 – Exceptionalities with a grade of "C" or better. Student will need a grade of "C" or better to pass.)

Prepares child care providers and paraprofessionals with knowledge and skills in the areas of working effectively with children with a disability; working with families as partners; examining the laws and regulations; exploring resources, service providers, and agencies that may assist the child and his/her family; examining the adaptations and modifications to facilities and environments; reviewing the referral process; implementing inclusion; modifying instruction to accommodate the child with special needs; and investigating ways to document and chart observations.

ECCE 2362 - Exploring Your Role in the Exceptional Environment (3)

(Pre/Co-requisites: ECCE 2201 – Exceptionalities with a grade of "C" or better. Student will need a grade of "C" or better to pass.)

Prepares child care providers and paraprofessionals with knowledge and skills for screening and assessing purposes; and explores resources, service providers, and agencies that may assist the child and families in educational or natural settings. Examines adaptations, accommodations, and modifications to environments; reviews the referral process; implements inclusion and modifies instruction to accommodate the child with special needs.

ECGT Electrocardiography Technology

ECGT 1030 - Introduction to Electrocardiography (5)

(Pre-requisites: ENGL 1010 OR ENGL 1101 with a grade of "C" or better, PSYC 1010 OR PSYC 1101 with a grade of "C" or better, MATH 1011 OR MATH 1111 with a grade of "C" or better)

Co-requisites:

ALHS 1011 OR BIOL 2113, BIOL 2113L and BIOL 2114, BIOL 2114L with a grade of 'C' or better, ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better)

Provides an introduction to electrocardiography techniques and record keeping. Emphasis is placed on the knowledge and skills needed to perform ECG on all types of patients. Topics include: infection control techniques, basic life support, legalities and ethics, basic cardiovascular anatomy and physiology, ECG techniques and recognition, ECG lead placement, technical aspects of the ECG, ECG rhythm strip interpretation, advanced ECG techniques and a Cardiovascular Credentialing International (CCI) exam review.

ECGT 1050 - Electrocardiography Practicum (5)

(Pre-requisites: ECGT 1030 - Introduction to Electrocardiography with a grade of "C" or better)

Provides an introduction to clinical practice in the setting of hospitals, clinics, and medical offices. Students must demonstrate regard for the dignity, rights, and privacy of each patient. They must also abide by the policies and procedures of each clinical setting. Students will be able to learn by doing electrocardiography techniques and record keeping. Emphasis is placed on the application of knowledge and skills gained in the classroom. Students will have the opportunity to display their ability to interact appropriately with patients, family members, and other members of the healthcare team. Students may be required to perform Basic Life Support. Topics include: application of classroom knowledge and skills and functioning in the work environment.

ECMT Electrical Construction and Maintenance

ECMT 1130 - Basic Lineworker Skills (3)

(Pre-requisites: Provisional Admission)

Provides a comprehensive summary of lineworker requirements. Physical and mechanical ability requirements will be presented. This course provides in-depth training and lab activity for pole climbing and all safety aspects of ground and suspended work activities. The course also familiarizes the student with the identification, the proper use, and the maintenance of hand tools and power tools. Other topics include: electrical and workplace safety and positive work ethics.

ECON Economics

ECON 1101 - Principles of Economics (3)

(Pre-requisites: Regular Admissions)

Provides a description and analysis of economic operations in contemporary society. Emphasis is placed on developing an understanding of economic concepts and policies as they apply to everyday life. Topics include basic economic principles; economic forces and indicators; capital and labor; price, competition, and monopoly; money and banking; government expenditures, federal and local; fluctuations in production, employment, and income; and United States economy in perspective.

ECON 2105 - Macroeconomics (3)

(Pre-requisites: Regular Admission)

Provides a description and analysis of macroeconomic principles and policies. Topics include basic economic principles, macroeconomic concepts, equilibrium in the goods and money

markets, macroeconomic equilibrium and the impact of fiscal and monetary policies.

ECON 2106 - Microeconomics (3)

(Pre-requisites: Regular Admission)

Provides an analysis of the ways in which consumers and business firms interact in a market economy. Topics include basic economic principles, consumer choice, behavior of profit maximizing firms, modeling of perfect competition, monopoly, oligopoly and monopolistic competition.

ELCR Electronics Technology

ELCR 1005 - Soldering Technology (1)

(Pre-requisites: Provisional Admission)

Develops the ability to solder and desolder connectors, components, and printed circuit boards using industry standards. Topics include: safety practices, soldering, desoldering, anti-static grounding, and surface mount techniques.

ELCR 1010 - Direct Current Circuits (6)

(Pre-requisites: Program Instructor Approval or Program Admission)

This course provides instruction in the theory and practical application of simple and complex direct current circuitry. Topics include laboratory safety practices and procedures, electrical laws and principles, DC test equipment basic series, parallel and combination circuits, complex series and parallel circuits, DC theorems, and Applied Algebraic Concepts.

ELCR 1020 - Alternating Current Circuits (7)

(Pre-requisites: ELCR 1010 - Direct Current Circuits with a grade of "C" or better or Program Instructor Approval)

This course introduces the theory and application of varying sine wave voltages and current, and continues the development of AC concepts with emphasis on constructing, verifying, and troubleshooting reactive circuits using RLC theory and practical application. Topics include AC wave generation, frequency and phase relationship, impedance, admittance, and conductance, power factors, reactive components, simple RLC circuits, AC circuit resonance, passive filters, and non-sinusoidal wave forms.

ELCR 1030 - Solid State Devices (5)

(Pre-requisites: ELCR 1010 - Direct Current Circuits with a grade of "C" or better or Program Instructor Approval)

This course provides instruction in the theory and application of solid state devices in the electronics industry. Emphasis is placed on the physical characteristics and uses of solid state devices. Topics include PN diodes, power supplies, voltage regulation, bipolar junction theory and application, field effect transistors, and special applications.

ELCR 1040 - Digital and Microprocessor Fundamentals (5)

(Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval)

This course is designed to provide sufficient coverage of digital electronics and microprocessor fundamentals. Digital fundamentals will introduce basic binary topics such as binary arithmetic, logic gates and truth tables, Boolean algebra and minimization techniques, logic families, and digital test equipment. Upon completion of the foundational digital requirements, a more advanced study of digital devices and circuits will include such topics as flip-flops, counters, multiplexers and de-multiplexers, encoding and decoding, displays, and analog to digital and digital to analog conversions. Students will also explore the basic architecture and hardware concepts of the microprocessor.

ELCR 1060 - Linear Integrated Circuits (3)

(Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval)

Provides in-depth instruction on the characteristics and applications of linear integrated circuits. Topics include: operational amplifiers, timers, and three-terminal voltage regulators.

ELCR 1800 - Electrical Lineworker Organization Principles (3)

(Pre-requisites: Program Admission)

This course provides a comprehensive summary of lineworker requirements.

ELCR 1820 - Electrical Lineworker Workplace Skills (2)

(Pre-requisites: Program Admission)

This course will familiarize the student with the importance of working together and team building.

ELCR 1840 - Electrical Lineworker Automation Skills (2)

(Pre-requisites: Program Admission)

This course familiarizes the student with the identification, proper use, basic electrical fundamentals, and safety and maintenance of lineworker hand and power tools.

ELCR 1860 - Electrical Lineworker Occupational Skills (3)

(Pre-requisites: Program Admission)

This course provides an introduction to the basic skills necessary for an electrical lineworker.

ELCR 2110 - Process Control (3)

(Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval)

Introduces industrial process control applications with an emphasis on sensors and signal conditioning. Topics include: symbology and drawing standards, control techniques, sensors and signal conditioning, and ISA and other relevant standards.

ELCR 2120 - Motor Controls (3)

(Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval)

Introduces the application of motor controls in the industrial environment. Topics include: AC/DC motors, AC/DC drives, MCC and contactors, NEC and NEMA standards, ladder diagrams, and power sources.

ELCR 2130 - Programmable Controllers (3)

(Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval)

Provides the basic skills and techniques used in industrial application of programmable controls. Topics include: controller hardware, programming, PC applications, and troubleshooting.

ELCR 2140 - Mechanical Devices (2)

(Pre-requisites: Program Admission)

Develops knowledge and skills necessary to transmit mechanical power using common industrial linkage types. Emphasis is placed on use of mechanical devices in combination with electronic controls. Topics include: linkages, motion analysis, gear drives, and preventative maintenance.

ELCR 2150 - Fluid Power (2)

(Pre-requisites: Program Admission)

Provides an overview of fluid power operation as applied to industrial electronics. Emphasis is placed on the interfacing of electronic and fluidic systems. Topics include: safety, fluid dynamics, hydraulics, pneumatics, air logic, and electrical interfacing.

ELCR 2160 - Advanced Microprocessors and Robotics (3)
(Pre-requisites: ELCR 1040 - Digital and Microprocessor Fundamentals or Program Instructor Approval)

This course continues an earlier study of microprocessor fundamentals and introduces robotic theory and application. Topics include the microprocessor instruction set, programming and debugging applications and troubleshooting, microprocessor applications for embedded systems, basic DSP concepts, robotic terminology and languages, and robotic programming.

ELCR 2210 - Advanced Circuit Analysis (5)

(Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval)

This course provides an in depth study of communication system concepts and emphasis an analysis of amplitude and frequency modulation and detection methods. Topics include AM, FM, and SSB modulation and detection, transmitters and receivers, multiplexing and de-multiplexing, basic telemetry concepts, and noise bandwidth considerations.

ELCR 2220 - Digital Communications (3)

(Pre-requisites: None)

Co-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval)

This course continues the study of modulation and detection techniques. Topics include: digital modulation techniques, pulse modulation techniques, and sampling techniques.

ELCR 2230 - Antenna and Transmission Lines (3)

(Pre-requisites: None)

Co-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval)

Provides an understanding of antennas and transmission lines used in communications. Topics include: transmission lines, wave guides, antenna types, antenna applications, and telephone transmission lines.

ELCR 2240 - Microwave Communications and Radar (3)

(Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval)

Provides a basic understanding of microwave communications and radar. Topics include: microwave and radar fundamentals, microwave devices, wave guides, specialized antennas, radar systems, and communications systems.

ELCR 2250 - Optical Communications Techniques (3)

(Pre-requisites: ELCR 1020 - Alternating Current Circuits with a grade of "C" or better or Program Instructor Approval)

Surveys the major optical devices used for communications. Topics include: light sources, fiber optic cable, coupling and fusing, light modulation and detection techniques, and system application of light devices.

ELTR Electrical Technology

ELTR 1020 - Electrical Systems Basics I (3)

(Pre-requisites: None)

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and basic transformers.

ELTR 1030 - Electrical Systems Basics II (7)

(Pre-requisites: None)

Introduces electrical theory and principles used in residential, commercial, and industrial wiring applications. Emphasis is placed in electron theory, DC and AC circuits, Ohm's law, test equipment,

transformers, and electrical power systems. Topics include: electricity production, electrical formulas, test equipment, transformer fundamentals, and fundamentals of AC and DC circuits.

ELTR 1060 - Electrical Prints, Schematics, and Symbols (2)

(Pre-requisites: Program Admission)

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, print reading and scales and measurement.

ELTR 1080 - Commercial Wiring I (5)

(Pre-requisites: None)

This course introduces commercial wiring practices and procedures. Topics include: industrial safety procedures, the National Electrical Code, commercial load calculations, three-phase power systems, and fundamentals of AC motor control.

ELTR 1090 - Commercial Wiring II (3)

(Pre-requisites: None)

This course is a continuation of the study in commercial wiring practices and procedures. Topics include: transformer connections, an introduction to low voltage systems, conduit design and installation practices, and system design concepts.

ELTR 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 1150 - Interpreting the National Electrical Code (5)

(Pre-requisites: Program Admission)

This course facilitates the reading and interpretation of the National Electrical Code, and is designed for students with some experience in electrical wiring and the use of the NEC. Students with an interest in electrical wiring and the NEC will, upon completion of the course, be able to find information in the Code needed to do residential, commercial, farm, and industrial wiring, and to be successful with electrical licensing examinations.

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.

ELTR 1205 - Residential Wiring I (3)

(Pre-requisites: None)

Co-requisites: ELTR 1210 - Residential Wiring II)

Introduces residential wiring practices and procedures. Topics include: print reading, National Electrical Code, wiring materials and methods, and control of luminaries and receptacle installation.

ELTR 1210 - Residential Wiring II (3)

(Pre-requisites: None)

Co-requisites: ELTR 1205 - Residential Wiring I)

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: single and multi-family load calculations, single and multi-family service installations, sub-panels and feeders, and specialty circuits.

ELTR 1220 - Industrial PLC's (4)

(Pre-requisites: None)

Co-requisites: ELTR 1180 - Electrical Controls with a grade of "C" or better)

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis is placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installation and set-up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

ELTR 1250 - Diagnostic Troubleshooting (2)

Pre-requisites: None

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

ELTR 1260 - Transformers (3)

(Pre-requisites: None)

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory, types of transformers, National Electrical Code requirements, and safety precautions.

ELTR 1270 - Industrial Wiring Concepts (4)

(Pre-requisites: None)

Co-requisites: ELTR 1080 - Commercial Wiring I and ELTR 1090 - Commercial Wiring II)

Provides instruction in industrial applications of the National Electrical Code. Topics include: rigid/IMC conduit installation, EMT conduit installation, busways installation, cable tray/wireway installation, and equipment installation (600 volts or less).

ELTR 1520 - Grounding and Bonding (2)

(Pre-requisites: Program Admission)

Presents the theory and practical applications for grounding and bonding systems. Emphasis will be placed on the use of the requirements of the National Electrical Code. Topics include: branch circuit grounding, equipment grounding/ bonding, service grounding/ bonding, and earth connections.

ELTR 1525 - Photovoltaic Systems (5)

(Pre-requisites: Advisor Approval)

This class introduces techniques and method on how to install residential and commercial photovoltaic systems.

ELTR 1530 - Conduit Sizing (2)

(Pre-requisites: Program Admission; IDFC 1007 - Industrial Safety Procedures with a grade of "C" or better)

Provides practice in calculating conduit size. Emphasis is placed on use of the requirement of the National Electrical Code. Topics include: National Electrical Code, conduits types/ trade sizes, and percent of fill.

EMPL Job Acquisition Skills

EMPL 1000 - Interpersonal Relations and Professional Development (2)

(Pre-requisites: Provisional Admission)

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

EMSP Emergency Medical Services Professions

EMSP 1010 - Emergency Medical Responder (4)

(Pre-requisites: Program Admission)

The Emergency Medical Responder (EMR) course prepares the student to provide initial stabilizing care to the sick or injured prior to the arrival of Emergency Medical Services Professionals (EMS), and to assist EMS personnel in transporting patients for definitive care at an appropriate hospital/facility. Major areas of instruction include Introductory Medical Terminology and Anatomy and Physiology; Responder Safety; Incident Command; Blood borne Pathogen Training; Basic Physical Assessment; and Treatment of Trauma and Medical Emergencies; Cardiopulmonary Resuscitation and the use of Automatic External Defibrillators. The course is a blend of lecture, hands on lab/learning, and practical scenario based learning/testing. The course will include Healthcare Provider CPR/AED Certification from a Nationally Recognized Body (American Heart Association, Red Cross, etc.). If this course is also approved by the Georgia State Office of Emergency Medical Services and Trauma (SOEMST), successful completion will allow the student to be eligible to take the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Responder (EMR) certification. Topics include: Preparatory; Anatomy and Physiology; Medical Terminology; Pathophysiology; Life Span Development; Public Health; Pharmacology; Airway; Management; Respiration and Artificial Ventilation; Assessment; Medicine; Shock and Resuscitation; Trauma; Special Patient Populations; EMS Operations; and Integration of Patient Assessment and Management.

EMSP 1110 - Introduction to the EMT Profession (3)

(Pre-requisites: Program Admission)

Co-requisites: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology)

This course serves as the introductory course to the Emergency Medical Services (EMS) profession. It orients the student to the prehospital care environment, issues related to the provision of patient care in both in-hospital and out-of-hospital circumstances. It further provides foundational information upon which subsequent curriculum content is based so that successful completion of this content increases the potential for success in subsequent courses and should allow students to apply the fundamental knowledge, skills, and attitudes gained in order to effectively communicate and function safely, ethically and professionally within the emergency medical services environment. Topics include: Anatomy and Physiology, Medical Terminology, Pathophysiology, CPR for HCP, EMS Systems, Research, Workforce Safety and Wellness, Documentation, EMS System Communication, Therapeutic Communication, Medical/Legal and Ethics, Public Health, Principles of Safely Operating a Ground Ambulance, Incident Management, Multiple Casualty Incidents, Air Medical, Vehicle Extrication, HazMat, MCI due to Terrorism/Disaster, and Life Span Development.

EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology (3)
(Pre-requisites: Program Admission
Co-requisites: EMSP 1110 - Introduction to the EMT Profession)
This course prepares students for initial scene management and assessment of patients as well as management of the airway. Introduction to pharmacology is also covered. Includes application of scene information and patient assessment findings (scene size up, primary and secondary assessment, patient history, and reassessment) to guide emergency management. Topics include: Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; Reassessment; Airway Management; Respiration; Artificial Ventilation; Principles of Pharmacology; Medication Administration; and Emergency Medications.

EMSP 1130 - Medical Emergencies for the EMT (3)
(Pre-requisites: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of "C" or better
Co-requisites: EMSP 1140 - Special Patient Populations)
This course integrates pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan of cases involving non-traumatic medical emergencies. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Medical Assessments.

EMSP 1140 - Special Patient Populations (3)
(Pre-requisites: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of "C" or better
Co-requisites: EMSP 1130 - Medical Emergencies for the EMT)
This course provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic emergency care and transportation for a patient with special needs. Topics include: Obstetrics, Gynecology, Neonatal Care, Pediatrics, Geriatrics, Patients with Special Challenges, and Special Patient Populations - Assessments.

EMSP 1150 - Shock and Trauma for the EMT (3)
(Pre-requisites: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of "C" or better)
This course is designed to prepare the EMT student to apply pre-hospital emergency care to patients who have sustained injuries resulting from various mechanisms of injury including: Abdominal and Genitourinary trauma; Orthopaedic trauma; Soft Tissue trauma; Head, Facial, Neck, and Spine Trauma and Nervous System trauma. Special considerations in trauma related injuries will be presented including the physiology of shock as well as multi-system trauma and environmental emergencies. Topics include: Shock and Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopaedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; and Multi-System Trauma.

EMSP 1160 - Clinical and Practical Applications for the EMT (1)
(Pre-requisites: EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology with a grade of "C" or better
Pre/Co-requisites: EMSP 1130 - Medical Emergencies for the EMT, EMSP 1140 - Special Patient Populations, EMSP 1150 - Shock and Trauma for the EMT)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through

competency based evaluations relevant to the practice of an EMT. Topics include: Clinical and Assessment Based Management.

EMSP 1510 - Advanced Concepts for the AEMT (3)
(Pre-requisite: EMT licensure or licensure eligible OR
Co-requisites: EMSP 1110 - Introduction to the EMT Profession AND EMSP 1120 - EMT Assessment/Airway Mgt. and Pharmacology)
This course serves as the introductory course to the advanced level practice of the Advanced Emergency Medical Technician (AEMT). It expands on the information attained at the EMT level. Topics include: EMS Systems; Documentation; EMS System Communication; Therapeutic Communication; Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; Artificial Ventilation; Primary Assessment; and Secondary Assessment.

EMSP 1520 - Advanced Patient Care for the AEMT (3)
(Pre/Co-requisites: EMSP 1510 - Advanced Concepts for the AEMT with a grade of "C" or better)
This course provides opportunities to apply fundamental knowledge of basic and selected advanced emergency care and transportation based on assessment findings for the following: an acutely ill patient; a patient in shock, respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management; and an acutely injured patient. In addition it provides a fundamental knowledge of growth, development, and aging and assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. Topics include: Geriatrics; Patients with Special Challenges; Medical Overview; Neurology; Immunology; Infectious Disease; Endocrine Disorders; Cardiovascular; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Shock and Resuscitation; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopaedic Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; and Integration of Medical/Trauma Assessments.

EMSP 1530 - Clinical Applications for the AEMT (1)
(Pre/Co-requisites: EMSP 1510 - Advanced Concepts for the AEMT with a grade of "C" or better)
This course provides supervised clinical experience in various clinical settings. Topics include: Clinicals.

EMSP 1540 - Clinical and Practical Applications for the AEMT (3)
(Pre/Co-requisites: EMSP 1510 - Advanced Concepts for the AEMT with a grade of "C" or better)
This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an AEMT. Topics include: Clinicals and Assessment Based Management.

EMSP 2110 - Foundations of Paramedicine (3)
(Pre-requisites: Program Admission)
This course introduces the student to the role of the paramedic in today's healthcare system, with a focus on the prehospital setting. This course will also prepare the student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Topics include: EMS Systems; Research; Workforce Safety and Wellness; Documentation; EMS System Communication; Therapeutic Communication; Medical/Legal and Ethics; Life Span Development; Public Health; Incident Management; Air Medical; Scene Size-Up; Primary Assessment; History Taking; Secondary Assessment; Monitoring Devices; and Reassessment.

EMSP 2120 - Applications of Pathophysiology for Paramedics (3)
(Pre/co-requisites:

ALHS 1011 - Structure and Function of the Human Body OR
BIOL 2113 - Anatomy and Physiology I AND
BIOL 2113L - Anatomy and Physiology Lab I)

This course expands the concepts of pathophysiology as it correlates to disease processes. This course will enable the student to apply the general concepts of pathophysiology to the assessment and management of patients in the emergency setting. Topics include: Pathophysiology.

EMSP 2130 - Advanced Resuscitative Skills for Paramedics (3)
(Pre-requisites: Program Admission)

This course will equip the paramedicine student with an expanded knowledge of pharmacology, as well as skills used to manage the respiratory system. Students will learn to use these advanced resuscitative skills to mitigate patient care emergencies, and to improve the overall health of the patient. Topics include: Principles of Pharmacology; Medication Administration; Emergency Medications; Airway Management; Respiration; and Artificial Ventilation.

EMSP 2140 - Advanced Cardiovascular Concepts(4)

(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)

This course equips the paramedicine student with an expanded knowledge of the anatomy, physiology, and electrophysiology of the cardiovascular system. Students will also examine the epidemiology of cardiovascular disease, and will begin to integrate advanced assessment skills (including ECG interpretation) into the assessment of cardiac patients. Topics include: Anatomy, Physiology, and Electrophysiology of the Cardiovascular System; Epidemiology of Cardiovascular Disease; Assessment of the Cardiac Patient; Electrocardiographic (ECG) interpretation.

EMSP 2310 - Therapeutic Modalities of Cardiovascular Care (3)

(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a cardiovascular emergency. Topics include: Cardiovascular Emergencies and Advanced Cardiovascular Life Support (ACLS).

EMSP 2320 - Therapeutic Modalities of Medical Care (5)

(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better, AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)

This course will enable the student to integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient experiencing a medical emergency. Topics include: Medical Overview; Neurology; Abdominal and Gastrointestinal Disorders; Immunology; Infectious Disease; Endocrine Disorders; Psychiatric; Toxicology; Respiratory; Hematology; Genitourinary/Renal; Non-Traumatic Musculoskeletal Disorders; Diseases of the Eyes, Ears, Nose, and Throat; and Assessment of Medical Emergencies.

EMSP 2330 - Therapeutic Modalities of Trauma Care (4)

(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)

This course will enable the student to integrate a comprehensive knowledge of causes and pathophysiology into the management of traumatic: cardiac arrest and peri-arrest states; shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest. This course will also include integrating assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. During this course, the student will complete a nationally recognized pre-hospital trauma course (i.e. PHTLS, ITLS, ATT, etc.). Topics include: Shock and Trauma Resuscitation; Trauma Overview; Bleeding; Chest Trauma; Abdominal and Genitourinary Trauma; Orthopaedic Trauma; Soft Tissue Trauma; Head, Facial, Neck, and Spine Trauma; Nervous System Trauma; Special Considerations in Trauma; Environmental Emergencies; Multi-System Trauma; and Assessment of Trauma Emergencies.

EMSP 2340 - Therapeutic Modalities Special Patient Populations (4)

(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)

This course will enable the student to integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for various special patient populations. During this course, the student will also complete a nationally recognized pediatric course (i.e. EPC, PALS, PEPP, etc.). Topics include: Obstetrics; Gynecology; Neonatal Care; Pediatrics; Geriatrics; and Patients with Special Challenges.

EMSP 2510 - Clinical Applications for the Paramedic - I (2)

(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2510 Clinical Applications for the Paramedic - I is one in a series of courses that also includes: EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2520 - Clinical Applications for the Paramedic - II (2)

(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2520 Clinical Applications for the Paramedic - II is one in a series of courses that also includes: EMSP 2510, EMSP 2530, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST). Topics include: Clinicals.

EMSP 2530 - Clinical Applications for the Paramedic - III (2)

(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)

This course provides the paramedicine student with supervised clinical experience in various clinical settings. EMSP 2530 Clinical Applications for the Paramedic - III is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2540, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the

State Office of Emergency Medical Services and Trauma (SOEMST).
Topics include: Clinicals.

EMSP 2540 - Clinical Applications for the Paramedic - IV (1)
(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)
This course provides the paramedic student with supervised clinical experience in various clinical settings. EMSP 2540 Clinical Applications for the Paramedic - IV is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2550, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).
Topics include: Clinicals.

EMSP 2550 - Clinical Applications for the Paramedic - V (1)
(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)
This course provides the paramedic student with supervised clinical experience in various clinical settings. EMSP 2550 Clinical Applications for the Paramedic - V is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2560 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).
Topics include: Clinicals.

EMSP 2560 - Clinical Applications for the Paramedic - VI (1)
(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)
This course provides the paramedic student with supervised clinical experience in various clinical settings. EMSP 2560 Clinical Applications for the Paramedic - VI is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2570. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).
Topics include: Clinicals.

EMSP 2570 - Clinical Applications for the Paramedic - VII (1)
(Pre/Co-requisites: EMSP 2110 - Foundations of Paramedicine with a grade of "C" or better AND EMSP 2130 - Advanced Resuscitative Skills for Paramedics with a grade of "C" or better)
This course provides the paramedic student with supervised clinical experience in various clinical settings. EMSP 2570 Clinical Applications for the Paramedic - VII is one in a series of courses that also includes: EMSP 2510, EMSP 2520, EMSP 2530, EMSP 2540, EMSP 2550 and EMSP 2560. The successful completion of all of these will result in meeting all clinical standards required by the State Office of Emergency Medical Services and Trauma (SOEMST).
Topics include: Clinicals.

EMSP 2710 - Field Internship for the Paramedic (2)
(Pre-requisites: EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2340, EMSP 2510, EMSP 2520, EMSP 2530 and EMSP 2540 All with a grade of "C" or better
Co-requisites: EMSP 2550, EMSP 2560 AND EMSP 2570 OR current licensure as a paramedic.)
Provides supervised field internship experience in the prehospital advanced life support setting. Topics include: Field Internship.

EMSP 2720 - Practical Applications for the Paramedic (3)
(Pre-requisites: EMSP 2310, EMSP 2320, EMSP 2330, EMSP 2340, EMSP 2510, EMSP 2520, EMSP 2530 and EMSP 2540 All with a grade of "C" or better
Co-requisites: EMSP 2550, EMSP 2560 AND EMSP 2570 OR current licensure as a paramedic.)
Allows opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of a Paramedic. Topics include: Assessment Based Management for Paramedics.

ENGL English

ENGL 0096 - English I (3)
(Pre-requisites: Appropriate Placement Test Score.)
Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, spelling, and basic paragraph development.

ENGL 0097 - English II (3)
(Pre-requisites: ENGL 0096 - English I OR Appropriate Placement Test Score.)
Emphasizes standard English usage. Topics include capitalization, basic punctuation, subject and verb agreement, correct verb forms, spelling, and basic paragraph development.

ENGL 0098 - English III (3)
(Pre-requisites: ENGL 0097 - English II OR Appropriate Placement Test Score.)
Emphasizes the ability to communicate using written methods. Topics include writing, grammar, and revising.

ENGL 0988 - Intermediate Reading and Writing (3)
(Pre-requisites: Appropriate Placement Test Score.
Co-requisites: Taken with ENGL 1010 or ENGL 1101)
This course integrates academic reading and writing skills to prepare students to be career and college ready. Topics include reading and writing processes, study strategies, critical thinking strategies, and research skills. Upon successful completion of this course, students will be able to apply these skills toward understanding and composing unified, coherent, and well developed texts at a career and college-ready level. This course fulfills the requirements for the highest level of learning support reading and/or English. Course MUST be taken with an ENGL 1010 or ENGL 1101 course. This course is not designed to be a stand-alone course as its content is determined by the English course it is paired with.

ENGL 1010 - Fundamentals of English I (3)
(Pre-requisites: ENGL 0097 - English II OR Appropriate Placement Test Score AND READ 0097 - Reading II OR Appropriate Placement Test Score.)
Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

ENGL 1101 - Composition and Rhetoric (3)
(Pre-requisites: Appropriate Degree Level Writing (English) Placement Test Score AND Appropriate Degree Level Reading Placement Test Score)
Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include writing

analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

ENGL 1102 - Literature and Composition (3)
(Pre-requisites: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better.)

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

ENGL 1105 - Technical Communications (3)
(Pre-requisites: ENGL 1101 - Composition and Rhetoric with C or better.)

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and technical report presentation.

ENGL 2110 - World Literature (3)
(Pre-requisites: ENGL 1101 - Composition and Rhetoric with C or better.)

This course explores the history of the human experience through literature and writing across the cultures of the world. Surveys of important works across multiple genres of fiction and non-fiction as a reflection of cultural values. Explores themes from the ancient through modern era.

ENGL 2130 - American Literature (3)
(Pre-requisites: ENGL 1101 - Composition and Rhetoric with C or better.)

Emphasizes American literature as a reflection of culture and ideas. A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Topics include literature and culture, essential themes and ideas, literature and history, and research skills.

FILM Film and Television Production

FILM 1010 - Basic Skills of Film and Television Production I (3)
(Pre-requisites: None
Co-requisites: FILM 1020 - Basic Skills for Film and Television Production II)

Explores the foundational hierarchy and work environment found in the Film and Television Production Industry. Emphasis is placed on the students' understanding of the fundamental elements, principles and theories of film production, including the classical stage, set and location environments. Exposure to the core production departments, their crafts and responsibilities including expected protocols, etiquette and ethics of the production assistant.

FILM 1020 - Basic Skills for Film and Television Production II (3)
(Pre-requisites: None
Co-requisites: FILM 1010 - Basic Skills of Film and Television Production I)

Building on the fundamentals gained from the Film 1010, broadens the exploration of the business of Film and Television Production by understanding the scheduling and budgeting process. Stresses the importance of the Pre-Production strategy as the foundation for an effective production model. Students will be introduced to production skills that are intrinsic to the success of any type of production. Includes rigorous exposure to crew responsibilities, locations logistics, and organizational expectations.

FILM 1030 - Essentials of Film and Television Post-Production I (3)
(Pre-requisites: None)

Expose students to the final phase of the production process cycle. Introduce all facets of post-production and create an understanding of file protocols, workflow, basic logging of original materials and an introduction to the concept of "non-linear editing". Refines organizational skills and "tricks of the trade" to better prepare students for a professional work environments.

FILM 1040 - Film and Television Production Scheduling/Movie Magic (3)

(Pre-requisites: FILM 1010 - Basic Skills of Film and Television Production I AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of "C" or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of "C" or better
Co-requisites: FILM 1050 - Film & Television Production Budgeting/Movie Magic)

Continues the exploration into the techniques of Film and Television Production by acquainting students with the pre-production process of script breakdown, scene evaluation and film production scheduling strategies. Utilizes the industry standard, Entertainment Partners/Movie Magic Scheduling software, students will become familiar with this essential pre-production process and will also become proficient in navigating this powerful production software tool.

FILM 1050 - Film & Television Production Budgeting/Movie Magic (3)

(Pre-requisites: FILM 1010 - Basic Skills of Film and Television Production I AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of "C" or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of "C" or better
Co-requisites: FILM 1040 - Film and Television Production Scheduling/Movie Magic I)

Continues to teach the industry software. Following the pre-production scheduling process, comes the utilization of the data collected through the scheduling software and the creation of an accurate production budget for Film/Television. Entertainment Partners/Movie Magic Budgeting software will be used to introduce students to the complex tasks of calculating costs for talent, crew, locations, union fees, overtime/penalties, art direction & scenic, etc... through post production to final product. Students will become familiar with this essential pre-production process and will also become proficient in navigating this powerful production software tool.

FILM 1060 - Introduction to Georgia Film Tax Credits (1)
(Pre-requisites: None)

Introduces the Georgia Film Tax Credit. Understanding of these Laws, Rules and Guidelines is the purpose of this class. Includes copies of all state tax credit paperwork, qualifying tax credit categories and complete filing instructions to obtain the credits.

FILM 1070 - Film and Television Payroll/Vista (3)
(Pre-requisites: None)

Introduces the fundamentals of payroll principles coupled with the Film Production specific applications. This course provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions. Practical experience will be created by use of the industry standard software "Vista" by Entertainment Partners, rounding out the basic understanding of this accounting principle.

FILM 1080 - Film and TV Basic Set Construction & Scenic Painting I (3)

(Pre-requisites: None)

Co-requisites: FILM 1090 - Film and TV Basic Set Construction & Scenic Painting II)

Introduces set construction techniques, material differences (from traditional construction methods) and safety essentials in relation to the Film and Television Production environment will be the core of this offering. Hands on exposure to building fundamentals for film sets, painting, texturing, faux finishing are included in this basic overview to create amazing visual effects for the camera lens.

FILM 1090 - Film and TV Basic Set Construction & Scenic Painting II (3)

(Pre-requisites: None)

Co-requisites: FILM 1080 - Film and TV Basic Set Construction & Scenic Painting I)

Teaches advanced techniques in set construction and scenic painting. Includes fundamentals of set design, crew management, advanced set building techniques, concepts of back-lot sets, introduction to working in foam, creating stone, brick, etc... and specialized painting techniques for realism and effects.

FILM 1100 - GFA Introduction to On-Set Film Production (6)

(Pre-requisites: Program Admission; Program Instructor Approval)

This course provides students with a basic set of skills and insights sufficient to be integrated onto the sets of working film productions. The course is offered in collaboration with the Georgia Film Academy.

FILM 1110 - Make-up, Hair and Wardrobe Special Techniques for Film and TV (3)

(Pre-requisites: None)

Co-requisites: FILM 1120 - Introduction to Special Effects Make-up Techniques for Film and TV)

This course is designed to build on previous acquired knowledge and skills learned as a licensed cosmetologist. And develop the necessary skills required to be successful within the film and television industry. Emphasis will be placed on research and design of hairstyles and make-up applications dating back as early as 3000BC. Other topics in this course include tools and knowledge of products, artificial hair enhancements, hair coloring techniques, and selection of wardrobes for film and television. A portion of this course will be taught in a laboratory setting for the development of all skills required to be a competent Film and Television Production Hair Style and Make-up Technician.

FILM 1120 - Introduction to Special Effects Make-up Techniques for Film and TV (3)

(Pre-requisites: None)

Co-requisites: FILM 1110 - Make-up, Hair and Wardrobe Special Techniques for Film and TV)

Licensed cosmetologist practice artistic abilities with each service performed. A Special Effect Make-up Technician also portrays the same artistic abilities with a keen eye for color and imagination. Within this course the student will continue to use acquired skills to create special effects make-up applications for film and television production. Course topics include research and design of special effect make-up, basic art skills, tools and products used to create special make-up effects, aging techniques, replica reproductions, easy molds, transfers and tattoos, airbrushing techniques, and application to create desired results. A portion of this course will be taught in a laboratory setting for the development of all skills required to be a competent Film and Television Production Hair Style and Make-up Technician.

FILM 1310 - Basic Skills of Electric/Lighting for Film I (3)

(Pre-requisites: None)

Co-requisites: FILM 1320 - Basic Skills of Electric/Lighting for Film II)

Explores the foundational concepts, skills and work environments for an electrician in the Film and Television Production Industry. Emphasis is placed on the students understanding of the fundamental elements, principles and expectations of an electrician, including duties on a classical stage and location environments. Exposure to the basic equipment used in the Electrical / Lighting department, including expected protocols, etiquette and ethics.

FILM 1320 - Basic Skills of Electric/Lighting for Film II (3)

(Pre-requisites: None)

Co-requisites: FILM 1310 - Basic Skills of Electric/Lighting for Film I)

Building on the fundamentals gained from the Film 1310. Broaden the exploration of the equipment used in the Electrical / Lighting department, including expected protocols, etiquette and ethics. Stressing the importance of pre-production preparation and organization / inventory procedures of equipment during the production process. Students will be introduced to basic safe handling of electrical instruments and accessories. Advanced rigorous exposure to electrical / lighting crew responsibilities, logistics and organizational skills.

FILM 1350 - GFA Electric and Lighting (6)

(Pre-requisites: FILM 1100 - GFA Introduction to On-Set Film Production)

This course is designed to equip students with the skills and knowledge of electrical distribution and set lighting on a motion picture or episodic television set in order to facilitate their entry and advancement in the film business. The course is offered in collaboration with the Georgia Film Academy. Topics include: the role of the Electric Department on a film or episodic TV production; workflow within the Electric Department from preproduction until after wrap is called, safety procedures; proper etiquette; electrical distribution for the set; selecting lighting choices in regard to color, quality, and quantity in order to support the script; producing and controlling lighting in regards to color, quality, quantity, and direction; the relationship between light and the camera/lenses; and tasks performed by a lighting technician on a typical day on the set.

FILM 1410 - Basic Skills of Grip/Rigging for Film I (3)

(Pre-requisites: None)

Co-requisites: FILM 1420 - Basic Skills of Grip/Rigging for Film II)

Explores the foundational concepts, skills and work environments for a Grip in the Film and Television Production Industry. Emphasis is placed on the students understanding of the terminologies, fundamental elements, principles and expectations of a grip, including duties on a classical stage and in a location environment. Exposure to the basic equipment used by the Grip / Rigging department.

FILM 1420 - Basic Skills of Grip/Rigging for Film II (3)

(Pre-requisites: None)

Co-requisites: FILM 1410 - Basic Skills of Grip/Rigging for Film I)

Building on the fundamentals gained from the Film 1410. Broaden the exploration of the equipment used in The Grip / Rigging department, including expected protocols, etiquette and ethics. Stressing the importance of pre-production preparation and organization / inventory procedures of equipment during the production process. Students will be introduced to basic safe handling of Grip essential equipment and accessories. Advanced

rigorous exposure to grip / rigging crew responsibilities, logistics and organizational skills.

FILM 1430 - Basics of Dolly and Track Operations (3)

(Pre-requisites: None)

Co-requisites: FILM 1410 - Basic Skills of Grip/Rigging for Film I AND FILM 1420 - Basic Skills of Grip/Rigging for Film II)

Explores the function, set-up and operations of a Dolly on a film set. Includes use of straight track, curved track and dance-floor. Intro to the many different brands and styles of dollies, including their preferred usage. Basic functions of a dolly, dolly grip and standard/optional accessories. Hands on experience setting up and operating a dolly in a production environment.

FILM 1450 - GFA Grip and Rigging (6)

(Pre-requisites: FILM 1100 - GFA Introduction to On-Set Film Production)

Grip and Rigging is an introduction and orientation to the practice of rigging and supporting grip equipment, cameras, vehicles, and other physical/mechanical devices. Grips are first and foremost team members. In addition to gaining a thorough knowledge of the equipment used in grip and rigging, students will engage in on-set exercises in inventory, maintenance, set-up, trouble-shooting, teamwork, set protocol and safety. The purpose of this course is to prepare students to work on a motion picture production set. As such, student responsibilities are matched to potential responsibilities as a team member on a production set as closely as possible.

FILM 1510 - GFA Set Construction and Painting (6)

(Pre-requisites: FILM 1100 - GFA Introduction to On-Set Film Production)

Designed to equip students with entry-level skills and knowledge of set construction for the film and episodic television industries. Students will participate in class projects that include reading blueprints, set safety, use of power tools, carpentry, scenic paint and sculpting. Additionally, emphasis will be placed on set etiquette including, but not limited to attitude and professionalism. The course is offered in collaboration with the Georgia Film Academy.

FILM 2010 - Advanced Skills for Film and TV Production I (1)

(Pre-requisites: FILM 1010 - Basic Skills of Film and Television Production I with a grade of "C" or better AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of "C" or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of "C" or better .

Co-requisites: FILM 2020 - Advanced Skills for Film and TV Production II)

Reinforcing the foundational knowledge gained in Film 1010 & 1020, reinforce the structure embedded in the hierarchy and work environment found in the Film and Television Production Industry. Emphasis is placed on the students understanding of the fundamental elements, principles and theories of film production, including the classical stage, set and location environments. Hands on instructional exercises reproduces production department environments, responsibilities, protocols, etiquette and ethics used daily by production assistants.

FILM 2020 - Advanced Skills for Film and TV Production II (3)

(Pre-requisites: FILM 1010 - Basic Skills of Film and Television Production I with a grade of "C" or better AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of "C" or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of "C" or better.

Co-requisites: FILM 2010 - Advanced Skills for Film and TV Production I)

Building on the fundamentals gained from the course Film 2010, students will broaden the exploration of the business of Film and Television Production by better understanding the scheduling and budgeting process. Stressing the importance of the Pre-Production strategy as the foundation for an effective production model. Students will be introduced to production skills that are intrinsic to the success of any type of production. Advanced rigorous exposure to crew responsibilities, locations logistics and organizational expectations.

FILM 2030 - Essentials of Film and TV Post-Production II (3)

(Pre-requisites: FILM 1030 - Essentials of Film and Television Post-Production I with a grade of "C" or better.)

Building on the fundamentals of the final phase of the production process cycle gained from the Film 1030 course. Continue development of skills used in all facets of post production and creating/ maintaining file protocols, advanced workflow, logging of original materials and introduction to non-linear editing with Adobe Premier. Advanced Problem solving and group projects will further prepare students for a professional work environment.

FILM 2040 - Advanced Film and TV Production Scheduling/Movie Magic (3)

(Pre-requisites: FILM 1040 - Film and Television Production Scheduling/Movie Magic with a grade of "C" or better.

Co-requisites: FILM 2050 - Advanced Film and TV Production Budgeting/Movie Magic)

Building on the fundamentals gained from the FILM 1040 and FILM 1050, broadens the exploration of the business of Film and Television Production by a deeper understanding the scheduling and budgeting process using the Entertainment Partners/Movie Magic software. Stressing the importance of detail and thorough Pre-Production strategies for an effective production model. Students will further perfect skills that are intrinsic to the success of any type of production. Advanced rigorous exposure to crew/union requirements, locations logistics, organizational techniques, scheduling conflicts management, custom reporting, globals and working with estimated time. Familiarity with important organizations and resources for industry production personnel, locations, and equipment cost estimating. Software integration with Final Draft and Movie Magic Budgeting.

FILM 2050 - Advanced Film and TV Production Budgeting/Movie Magic (3)

(Pre-requisites: FILM 1050 - Film and Television Production Budgeting/Movie Magic with a grade of "C" or better.

Co-requisites: FILM 2040 - Advanced Film and TV Production Scheduling/Movie Magic)

Building on the advanced skills gained from the FILM 2040, students will delve deeper into the budgeting process to examine the intricacies of large scale production planning. Students will be introduced to custom reporting, shortcuts, problem solving, What if? scenarios, foreign exchange rates and estimated time. Perfecting skills in the budgeting technique to minimize errors in cost estimations for film and episodic TV production. Advanced proficiency in software operation, integration and usage of the Entertainment Partners/Movie Magic products.

FILM 2080 - Film and TV Adv. Set Construction and Scenic Painting I (3)

(Pre-requisites: FILM 1080 - Film and TV Basic Set Construction & Scenic Painting I with a grade of "C" or better AND FILM 1090 - Film and TV Basic Set Construction & Scenic Painting II with a grade of "C" or better.

Co-requisites: FILM 2090 - Film and TV Adv. Set Construction and Scenic Painting II)

Building on the techniques learned in FILM 1080 / FILM 1090, students will be exposed to basic script breakdown, evaluation and budgeting concepts in regards to set creation for a Film project. Advanced techniques will be studied for simulating steel, concrete and stone textures. Advanced techniques for cutting and sculpting foam to create rock, stone faade and concrete. Fundamental Math and Geometry for set construction will be reviewed, as well as safety practices for working on sets from above the ground-level.

FILM 2090 - Film and TV Adv. Set Construction and Scenic Painting II (3)

(Pre-requisites: FILM 1080 - Film and TV Basic Set Construction & Scenic Painting I with a grade of "C" or better, AND FILM 1090 - Film and TV Basic Set Construction & Scenic Painting II with a grade of "C" or better

Co-requisites: FILM 2080 - Film and TV Adv. Set Construction and Scenic Painting I)

Continuing the exploration of the set construction area of film productions, students will design a set, based on script specifications, draw sketches and plans and construct a portion of the set, based on the design requirements. Introduction to advanced structure creation like platforms, multi-story/complex facades including creative uses for shipping containers, will be presented. Students will also be exposed to safety and basic operations and usages of heavy equipment (Scissor-Lifts, Condors, Fork-Lifts /Pallet-Jacks, etc) used in the construction process and construction shop organization.

FILM 2100 - GFA Practicum (12)

(Pre-requisites: Program Instructor Approval; FILM 1100 - GFA Introduction to On-Set Film Production)

Through cooperative agreements among the film industry, the Georgia Film Academy, and the student, the practicum provides students opportunities to demonstrate techniques learned in the initial Georgia Film Academy's course through on-set productions. Emphasizes student opportunities to practice production assistant skills in a hands-on situation under the supervision of a film industry professionalism. Topics include: demonstrating film production functions, applying film knowledge and skills in the workplace, listening and following directions, and modeling professionals.

FILM 2310 - Advanced Skills of Electric/Lighting for Film I (3)

(Pre-requisites: IDFC 1007 - Industrial Safety Procedures with a grade of "C" or better, ELTR 1020 - Electrical Systems Basics I with a grade of "C" or better, ELTR 1030 - Electrical Systems Basics II with a grade of "C" or better, with a grade of "C" or better, FILM 1310 - Basic Skills of Electric/Lighting for Film I with a grade of "C" or better, AND FILM 1320 - Basic Skills of Electric/Lighting for Film II with a grade of "C" or better.

Co-requisites: FILM 2320 - Advanced Skills of Electric/Lighting for Film II)

Expose students to the operation of lighting instruments, distribution components and lighting accessories. Introduction to basics of lighting and distribution troubleshooting, including skills, processes and protocols used for searching out and addressing an electrical problem on set. Advanced organizational skills will be refined and tricks of the trade will be explored to better prepare students for a professional work environments.

FILM 2320 - Advanced Skills of Electric/Lighting for Film II (3)

(Pre-requisites: None

Co-requisites: FILM 2310 - Advanced Skills of Electric/Lighting for Film I)

Continue the exploration into the techniques of Film and Television Production by acquainting students to the basics of lighting for Film. Utilizing industry standards, students will become familiar with 3-point lighting techniques, lighting using practicals, exterior lighting conditions and ambient lighting techniques. Students will also be exposed to the essential functions of Dimmers, LEDs and Smart-Lighting technologies. Students will be able to demonstrate the essential skills needed to work as an electrician in the film and TV production industry.

FILM 2410 - Advanced Skills of Grip/Rigging for Film I (3)

(Pre-requisites: FILM 1410 - Basic Skills of Grip/Rigging for Film I with a grade of "C" or better AND FILM 1420 - Basic Skills of Grip/Rigging for Film II with a grade of "C" or better.

Co-requisites: FILM 2420 - Advanced Skills of Grip/Rigging for Film II)

Expose students to the operation of stands, clamps and hangers, speed-rail, flags/frames and basic grip accessories. Introduction to basics of grip /rigging troubleshooting, including skills, processes and protocols used for addressing a related grip/rigging problem on set. Advanced organizational skills will be refined and tricks of the trade will be explored to better prepare students for a professional work environments.

FILM 2420 - Advanced Skills of Grip/Rigging for Film II (3)

(Pre-requisites: FILM 1410 - Basic Skills of Grip/Rigging for Film I with a grade of "C" or better AND FILM 1420 - Basic Skills of Grip/Rigging for Film II with a grade of "C" or better

Co-requisites: FILM 2410 - Advanced Skills of Grip/Rigging for Film I with a grade of "C" or better.)

Continue the exploration into the grip / rigging department by acquainting students to the basics of exterior rigging techniques for Film. Utilizing industry standard gear, students will become familiar with the terminology and concepts of rigging items from condors, scissor-lifts, scaffolding and buildings. They will also be exposed to the essential functions of these rigs and optional uses. Thru on-set production simulations, students will be able to demonstrate the essential skills needed to work as a grip in the Film and TV production industry.

FILM 2430 - Basics of Crane, Condor and Heavy Equipment (3)

(Pre-requisites: None

Co-requisites: FILM 2410 - Advanced Skills of Grip/Rigging for Film I with a grade of "C" or better AND FILM 2420 - Advanced Skills of Grip/Rigging for Film II)

Explores the function, set-up and operations of cranes, condors (cherry-picker) and other heavy equipment used on a film set. Includes the use of cranes, arms and jibs. Intro to the many different ways to rig and utilize a condor on location or on a sound stage, including their preferred usages. Basic functions of scissor-lifts and scaffolding and standard/optional accessories and attachments. Hands on experience setting up and operating a crane, condor and scissor-lift in a production environment.

FILM 2500 - Film and TV Production Practicum/Internship (4)

(Pre-requisites: FILM 1010 - Basic Skills of Film and Television Production I with a grade of "C" or better AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of "C" or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of "C" or better.)

Provides additional skills application in a professional production environment through cooperative agreements among the film

industry, the Georgia Film Institute and the student to furnish employment within a variety of production opportunities. Emphasizes student opportunities to practice production assistant skills in a hands-on situation under the supervision of a film industry professional. Supplements and complements the courses taught in the Georgia Film Institute. Topics include: application of production skills, appropriate employability skills, problem solving, adaptability to differing production environments and acceptable job performance for Production Assistants assigned to the grip, electrical, art department, hair and makeup, SPFX, locations, camera, transportation and production departments.

FILM 2550 - GFA Film Practicum/Internship (6)
(Pre-requisites: FILM 1100 - GFA Introduction to On-Set Film Production)

This program is offered in collaboration with the Georgia Film Academy. Through cooperative agreements among the film industry, the GFA, and the student, the practicum provides students the opportunity to work on an actual film or television production and demonstrate production techniques learned in FILM 1100. The four week on-set assignment provides students a real world environment in which to practice production assistant skills in a hands-on situation. Students work under the supervision of a film industry professional, who monitors their progress, while the students keeps a journal of their day to day experiences. Topics include: demonstrating film production functions, applying film knowledge and skills in the workplace, listening and following directions, and modeling professional work habits. Students will also complete a two day course in OSHA safety tailored to motion picture production.

FILM 2900 - Film and TV Production Practicum/Internship (4)
(Pre-requisites: FILM 1010 - Basic Skills of Film and Television Production I with a grade of "C" or better AND FILM 1020 - Basic Skills for Film and Television Production II with a grade of "C" or better OR FILM 1100 - GFA Introduction to On-Set Film Production with a grade of "C" or better.)

Provides additional skills application in a professional production environment through cooperative agreements among the film industry, the Georgia Film Institute and the student to furnish employment within a variety of production opportunities. Emphasizes student opportunities to practice production assistant skills in a hands-on situation under the supervision of a film industry professional. Supplements and complements the courses taught in the Georgia Film Institute. Topics include: application of production skills, appropriate employability skills, problem solving, adaptability to differing production environments and acceptable job performance for Production Assistants assigned to the grip, electrical, art department, hair and makeup, SPFX, locations, camera, transportation and production departments.

FOSC Forensic Science Technology

FOSC 1206 - Introduction to Forensic Science (3)
(Pre-requisites: Program Admission)

This introductory course will provide a broad overview of the areas in forensic science covered in higher level courses. Topics include the recognition, identification, individualization and evaluation of various types of physical evidence, forensic science and the law, and ethics in forensic science. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.

FOSC 2010 - Crime Scene Investigation I (4)
(Pre-requisites: FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.)

A study of the methods and techniques of scientific crime scene investigation and analysis using principles from biology, chemistry, and physics to document, recognize, preserve and collect physical evidence. Topics covered include video recording, photography, sketching, and searching of crime scenes along with proper collection and preservation methods.

FOSC 2011 - Crime Scene Investigation II (4)
(Pre-requisites: Program Admission
FOSC 2010 - Crime Scene Investigation I with a grade of "C" or better.)

Designed to follow Crime Scene Investigation I, this course focuses on the specialized scene techniques needed to investigate, analyze, process and reconstruct crime scenes. Topics will include presumptive testing, enhancement reagents, special scene techniques, bloodstain pattern analysis, shooting reconstruction, pattern recognition and crime scene reconstruction.

FOSC 2012 - Forensic Trace Evidence (4)
(Pre-requisites: Program Admission
FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.)

Trace evidence is often divided into two categories; chemistry and microscopy. This course is an introductory course in trace evidence to include the sub disciplines of hairs, fibers, arson, gunshot residue, explosives, paint, fracture match and fabric impression examinations and comparisons using microscopic and instrumental techniques. This course will also give the student who is interested in laboratory or CSI work practical experience in the area of trace evidence and how it relates to forensic science.

FOSC 2014 - Documentation and Report Preparation (4)
(Pre-requisites: ENGL 1010 - Fundamentals of English I OR ENGL 1101 - Composition and Rhetoric with a grade of "C" or better AND FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.)

The effectiveness of quality notes, reports and accurate documentation in the investigative process are explained and performed. Preparation of a report, chain of custody documents and other forms with proper content, mechanics, elements and format will also be explained and performed. Topics include field or bench notes, documentation of observations, factual report writing, property and evidence reports, business letters, memorandums, proper grammar, proper sentence structure and characteristics essential to quality report writing and document preparation.

FOSC 2028 - Bloodstain Pattern Analysis (4)
(Pre-requisites: FOSC 2010 - Crime Scene Investigation I with a grade of "C" or better.)

Bloodstain pattern analysis is a tool used in crime scene investigations to reconstruct events and evaluate statements. Lectures on terminology and theory coupled with practical laboratory exercises will provide students with the basic knowledge of bloodstain pattern analysis. The understanding of scientific principles related to bloodstain pattern analysis and its relation to case work will be explored in addition to the identification and documentation of bloodstains and bloodstain patterns.

FOSC 2033 - Death Investigation (3)
(Pre-requisites: FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.)

This course examines the fundamentals of a medicolegal death investigation, the operation of death investigation system and the role of the death investigator. Procedures required assisting the medical examiner/ coroner in determining the deceased persons cause and manner of death are discussed. Additional topics include

autopsy technique, sudden and unexpected death, natural death, specific wound and injury characteristics, and child death.

FOSC 2035 - Forensic Photography (4)
(Pre-requisites: Program Admission; FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.)

The basic principles of photography generation and manipulation. Students will learn the basic camera operations including shutter speed, aperture, and lighting. Topics will include macro and micro photography, depth of field, digital cameras, and scene photography. Emphasis will be placed on the application of basic camera techniques to forensic science photography.

FOSC 2037 - Victimology (3)
(Pre-requisites: Program Admission)

While individuals have been crime victims for many years, victimology or the study of crime victims is a relatively recent discipline. The majority of criminological research and discussion has been focused on the offender rather than the victim. This course provides an overview of the principles and concepts of victimology, an analysis of victimization patterns and trends, and the role of victimology in the justice system. In addition the repercussions of victimization, victim reporting patterns and remedies available for victims are also explored.

FOSC 2039 - Computer Forensics (5)
(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better AND CIST 1130 - Operating Systems Concepts with a grade of "C" or better AND CIST 1401 - Computer Networking Fundamentals with a grade of "C" or better)

The main goal of this course is to provide students with an understanding of computer forensics and investigation tools and techniques. Students will gain a solid foundation in computer forensics and investigations. Most of the major personal computer operating system architectures and disk structures will be discussed. Students will learn how to set up an investigators office and laboratory, as well as what computer forensic hardware and software tools are available. Students will also learn the importance of digital evidence controls and how to process crime and incident scenes. Finally, students will learn the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments that teaches about theory as well as the practical application of computer forensic investigation.

FOSC 2040 - Forensic Firearms and Toolmark Identification (4)
(Pre-requisites: FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.)

The course is an introduction to firearms, ammunition and ammunition components, microscopic comparison of questioned bullets, cartridge cases and toolmarks, distance determination, gunpowder and shotgun pattern analysis, serial number restoration, lock picking techniques, the examination of security devices such as padlocks and safes and the examination of firearm related injuries.

FOSC 2041 - Latent Print Examination (4)
(Pre-requisites: FOSC 1206 with a grade of "C" or better)

This course explains the history, biology, and basic principles of friction ridge analysis. Properly recording, processing, documenting, collecting, and preserving latent print evidence will be discussed. Students will also be introduced to the Automated Fingerprint Identification System (AFIS) and the analysis, comparison, and evaluation of latent prints. Various lab exercises will also be conducted to demonstrate processing methods used in latent print examination.

FOSC 2150 - Case Preparation and Courtroom Testimony (4)
(Pre-requisites: Program Admission, FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better.
Co-requisites: FOSC 2010 - Crime Scene Investigation I with a grade of "C" or better)

Examines the case file preparation, admissibility of evidence rulings, the criminal trial process, courtroom demeanor, and direct and cross examination techniques for courtroom testimony. Skills are performed in a mock courtroom setting by the students. Topics include fact and expert witnesses, pertinent case law, property and evidence reports, investigative and laboratory reports, preparation of the witness, witness credibility and proper courtroom appearance and demeanor.

FOSC 2200 - Forensic Firearm Injuries (4)
(Pre-requisites: Program Admission)

FOSC 1206 - Introduction to Forensic Science with a grade of "C" or better)

Firearm related injuries and distance determination, using the analysis of both gunshot residues and shotgun pattern analysis will be the focus of this course. The application of the scientific method, testing protocols, analysis of firearms injuries on victims and the reproduction and comparison of gunpowder and primer residues to determine the muzzle to target distance will also be explained. The functionality, maintenance, and safety testing of firearms will also be demonstrated.

FRSC Fire Science

FRSC 1020 - Basic Firefighter Emergency Services Fundamentals (3)
(Pre-requisites: Program Admission)

This course provides the student with information on the applicable laws, policies, and standards that the Firefighter I course is designed, and how the course will be administered. This course will provide the student basic knowledge of where and how the fire service originated from the colonial periods to present day firefighting operations. The student will learn basic roles and responsibilities of a firefighter, how firefighters have to abide by and work from standard operating procedures and guidelines, and how the chain of command works and their position within it. The student will be provided the knowledge on how to communicate within the fire service; whether it with the fire station or on the fire ground. This course provides the emergency responder with basic principles and functions of the Incident Command System. The course will provide the necessary knowledge and skills to operate within the ICS and their role within the ICS at the fire station, at a non-emergency scene, and at emergency scenes. It will provide also provide the emergency responder with knowledge on how to perform basic skills at emergency scenes that deal with infection control, cardiopulmonary resuscitation, basic first aid measures, and using an AED. Finally, it will provide the emergency responder skills and knowledge on how to recognize the presence of and the potential for a hazardous materials release, and how and who personnel should call. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Infection Control 2. CPR 3. First Aid 4. ICS-100 5. IS-700 6. NPQ - Hazardous Materials for First Responders Awareness Level This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1030 - Basic Firefighter - MODULE I (5)

(Pre-requisites: Program Admission)

This course provides the firefighter candidate/recruit with basic knowledge and skills to perform various fire ground operations as a firefighter on emergency scenes. The candidate/recruit will learn about safety during all phases of a firefighters career, the personal protective equipment that is required for training and every emergency response, and how to properly don it for use and doff it after use. The candidate/recruit will learn about the dynamics of fire through fire behavior and how to extinguish the different phases of fires with either portable fire extinguishers or through fire suppression attacks and techniques. The candidate/recruit will also learn the three tactical priorities of Life Safety, Incident Stabilization, and Property Conservation that have to be achieved on every fireground. Basic knowledge and skills will be provided to the candidate/recruit so they can achieve the tactical priorities through various fireground operations such as: response and size-up, forcible entry, ladders, search and rescue, ventilation, water supply, fire hose, fire nozzles, fire streams, salvage, and overhaul. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. Module I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1040 - Basic Firefighter - MODULE II (3)

(Pre-requisites: Program Admission)

This course builds from the skills and knowledge in Module I and provides the knowledge and skills to support the fireground techniques learned in the previous courses. The firefighter will learn various uses of ropes and knots and how to hoist firefighting tools and equipment. The firefighter will also gain the knowledge and skills of building construction principles that will be used throughout their firefighting career to identify building conditions such as: fire spread and travel, how and where to ventilate, indications of potential building collapse, etc. The firefighter will learn survival techniques that will be used throughout their career to help keep themselves safe and how to rescue themselves or another firefighter. Firefighter rehabilitation will be discussed during this course, so that the firefighter will know how and when to properly rehab themselves before, during, after an emergency response. Knowledge of fire suppression systems will be discussed, so that the firefighter will have a basic understanding of the components of a fire detection, protection, and suppression system. Basic cause determination will be discussed so that firefighters will be aware of observations during various phases of fireground operations. Finally to complete the Firefighter I program the firefighter will participate in the following live fire scenarios in order to complete the objectives of the program. 1. Exterior Class A Fire 2. Interior Structure Attack Above Grade Level 3. Interior Structure Attack Below Grade Level 4. Vehicle Fire 5. Dumpster Fire Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to obtain a certificate of completion or become certified through the appropriate governing agency for the following: 1. NPQ Fire Fighter I This course meets the requirements NFPA 1001 Standard for Fire Fighter Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1050 - Fire and Life Safety Educator I (3)

(Pre-requisites: To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141 with a grade of "C" or better.)

Most structural fires, fire deaths and fire injuries occur in the home. This course addresses some of the most important responsibilities of the modern fire service; teaching the public to prevent or if needed, escape fires and related emergencies. We have adopted the approach that we must learn from each incident then put the information to work to prevent fires and fire losses through public fire and life safety education. Topics include: general requisite knowledge, administration, planning and development, education and implementation, and evaluation.

FRSC 1060 - Fire Prevention, Preparedness and Maintenance (3)

(Pre-requisites: Program Admission)

This course provides the student with the necessary skills of fire prevention, emergency scene preparedness, and tool and equipment maintenance. Specifically addressed are the following topics: basic principles of building construction; knowledge of water supply systems to include pressurized systems, rural water supplies, and alternative water supplies; perform hydrant flow tests as part of water flow assessments for water supplies coming from pressurized hydrants; discuss fire detection, suppression, and suppression systems; consolidate all knowledge to perform a pre-incident plan of a facility; selection of proper tools and techniques of cleaning and proper maintenance of those tools; discuss hoselines, nozzles, and fire streams to perform hoseline lays with proper nozzles attached and select the proper fire stream for the class of fire encountered on various types of fire scenes; and service testing of fire hoses. Finally, this course will conclude fire cause determination to gain necessary knowledge and skills to perform a fire investigation to determine the point of origin and the cause of a fire in a structure. To participate in this course the student must also attain national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1070 - Introduction to Technical Rescue(4)

(Pre-requisites: Program Admission)

This course provides an awareness of the principles of technical rescue through utilization of readings from the text, classroom discussion, practical skills, and practice. This course includes Extricating a victim entrapped in a Motor Vehicle, Assisting a Rescue Team in various technical rescue operations including but not limited to Trench and Excavation, Rope Rescue, Water Rescue, Confined Space Operations, Structural Collapse, Vehicle and Machinery Rescue, and Wilderness Search and Rescue. The student will learn the application of knots, rigging principles, anchor selection criteria, system safety check procedures, rope construction and rope rescue equipment applications and limitations. This course fulfills NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition Chapter 6 sections 6.4.1, 6.4.2 and NFPA 1006, Standard for Technical Rescuer Professional Qualifications, 2008 Edition Chapter 5 sections 5.2, 5.3, 5.4, 5.5.1, 5.5.2, 5.5.3, 5.5.4, 5.5.5, 5.5.8, 5.5.9, 5.5.11, 5.5.14 and NFPA 1670, Standard on operations and Training for Technical Search and Rescue Incidents, 2004 Edition sections 5.2.2, 6.2.2, 6.3.47.2.48.2.3, 9.2.3, 10.2.2, 11.2.3. To participate in this course, the student must also have attained national certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040 and FRSC 1141.

FRSC 1080 - Fireground Operations (3)

(Pre-requisites: Program Admission)

This course will provide the student basic knowledge of the roles and responsibilities of the Firefighter II; the standard operating procedures and guidelines of firefighters; fire service communications relative to obtaining information from occupants and owners to complete an incident report can be completed accurately; Incident Command principles and their application;

practical fireground hydraulics to supply proper nozzle pressures while participating in live fire scenarios. To participate in this course the student must also attain National certification of Firefighter I status or successful completion of FRSC 1020, FRSC 1030, FRSC 1040, and FRSC 1141.

FRSC 1100 - Introduction to the Fire Service (3)

(Pre-requisites: Program Admission)

This course is a survey of the philosophy and history of Fire Protection, loss of property and life by fire, review of municipal fire defenses and the organization and function of the federal, state, county, city and private fire protection. Includes introduction to: fire technology education and the firefighter selection process; fire protection career opportunities; public fire protection; chemistry and physics of fire; public and private support organizations; fire department resources, fire department administration; support functions; training, fire prevention; codes and ordinances; fire protection systems and equipment; emergency incident management; and emergency operations.

FRSC 1110 - Fire Administration - Supervision and Leadership (3)

(Pre-requisites: Program Admission)

This course provides the necessary knowledge and skills for an emergency responder to become a successful fire officer. The student will learn how to become a responsible leader and supervisor to a crew of firefighters, how to manage a budget for the fire station, understand standard operating procedures, and be able to manage an incident. Also, an understanding of basic fire prevention methods, fire and building codes, and records systems will be covered throughout the course. Upon completion of this course the student emergency responder candidate/recruit will have the basic skills and knowledge to be able to qualify for a certificate of completion or seek certification through the appropriate governing agency for the following: 1. NFA Leadership I 2. NFA Leadership II 3. NFA Leadership III This course meets the requirements NFPA 1021 Standard for Fire Officer Professional Qualifications and all other state, local, and provincial occupational health and safety regulatory requirements.

FRSC 1115 - Fire Behavior and Combustion (3)

(Pre-requisites: Program Admission)

This course provides an understanding of the basic principles of fire chemistry, the processes of fire/combustion, and fire behavior. It addresses theoretical concepts, explaining their importance, and illustrates how they can be applied in a practical manner when responding to emergency situations. An emphasis is placed on safety, with each explanation drawing a connection between how a fire behaves and how it affects the safety of the individual firefighters and their team.

FRSC 1121 - Firefighting Strategy and Tactics (3)

(Pre-requisites: Program Admission)

This course presents the principles of applying fire department resources to mitigate a fire or related emergency. General topics include: principles of firefighting, size up, engine company operations, hose line selection and placement, water supply, standpipe and sprinkler operations, ladder company operations, forcible entry, ventilation and search and rescue. Specific-fires reviewed will include private dwellings, multiple dwellings, commercial buildings, high-rise structures, buildings under construction, structural collapse, flammable liquid and gas fires and waterfront fires.

FRSC 1132 - Fire Service Instructor (4)

(Pre-requisites: Program Admission)

Students will learn to analyze jobs and information, then prepare and present related training. Emphasis is placed on planning, organizing, presenting, and testing, using methodologies appropriate to the subject. Topics include: orientation to emergency services instruction, communication, planning and analysis, objectives, learning, assessment, methods of instruction, instructor materials, media, training related group dynamics, classroom management, the legal environment, and NPQ Fire Instructor I. Students will have numerous hands-on opportunities to apply what they learn. Successful completers of FRSC 1132 are qualified to test for the National Professional Qualification (NPQ) Fire Instructor I Exam.

FRSC 1141 - Hazardous Materials Operations (4)

(Pre-requisites: Program Admission)

This course provides emergency responder personnel with the information to respond safely, limit possible exposure to all personnel, and to provide information to the proper authorities as being a primary goal while reacting in the defensive mode of operation. The first responder operations level responsibilities are recognition and identification of a hazardous material scene, the gathering of information, the notification of the proper authorities, the isolation of the area by setting perimeters/zones, possible evacuation, protection by initiating the incident management system, emergency decontamination, and performing defensive actions only. Even though the first responder is a member of an emergency response service, they are not trained in specialized protective clothing or specialized control equipment. Thus, the first responder is not a member of a hazardous materials response team. This course meets the requirements of NFPA 472 - Professional Competence of First Responders to Haz Mat Incidents at the Operations Level. This course also meets the requirements of OSHA 29 CFR 1910.120, EPA, USDOT, and all other appropriate state, local and provincial occupational health and safety regulatory requirements. Also required as prerequisite: NPQ FF I and NPQ Hazardous Materials Awareness Level

FRSC 1151 - Fire Prevention and Inspection (4)

(Pre-requisites: Program Admission)

Emphasis is placed on the shared responsibility of all fire service personnel to prevent fires and fire losses by survey of fire prevention activities, conducting basic fire prevention inspections, practicing life safety codes, review of local and state laws regarding fire inspection, and review of applicable codes and standards. Topics include: code administration, inspection, use and occupancy, building limitations and types of construction, fire resistive construction elements, installation of fire protection systems, mean of egress, interior finish requirements, general fire safety provisions, maintenance of fire protection systems, means of egress maintenance for occupancies, hazardous materials, flammable liquids and aerosols, detonation and deflagration hazards, hazardous assembly occupancies, other storage and processing occupancies, compressed gases and cryogenic liquids, pesticides and other health hazards, and using referenced standards. Successful completion of FRSC 1151 qualifies individuals to test for the National Professional Qualification (NPQ) Inspector Level-I examination

FRSC 1161 - Fire Service Safety and Loss Control (3)

(Pre-requisites: Program Admission)

This course will provide the necessary knowledge and skills for the emergency responder to understand occupational safety and health and be able to develop safety programs. The course starts with an introduction to occupational safety and health and covers the

history, national agencies that produce injury and fatality reports, and efforts that have been made to address safety and health problems in emergency service occupations. The course will review safety related regulations and standards and discuss how to implement them through risk management processes. There will be lectures and discussions on pre-incident safety, safety at fire emergencies, safety at medical and rescue emergencies, safety at specialized incidents, and post-incident safety management. Personnel roles and responsibilities will be covered, so that knowledge can be gained on the relationship to the overall safety and health program by the different responding and administrative personnel at emergency scenes. Lectures and discussions on how to develop, manage, and evaluate safety programs will be covered to provide general knowledge and basic skills on occupational health and safety programs. Finally information management and various other special topics will be covered to gain knowledge on the legal, ethical, and financial considerations that programs need to be aware of and how to collect the data and report it.

FRSC 2100 - Fire Administration Management (3)
(Pre-requisites: Program Admission)

This course will provide the necessary knowledge and skills for the emergency responder to become a diverse leader and manager in their department. The course starts with the history of the fire service which focuses on the historical events that have forged the fire service today. Discussions on preparing for the future are designed to provide information to develop a game plan for personal success. Leadership and Management principles will be taught to blend the academics of leadership and management research into what occurs in the fire service organization on a daily basis. Leadership styles will be discussed to help understand how to lead and manage and, as important, why it's done. The course will take an insightful look into how people handle change personally and organizationally. Discussions on ethics will be focused on the elements critical to ethical leadership and management practices. The course will explore the elements of team building and provide a depth of understanding how to blend various styles and personalities to get the most from people. Discussions on managing emergency services will target budgeting and personnel management the support elements that are so vital to every organization. Quality of the fire service will also be looked at for methods of quality improvement and their applications to improve the services delivered to citizens everyday. An in-depth overview of the changes in disaster planning and response since 9-11, and includes ways to help with community evaluation and preparedness processes. Finally, shaping the future will explore the possibilities of what may occur in the fire service and how you can play an important role in helping to shape the fire service of the future.

FRSC 2110 - Fire Service Hydraulics (3)
(Pre-requisites: Program Admission)

This course begins with the history and theories of the use of water for fire extinguishment then moves to practical application of the principles of hydraulics in water systems and on the fire ground. Topics include: water at rest and in motion, velocity and discharge, water distribution systems, fire service pumps, friction loss, engine and nozzle pressures, fire streams, standpipe systems, automatic sprinkler systems, firefighting foams, and the clip board friction loss system.

FRSC 2120 - Fire Protection Systems (3)
(Pre-requisites: Program Admission)

A review of fire detection and protection systems including: automatic sprinkler systems, portable fire extinguishers, restaurant/kitchen systems, special hazard systems, detection systems, and control systems. The applicable laws, codes and

standards will be introduced along with regulatory and support agencies. Specific topics include: introduction to fire protection systems, water supply systems for fire protection systems, water-based suppression systems, nonwater-based suppression systems, fire alarm systems, smoke management systems, and portable fire extinguishers.

FRSC 2130 - Fire Service Building Construction (3)
(Pre-requisites: Program Admission)

Presents building construction features from the perspective of the fire service with emphasis placed on the use of building construction information to prevent and reduce fire fighter and civilian deaths and injuries. Topics include: principles of building construction, building construction classification, building construction hazards and tactical considerations, structural loads and stresses, structural building components and functions, fire resistance and flame spread, building codes, structural failure and firefighter safety, and firefighter safety in structural and wildland firefighting.

FRSC 2141 - Incident Command (4)
(Pre-requisites: Program Admission)

The Incident Command course is designed to illustrate the responsibilities to use, deploy, implement, and/or function within an Incident Command System (ICS) as well as functioning within multi-jurisdictions incident under the Incident Management System (IMS). The course emphasizes the need for incident management systems, an overview of the structure and expandable nature of ICS, an understanding of the command skills needed by departmental officers to use ICS guidelines effectively, and scenario practice on how to apply ICS and IMS. The National Incident Management System (NIMS) will illustrate and provide the consistent nationwide template to enable all government, private-sectors, and non-governmental organizations to work together during virtual all domestic incidents. These course competencies will cover those objectives entailed in NIMS 100, 200, 700, and 800.

FRSC 2170 - Fire and Arson Investigation (4)
(Pre-requisites: Program Admission)

Presents an introduction to Fire Investigation. Emphasis is placed upon: fire behavior, combustion properties of various materials, sources of ignition, and investigative techniques for - structures, grassland, wildland, automobiles, vehicles, ships and other types of fire investigation, causes of electrical fires, chemical fires, explosive evaluations, laboratory operation, Techniques used in fire deaths and injuries, arson as a crime, other techniques, State and Federal laws, and future trends in fire investigative technology.

HACE Housing and Consumer Economics

HACE 2100 - Family Economic Issues Through the Life Course (3)
(Pre-requisites: Program Admission)

This course explores the family as a producing and consuming unit, including the decision-making process involved and the special role of housing. Emphasis is placed on interrelationships among decisions and links between economic and social issues.

HECT Health Care Technician

HECT 1100 - Hemodialysis Patient Care (7)
(Pre-requisites: Program Admission)

This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

HECT 1120 - Hemodialysis Practicum (4)
(Pre-requisites: HECT 1100 - Hemodialysis Patient Care with a grade of "C" or better)

This course will focus on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting.

HIST History

HIST 1111 - World History I (3)
(Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.)

Emphasizes the study of intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from the prehistoric era to early modern times. Topics include the Prehistoric Era the Ancient Near East, Ancient India, Ancient China, Ancient Rome, Ancient Africa, Islam, the Americas, Japan, Ancient Greece, the Middle Ages, and the Renaissance.

HIST 1112 - World History II (3)
(Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.)

Emphasizes the study of the intellectual, cultural, scientific, political, and social contributions of the civilizations of the world and the evolution of these civilizations during the period from early modern times to the present. Topics include transitions to the Modern World, scientific revolution and the Enlightenment, political modernization, economic modernization, imperialism, and the Twentieth Century.

HIST 2111 - U.S. History I (3)
(Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.)

Emphasizes the study of U. S. History to 1877 to include the post-Civil War period. The course focuses on the period from the Age of Discovery through the Civil War to include geographical, intellectual, political, economic and cultural development of the American people. It includes the history of Georgia and its constitutional development. Topics include colonization and expansion; the Revolutionary Era; the New Nation; nationalism, sectionalism, and reform; the Era of Expansion; and crisis, Civil War, and reconstruction.

HIST 2112 - U.S. History II (3)
(Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores.)

Emphasizes the study of the social, cultural, and political history of the United States from 1865 to the beginning of the twenty-first century and will equip the student to better understand the problems and challenges of the contemporary world in relation to events and trends in modern American history. The course also provides an overview of the history of Georgia and the development of its constitution. Topics include the Reconstruction Period; the great West, the new South, and the rise of the debtor; the Gilded Age; the progressive movement; the emergence of the U. S. in world affairs; the Roaring Twenties; the Great Depression; World War I; World War II; the Cold War and the 1950's; the Civil Rights Movement; the 1960's and 1970's; and America since 1980.

HORT Horticulture Science

HORT 1000 - Horticulture Science (3)
(Pre-requisites: Provisional Admission)

Introduces the fundamentals of plant science and horticulture as a career field. Emphasis will be placed on an industry overview; plant morphology; plant physiology; environmental factors affecting

horticulture practices; soil physical and chemical properties; fertilizer elements and analysis; and basic propagation techniques.

HORT 1010 - Woody Ornamental Plant Identification (3)
(Pre-requisites: Provisional Admission)

Provides the basis for a fundamental understanding of the taxonomy, identification, and culture requirements of woody plants. Topics include: introduction to woody plants, classification of woody plants, and woody plant identification and culture requirements.

HORT 1020 - Herbaceous Plant Identification (3)
(Pre-requisites: Provisional Admission)

Emphasizes the identification, selection, and cultural requirements of herbaceous plants. Topics include: introduction to herbaceous plants, plant classification and nomenclature of herbaceous plants, herbaceous plant identification and culture requirements and seasonal color management.

HORT 1030 - Greenhouse Management (4)
(Pre-requisites: Provisional Admission)

This course helps to prepare students for a career in the management of commercial greenhouses, conservatories and institutional greenhouses. Emphasis is placed on greenhouse construction; operation and management; regulating and controlling the environment; applying cultural practices as they affect plant physiological processes and influence plant growth and development; and management of a greenhouse business.

HORT 1041 - Landscape Construction (4)
(Pre-requisites: None)

This course develops fundamental skills in landscape construction with an emphasis on landscape grading, drainage, retaining walls, and pavements. Topics include workplace safety, site preparation, project layout, construction methods, sequencing, and managerial functions.

HORT 1050 - Nursery Production and Management (4)
(Pre-requisites: Provisional Admission)

Develops skills necessary to propagate and produce both container and field grown nursery stock. Topics include: industry overview, facility design, propagation techniques and environment, field grown and container production, and managerial functions for nursery production.

HORT 1060 - Landscape Design (4)
(Pre-requisites: Provisional Admission)

Introduces design principles, drawing skills, and plant selection techniques required to produce landscape plans for residential/commercial clients. Topics include: landscape design principles, sketching and drawing skills, site analysis, plant and material selection, and landscape design process.

HORT 1070 - Landscape Installation (4)
(Pre-requisites: None)

This course develops skills needed for the proper selection, installation, and establishment of landscape trees, shrubs, groundcovers, turf, and flowers. Topics include workplace safety, interpreting a landscape plan, soil preparation, planting methods, post care and establishment, and managerial functions for landscape installers.

HORT 1080 - Pest Management (3)
(Pre-requisites: Provisional Admission)

This course provides an introduction to the principles and mechanisms of integrated pest management across a diverse array of pests including insects, weeds, plant pathogens, nematodes and

vertebrates. Specifically, the course will provide students with a fundamental and practical understanding of integrated pest management in a landscape setting with emphasis on pest identification and control; pesticide application safety; and legal requirements for state licensure.

HORT 1100 - Introduction to Sustainable Agriculture (3)
(Pre-requisites: Provisional Admission)
Introduces the fundamentals of small scale agriculture with a sustainable approach. Emphasis will be placed on an industry overview, history and foundation of sustainable practices, management and fertility of soils, pest management, and economic and marketing theory and practices.

HORT 1110 - Small Scale Food Production (4)
(Pre-requisites: Provisional Admission)
Continues hands-on experience in food-crop production to be sold direct to the consumer, at farmers markets or CSA (Community Sponsored Agriculture). Topics include farm safety, farm design and development, propagation, production, harvesting, packaging, and marketing.

HORT 1120 - Landscape Management (4)
(Pre-requisites: Provisional Admission)
This course introduces cultural techniques required for proper landscape management with emphasis on practical application and managerial techniques. Topics include: landscape management, safe operation and maintenance of landscape equipment, and administrative functions for landscape managers.

HORT 1140 - Horticulture Business Management (3)
(Pre-requisites: Provisional Admission)
This course presents managerial techniques required for business success in a chosen horticultural field. All aspects of establishing and managing a small business will be addressed. Emphasis will be placed on strategic planning; financial management; marketing strategies; human resource management; and operations and administration.

HORT 1150 - Environmental Horticulture Internship (3)
(Pre-requisites: Program Admission)
Provides the student with practical experience in an actual job setting. This internship allows the student to become involved in on-the-job environmental horticulture applications that require practice and follow through. Topics include: work ethics, skills, and attitudes; demands of the horticulture industry; horticultural business management; and labor supervision.

HORT 1160 - Landscape Contracting (3)
(Pre-requisites: Provisional Admission)
Provides essential knowledge and skills in landscape contracting with emphasis on landscape business practices and principles, landscape bidding and estimating and managerial skills for the landscape business environment. Topics include: overview of landscape industry, landscape business principles and practices, landscape bidding and estimating and managerial skills for the landscape business environment.

HORT 1250 - Plant Production and Propagation (4)
(Pre-requisites: Advisor Approval)
This course provides instruction and hands-on experience in crop production with emphasis on the production of seasonal crops for the local areas and managerial skills involved with crop production. The technical principles of plant propagation focusing on hands-on application are introduced. Topics include cultural controls for propagation and production, insects and diseases, production and

scheduling, methods of propagation (seed germination, rooting cuttings, layering, grafting, and budding, tissue culture), and propagation facilities construction.

HORT 1310 - Irrigation and Water Management (4)
(Pre-requisites: Provisional Admission)
Provides students with exposure to the basic principles of hydraulics and fluidics. Special attention is given to watering plant materials in various soil and climatic conditions through the use of irrigation. Topics include: industry overview; fluidics and hydraulics; system design and installation.

HORT 1330 - Turf grass Management (4)
(Pre-requisites: Provisional Admission)
A study of turf grass used in the southern United States. Topics include: industry overview, soil and soil modification; soil fertility; turf installation; turf maintenance, turf diseases, insects and weeds; and estimating costs on management practices

HORT 1410 - Soils (3)
(Pre-requisites: Program Admission)
This course introduces students to the basic fundamentals of soil science including: soil formation and classification; physical, chemical and biological characteristics; soil fertility and productivity; and soil management and conservation practices.

HORT 1500 - Small Engine Repair and Maintenance (4)
(Pre-requisites: None)
Provides instruction in basic small engine maintenance. Topics include: engine types; ignition systems; fuel systems; lubrication, filtration, and maintenance; and engine repair.

HORT 1680 - Woody Plant Identification II (3)
(Pre-requisites: Provisional Admission)
Students will develop a systematic approach to proper classification, nomenclature, identification, culture and use of many different woody plant species suitable for the region. Topics include: principles of plant classification and nomenclature, identification traits of woody plants and identification, culture and use of woody landscape plant species.

HORT 1720 - Introductory Floral Design (4)
(Pre-requisites: None)
This course introduces the basic concepts and practices of floral design. Topics include: introduction to floral design; principles and elements of design used in floral compositions; identification of commonly used floral materials; conditioning and storing cut flowers; mechanics and supplies of flower arranging; construction of basic geometric designs; and corsage construction.

HORT 1800 - Urban Landscape Issues (3)
(Pre-requisites: Provisional Admission)
This course introduces the concepts and principles of sustainable urban landscapes. By using these concepts the student will be able to create outdoor spaces that are not only functional and maintainable, but environmentally sound, cost effective and aesthetically pleasing. The design process is the first consideration, followed by implementation and maintenance, each with sustainability as a major consideration. The course will cover such topics as green roofs, water wise principles, rain gardens, pervious paving, LEED, erosion and sedimentation control and others.

HORT 2500 - Specialty Landscape Construction (4)
(Pre-requisites: None)
This course is designed to introduce construction methods, materials, and safety procedures related to the design and

installation of specialty landscape features such as water features, lighting, and garden structures.

HUMN Humanities

HUMN 1101 - Introduction to Humanities (3)
(Pre-requisites: ENGL 1101 - Composition and Rhetoric with C or better.)

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include historical and cultural developments, contributions of the humanities, and research.

IDFC Industrial Fundamental Courses

IDFC 1000 - Principles of Electricity I (4)
(Pre-requisites: Program Admission)
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IDFC 1007 - Industrial Safety Procedures (2)
(Pre-requisites: Program Admission)
Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IDFC 1011 - Direct Current I (3)
(Pre-requisites: None)
Introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IDSY Industrial Systems Technology

IDSY 1020 - Print Reading and Problem Solving (3)
(Pre-requisites: Program Admission)
This course introduces practical problem solving techniques as practiced in an industrial setting. Topics include: analytical problem solving, troubleshooting techniques, reading blueprints and technical diagrams, schematics and symbols, specifications and tolerances. The course emphasizes how the machine or mechanical system works, reading and engineering specifications and applying a systematic approach to solving the problem.

IDSY 1101 - DC Circuit Analysis (3)
(Pre-requisites: Program Admission)
This course introduces direct current (DC) concepts and applications. Topics include: electrical principles and laws; batteries; DC test equipment; Series, parallel, and simple combination circuits; and laboratory procedures and safety practices.

IDSY 1105 - AC Circuit Analysis (3)
(Pre-requisites: Program Admission)
Co-requisites: IDSY 1101 - DC Circuit Analysis OR IDFC 1011 - Direct Current I)
This course introduces alternating current concepts, theory, and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices.

Topics include, but are not limited to, electrical laws and principles, magnetism, inductance and capacitance.

IDSY 1110 - Industrial Motor Controls I (4)
(Pre-requisites: Program Admission)
This course introduces the fundamental concepts, principles, and devices involved in industrial motor controls, theories and applications of single and three-phase motors, wiring motor control circuits, and magnetic starters and braking. Topics include, but are not limited to, motor theory and operating principles, control devices, symbols and schematic diagrams, NEMA standards, Article 430 NEC and preventative maintenance and troubleshooting.

IDSY 1120 - Basic Industrial PLC's (4)
(Pre-requisites: IDSY 1110 - Industrial Motor Controls I with a grade of "C" or better)
This course introduces the operational theory, systems terminology, PLC installation, and programming procedures for Programmable Logic Controllers. Emphasis is placed on PLC programming, connections, installation, and start-up procedures. Other topics include timers and counters, relay logic instructions, and hardware and software applications.

IDSY 1130 - Industrial Wiring (4)
(Pre-requisites: IDSY 1101 - DC Circuit Analysis, IDSY 1105 - AC Circuit Analysis OR IDSY 1100 - Basic Circuit Analysis with a grade of "C" or better)
Teaches the fundamental concepts of industrial wiring with an emphasis on installation procedures. Topics include: grounding, raceways, three-phase systems, transformers (three-phase and single-phase), wire sizing, overcurrent protection, NEC requirements, industrial lighting systems, and switches, receptacles, and cord connectors.

IDSY 1170 - Industrial Mechanics (4)
(Pre-requisites: Provisional admission)
This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Instruction is also provided in the basic physics concepts applicable to the mechanics of industrial production equipment, and the application of mechanical principles with additional emphasis on power transmission and specific mechanical components.

IDSY 1190 - Fluid Power Systems (4)
(Pre-requisites: Provisional admission)
This course provides instruction in the fundamentals of safely operating hydraulic, pneumatic, and pump and piping systems. Theory and practical application concepts are discussed. Topics include hydraulic system principles and components, pneumatic system principles and components, and the installation, maintenance, and troubleshooting of pump and piping systems.

IDSY 1195 - Pumps and Piping Systems (3)
(Pre-requisites: None)
This course provides instruction in the fundamentals concepts of industrial pumps and piping systems. Topics include: pump identification, pump operation, installation, maintenance and troubleshooting, piping systems and installation of piping systems.

IDSY 1210 - Industrial Motor Controls II (4)
(Pre-requisites: IDSY 1110 - Industrial Motor Controls I with a grade of "C" or better)
This course introduces the theory and practical application for two-wire control circuits, advanced motor controls, and variable speed motor controls. Emphasis is placed on circuit sequencing, switching, and installation, maintenance, and troubleshooting techniques.

IDSY 1220 - Intermediate Industrial PLC's (4)
(Pre-requisites: IDSY 1120 - Basic Industrial PLC's with a grade of "C" or better)

This course provides for hands on development of operational skills in the maintenance and troubleshooting of industrial control systems and automated equipment. Topics include data manipulation, math instructions, introduction to HMI, analog control, and troubleshooting discrete IO devices.

IDSY 1230 - Industrial Instrumentation (4)
(Pre-requisites: Program admission)

Provides instruction in the principles and practices of instrumentation for industrial process control systems with an emphasis on industrial maintenance techniques for production equipment. Topics include: instrument tags; process documentation; basic control theory; sensing pressure, flow, level, and temperature; instrument calibration; and loop tuning.

LOGI Logistics

LOGI 1000 - Business Logistics (3)
(Pre-requisites: None)

Provides a general knowledge of current management practices in logistics management. The focuses of the course will be on planning, organizing, and controlling of these activities, key elements for successful management in any organization. The course will also introduce student to Transport, Inventory, and Location strategies, Customer Service Goals and Organization and Control.

LOGI 1010 - Purchasing (3)
(Pre-requisites: None)

Provides a general knowledge of purchasing for today's Supply Chains. The student will be introduced to Cross-functional teaming, Purchasing and Supply Performance, Supplier Integration into new Product Development, Supplier Development, Strategic Cost Management and Total Ownership Cost (TOC), and many other topics. This course along with other Supply Chain based courses will give the student the foundation needed to make a difference in obtaining low costs, quality products for their organizations.

LOGI 1020 - Materials Management (3)
(Pre-requisites: None)

This course will introduce students to Materials Management by learning the planning production process, master scheduling, material requirements, and forecasting material demands and inventory levels. This course is designed to build on the student's knowledge of supply chains and how effective material management improves supply chain performance.

MAST Medical Assisting

MAST 1010 - Legal and Ethical Concerns in the Medical Office (2)
(Pre-requisites: Program Admission)

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

MAST 1030 - Pharmacology in the Medical Office (4)
(Pre-requisites: Program Admission AND MATH 1012 - Foundations of Mathematics with a grade of "C" or better)

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include: introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

MAST 1060 - Medical Office Procedures (4)
(Pre-requisites: Program Admission)

Emphasizes essential skills required for the medical practice. Topics include: office protocol, time management, appointment scheduling, medical records, electronic records, medical office equipment, medical references, mail services, medical records, and professional communication.

MAST 1080 - Medical Assisting Skills I (4)

(Pre-requisites: Program Admission, ALHS 1011 - Structure and Function of the Human Body OR BIOL 2113, BIOL 2113L and BIOL 2114, BIOL 2114L with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better)

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and respiratory evaluations and electrocardiography.

MAST 1090 - Medical Assisting Skills II (4)

(Pre-requisites: Program Admission, ALHS 1011 - Structure and Function of the Human Body with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better AND MAST 1080 - Medical Assisting Skills I with a grade of "C" or better)

Further student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; applied chemical microbiology, advanced reagent testing (Strep Test, HcG etc.); administration of medications and maintenance of medication and immunization records; medical office emergency procedures and emergency preparedness; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and nutrition.

MAST 1100 - Medical Insurance Management (2)

(Pre-requisites: Program Admission AND ENGL 1010 - Fundamentals of English I with a grade of "C" or better AND COMP 1000 - Introduction to Computer Literacy OR COLL 1500 - College Success and Career Exploration with a grade of "C" or better, ALHS 1011 - Structure and Function of the Human Body with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better)

Emphasizes essential skills required to file insurance claims within the medical practice. Provides information on types of 3rd party plans, managed care policies and procedures, and insurance coding conventions. Topics include: managed care, reimbursement, and coding.

MAST 1110 - Administrative Practice Management (3)
(Pre-requisites: ENGL 1010 - Fundamentals of English I with a grade of "C" or better AND COMP 1000 - Introduction to Computer Literacy OR COLL 1500 - College Success and Career Exploration with a grade of "C" or better, AND ALHS 1011 - Structure and Function of the Human Body with a grade of "C" or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of "C" or better)

Emphasizes essential skills required for the medical practice in the areas of computers and applications of computer skills, electronic health records, accounting procedures and practice management software. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application software.

MAST 1120 - Human Diseases (3)

(Pre-requisites: Program Admission, ALHS 1011- Structure and Function of the Human Body OR BIOL 2113, BIOL 2113L and BIOL 2114, BIOL 2114L with a grade of 'C' or better AND ALHS 1090 - Medical Terminology for Allied Health Sciences with a grade of 'C' or better.)

Provides review of anatomy and physiology per body systems and fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include: review of anatomy and physiology, and diseases of body systems.

MAST 1170 - Medical Assisting Externship (6)

(Pre-requisites: Program Admission)

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

MAST 1180 - Medical Assisting Seminar (3)

(Pre-requisites: Program Admission)

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

MATH Mathematics

MATH 0090 - Learning Support Mathematics (3)

(Pre-requisites: Appropriate arithmetic placement test score.

Co-requisites: Taken with MATH 1012, MATH 1101, or MATH 1111)

This course uses the modular approach to emphasize in-depth arithmetic skills, basic and intermediate algebra skills. Topics include number theory, whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, application problems, introduction to real numbers, algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, polynomial factoring, inequalities, rational expressions and equations, linear graphs, slope, systems of equations, radical expressions and equations, and quadratic equations, and applications involving previously listed topics. Students progress at their own pace to master each module. Course MUST be taken with a MATH 1012, MATH 1101, or MATH 1111. This course is not designed to be a stand-alone course as its content is determined by the Math course it is paired with.

MATH 0096 - Math I (3)

(Pre-requisites: Appropriate arithmetic placement test score.)

Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include number theory, whole numbers, fractions, and decimals. Homework assignments reinforce classroom learning.

MATH 0097 - Math II (3)

(Pre-requisites: MATH 0096 - Math I OR Appropriate arithmetic placement test score.)

Emphasizes in-depth arithmetic skills needed for the study of mathematics and for the study of basic algebra. Topics include whole numbers, fractions, decimals, percents, ratio/proportion, measurement, geometry, and application problems.

MATH 0098 - Elementary Algebra (3)

(Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.)

Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

MATH 0099 - Intermediate Algebra (3)

(Pre-requisites: MATH 0098 - Elementary Algebra OR Appropriate algebra placement test score.)

Emphasizes intermediate algebra skills. Topics include factoring, inequalities, rational expressions and equations, linear graphs, slope, and applications, systems of equations, radical expressions and equations, and quadratic equations.

MATH 1011 - Business Math (3)

(Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.)

Emphasizes mathematical concepts found in business situations. Topics include basic mathematical skills, mathematical skills in business-related problem solving, mathematical information for documents, graphs, and mathematical problems.

MATH 1012 - Foundations of Mathematics (3)

(Pre-requisites: MATH 0097 - Math II OR Appropriate arithmetic placement test score.)

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

MATH 1013 - Algebraic Concepts (3)

(Pre-requisites: MATH 0098 - Elementary Algebra with a grade of "C" or better OR Appropriate algebra placement test score.)

Emphasizes concepts and operations which are applied to the study of algebra. Topics include basic mathematical concepts, basic algebraic concepts, and intermediate algebraic concepts.

MATH 1015 - Geometry and Trigonometry (3)

(Pre-requisites: MATH 1013 - Algebraic Concepts with a grade of "C" or better.)

Emphasizes basic geometric and trigonometric concepts. Topics include measurement conversion, geometric terminology and measurements, and trigonometric terminology and functions.

MATH 1017 - Trigonometry (3)
(Pre-requisites: MATH 1013 - Algebraic Concepts with a grade of "C" or better.)
Emphasizes trigonometric concepts, logarithms, and exponential functions. Topics include trigonometric concepts, logarithms and exponentials.

MATH 1100 - Quantitative Skills and Reasoning (3)
(Pre-requisites: Appropriate algebra placement test score.)
(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.) Emphasizes algebra, statistics, and mathematics of finance. Topics include fundamental operations of algebra, sets and logic, probability and statistics, geometry, mathematics of voting and districting, and mathematics of finance.

MATH 1101 - Mathematical Modeling (3)
(Pre-requisites: Appropriate algebra placement test score.)
(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.) Emphasizes functions using real-world applications as models. Topics include fundamental concepts of algebra; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models; systems of equations; and optional topics in algebra.

MATH 1103 - Quantitative Skills and Reasoning (3)
(Pre-requisites: Appropriate algebra placement test score.)
This course focuses on quantitative skills and reasoning in the context of experiences that students will be likely to encounter. The course emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined. Students will use appropriate technology to enhance mathematical thinking and understanding. Topics covered in this course include: sets and set operations, logic, basic probability, data analysis, linear models, quadratic models, exponential and logarithmic models, geometry, and financial management.

MATH 1111 - College Algebra (3)
(Pre-requisites: Appropriate degree level math placement test score.)
Emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry.

MATH 1112 - College Trigonometry (3)
(Pre-requisites: Regular Admission and MATH 1111 with a grade of "C" or better.)
Emphasizes techniques of problem solving using trigonometric concepts. Topics include trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions and graphing of trigonometric functions, logarithmic and exponential functions, and complex numbers.

MATH 1113 - Precalculus (3)
(Pre-requisites: Regular Admission and MATH 1111 with a grade of "C" or better.)
Prepares students for calculus. The topics discussed include an intensive study of polynomial, rational, exponential, logarithmic, and trigonometric functions and their graphs. Applications include simple maximum and minimum problems, exponential growth and decay.

MATH 1127 - Introduction to Statistics (3)
(Pre-requisites: Appropriate algebra placement test score.)
Emphasizes the concepts and methods fundamental to utilizing and interpreting commonly used statistics. Topics include descriptive statistics, basic probability, discrete and continuous distributions, sampling distributions, hypothesis testing chi square tests, and linear regression.

MATH 1131 - Calculus I (4)
(Pre-requisites: Regular Admission and MATH 1113 with a grade of "C" better OR appropriate math placement test score.)
Topics include the study of limits and continuity, derivatives, and integrals of functions of one variable. Applications are incorporated from a variety of disciplines. Algebraic, trigonometric, exponential, and logarithmic functions are studied.

MCHT Machine Tool Technology

MCHT 1011 - Introduction to Machine Tool (4)
(Pre-requisites: Provisional Admission)
Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: machine shop safety, terminology, use of hand and bench tools, analysis of measurements, part layout, horizontal and vertical band saw setup and operation, drill press setup and operation, and quality control.

MCHT 1012 - Blueprint for Machine Tool (3)
(Pre-requisites: Provisional Admission)
Introduces the fundamental concepts necessary to develop blueprint reading competencies, interpret drawings, and produce sketches for machine tool applications. Topics include interpretation of blueprints, sketching, sectioning, geometric dimensioning and tolerancing, and assembly drawings.

MCHT 1013 - Machine Tool Math (3)
(Pre-requisites: Provisional Admission, MATH 1012 - Foundations of Mathematics)
This course develops mathematical competencies as applied to machine tool technology. Emphasis is placed on the use of machining formulas by incorporating algebraic, geometric, and trigonometric functions. Topics include machining algebra and geometry, applied geometry, and applied trigonometry.

MCHT 1020 - Heat Treatment and Surface Grinding (3)
(Pre-requisites: Program Admission, MCHT 1011 with a grade of "C" or better)
Provides instruction in the setup, operations, maintenance, and assembly operations of surface grinders. Introduces the properties of various metals, production methods, and identification of ferrous and non-ferrous metals. Topics include: heat treatment safety, metallurgy principles, heat treatment of metals, surface grinders, surface grinder maintenance, surface grinder setup, surface grinder operations, and safety.

MCHT 1030 - Applied Measurement (3)
(Pre-requisites: None)
Co-requisites: MCHT 1013 - Machine Tool Math with a grade of "C" or better AND MCHT 1011 - Introduction to Machine Tool with a grade of "C" or better)
This course is designed to develop skills necessary for the use and analysis of measurement for Machine Tool Technology and other industrial purposes. Topics include the use of non-precision measuring instruments, use of precision measuring instruments, use of comparison gauges, and analysis of measurements.

MCHT 1119 - Lathe Operations I (3)
(Pre-requisites Requires Provisional Admission, MCHT 1011 with a grade of "C" or better)
Provides opportunities for students to develop skill in the setup and operation of metal cutting lathes. Topics include: safety, lathes parts and controls, lathe tooling and tool bit grinding, lathe calculations, lathe setup and operations.

MCHT 1120 - Mill Operations I (3)
(Pre-requisites: Requires Provisional Admission, MCHT 1011 with a grade of "C" or better)
Provides instruction in the setup and use of the milling machine. Topics include: safety, milling machines, milling machine setup, and milling machine operations.

MCHT 1219 - Lathe Operations II (3)
(Pre-requisites: Provisional Admission)
Provides further instruction for students to develop skill in the use of lathes. Topics include: lathes, lathe setup, lathe operations, and safety.

MCHT 1220 - Mill Operations II (3)
(Pre-requisites: None)
Provides further instruction for students to develop skills in the use of milling machines. Topics include: safety, advanced milling calculation, advanced milling machine setup and operations.

MGMT Business Management

MGMT 1100 - Principles of Management (3)
(Pre-requisites: Provisional Admission)
Develops skills and behaviors necessary for successful supervision of people and their job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding the Manager's Job and Work Environment; Building an Effective Organizational Culture; Leading, Directing, and the Application of Authority; Planning, Decision-Making, and Problem-Solving; Human Resource Management, Administrative Management, Organizing, and Controlling.

MGMT 1105 - Organizational Behavior (3)
(Pre-requisites: Provisional Admission)
Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MGMT 1110 - Employment Rules & Regulations (3)
(Pre-requisites: Provisional Admission)
Develops a working knowledge of the laws of employment necessary for managers. Topics include: Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Worker's Compensation, Unemployment Compensation, and National Labor Relations Act.

MGMT 1115 - Leadership (3)
(Pre-requisites: Provisional Admission)
This course familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MGMT 1120 - Introduction to Business (3)
(Pre-requisites: Provisional Admission)
This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MGMT 1125 - Business Ethics (3)
(Pre-requisites: Provisional Admission)
Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills. Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

MGMT 2115 - Human Resource Management (3)
(Pre-requisites: Provisional Admission)
This course is designed as an overview of the Human Resource Management (HRM) function and of the manager and supervisors role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

MGMT 2120 - Labor Management Relations (3)
(Pre-requisites: Provisional Admission)
Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor

within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

MGMT 2125 - Performance Management (3)
(Pre-requisites: Provisional Admission)

Develops an understanding of how a fostering employer/employee relationship in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

MGMT 2130 - Employee Training and Development (3)
(Pre-requisites: Provisional Admission)

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

MGMT 2135 - Management Communication Techniques (3)
(Pre-requisites: Provisional Admission)

Co-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better)
Emphasizes developing the full range of communication strategies required to become a successful manager and prepares managers for the skills required to communicate effectively in business today. Topics include: Organizational/Strategic Communication, Interpersonal Communication, Presentation Techniques, Presentation Technology and Applications, Team/Group Communication, Intercultural Communication, External Stakeholder Communication and Using Spreadsheet Applications for Business Problem Solving.

MGMT 2140 - Retail Management (3)
(Pre-requisites: Provisional Admission)

Develops a working knowledge of managing a retail business from a variety of perspectives with an emphasis on store management. The emphasis is on contemporary issues in retailing, particularly the process of supervising customer service and dealing with the changing demographics of retailing. An application focus on the use of information technologies, the internet, and electronic retailing is intended to give the student hands-on experience in retail management. Topics include: strategic retail management; store, non-store, and nontraditional retailing; retail human resource

management; developing a customer-focused service strategy; managing customer service; retail operations and financial management; merchandise management; buying and inventory management; global, cataloging, and electronic retail management, information technology applications in retailing.

MGMT 2145 - Business Plan Development (3)
(Pre-requisites: Provisional Admission)

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

MGMT 2150 - Small Business Management (3)
(Pre-requisites: Provisional Admission)

This course introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, and layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

MGMT 2155 - Quality Management Principles (3)
(Pre-requisites: Provisional Admission)

Familiarizes the student with the principles and methods of Quality Management (QM). Topics include: the history of quality control, quality control leaders, quality tools, QM implementation, team building for QM, and future quality trends.

MGMT 2200 - Production/Operations Management (3)
(Pre-requisites: Program Admission)

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

MGMT 2205 - Service Sector Management (3)
(Pre-requisites: None)

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MGMT 2210 - Project Management (3)
(Pre-requisites: Provisional Admission)

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MGMT 2215 - Team Project (3)

(Pre-requisites: Program Admission, ENGL 1010 OR ENGL 1101 with a grade of "C" or better.)

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation. Potential team projects could include authoring a management book covering the competencies, videos, web sites, bulletin boards, and slide presentations amongst others.

MGMT 2220 – Management Occupation-Bases Instructions (3)

(Pre-requisites: Program Admission)

Co-requisites: ENGL 1010 – Fundamentals of English I with a grade of "C" or better, MGMT 1100 – Principles of Management with a grade of "C" or better)

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the uses of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

MKTG Marketing Management

MKTG 1100 – Principles of Marketing (3)

(Pre-requisites: None)

This course emphasizes the trends and the dynamic forces that affect the marketing process and the coordination of the marketing functions. Topics include effective communication in a marketing environment, role of marketing, knowledge of marketing principles, marketing strategy, and marketing career paths.

MKTG 1130 - Business Regulations and Compliance (3)

(Pre-requisites: None)

This course introduces the study of contracts and other legal issues and obligations for businesses. Topics include: creation and evolution of laws, court decision processes, legal business structures, sales contracts, commercial papers, Uniform Commercial Code, and risk-bearing devices.

MKTG 1190 – Promotion and Marketing Comm. (3)

(Pre-requisites: None)

This course introduces the fundamental principles and practices associated with promotion and communication. Topics include: purposes of promotion and IMC, principles of promotion and Integrated Marketing Communication (IMC), budgeting, regulations and controls, media evaluation and target market selection, integrated marketing plans, trends in promotion, and promotion and communication career paths..

MKTG 2070 – Buying and Merchandising (3)

(Pre-requisites: None)

Develops buying and merchandising skills required in retail or e-business. Topics include: principles of merchandising, inventory

control, merchandise plan, assortment planning, buying merchandise, and pricing strategies.

MRIM Medical Resonance Imaging

MRIM 2300 - Orientation and Introduction to MRI (3)

(Pre-requisites: Program Admission)

Co-requisites:

MRIM 2320 - MRI Procedures and Cross Sectional Anatomy

MRIM 2350 - Magnetic Resonance Imaging Clinical Education I)

Provides knowledge of patient care and assessment, contrast agents, MRI safety, medical ethics and law, cultural diversity, and patient information management. Topics include: MRI history, anatomy, patient care and assessment, MRI safety, instrumentation, MRI fundamentals, and image parameters.

MRIM 2320 - MRI Procedures and Cross Sectional Anatomy (3)

(Pre-requisites: Program Admission)

Co-requisites:

MRIM 2300 - Orientation and Introduction to MRI

MRIM 2350 - Magnetic Resonance Imaging Clinical Education I)

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for magnetic resonance imaging of the head and neck, spine, thorax, abdomen, pelvis, and musculoskeletal system. Topics include: anatomy, scanning protocol, MRI safety, image contrast, and image formation.

MRIM 2330 - MRI Physics and Instrumentation (3)

(Pre-requisites: MRIM 2300 - Orientation and Introduction to MRI

with a grade of "C" or better, MRIM 2320 - MRI Procedures and

Cross Sectional Anatomy with a grade of "C" or better, AND

MRIM 2350 - Magnetic Resonance Imaging Clinical Education I with

a grade of "C" or better

Co-requisites:

MRIM 2360 - Magnetic Resonance Imaging Clinical Education II

MRIM 2370 - MRI Review)

Introduces the concepts of basic physics and instrumentation for magnetic resonance imaging. Topics include: imaging parameters, image quality, MRI Fundamentals, image processing and display, and special procedures.

MRIM 2350 - Magnetic Resonance Imaging Clinical Education I (6)

(Pre-requisites: Program Admission)

Co-requisites: MRIM 2300 - Orientation and Introduction to MRI

MRIM 2320 - MRI Procedures and Cross Sectional Anatomy)

Introduces students to the magnetic resonance imaging department and provides an opportunity for participation in and observation of MRI procedures. Topics include equipment utilization, contrast medias, exam preparation, patient care and assessment, scanning protocol, image quality and progress toward completion of clinical competency evaluations.

MRIM 2360 - Magnetic Resonance Imaging Clinical Education II (6)

(Pre-requisites: MRIM 2300 - Orientation and Introduction to MRI

with a grade of "C" or better, MRIM 2320 - MRI Procedures and

Cross Sectional Anatomy with a grade of "C" or better, AND

MRIM 2350 - Magnetic Resonance Imaging Clinical Education I with

a grade of "C" or better

Co-requisites: MRIM 2330 - MRI Physics and Instrumentation AND

MRIM 2370 - MRI Review)

Intermediate course that reinforces learning obtained in MRI 110.

Topics include exam preparations, patient care and assessment, equipment utilization, image quality, scanning protocol, contrast media, quality control, and progress toward completion of clinical competency evaluations.

MRIM 2370 - MRI Review (3)

(Pre-requisites: MRIM 2300 - Orientation and Introduction to MRI with a grade of "C" or better, MRIM 2320 - MRI Procedures and Cross Sectional Anatomy with a grade of "C" or better, AND MRIM 2350 - Magnetic Resonance Imaging Clinical Education I with a grade of "C" or better)

Co-requisites: MRIM 2330 - MRI Physics and Instrumentation
MRIM 2360 - Magnetic Resonance Imaging Clinical Education II)

Provides a comprehensive review of patient care, imaging procedures, imaging formation and data acquisition for the magnetic resonance imaging certification exam. Topics include: anatomy, scanning protocol, MRI safety, image contrast, image formation, exam preparation, contrast media, patient care and assessment, equipment utilization, image quality, imaging parameters, MRI fundamentals, image processing and display, and special procedures.

MUSC Music

MUSC 1101 - Music Appreciation (3)

(Pre-requisites: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better)

Explores the analysis of well-known works of music, their compositions, and the relationship to their periods. An introduction to locating, acquiring, and documenting information resources lays the foundation for research to include the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context. Topics include historical and cultural development represented in musical arts.

NAST Nursing Assistant

NAST 1100 - Nurse Aide Fundamentals (6)

(Pre/Co-requisites: ALHS 1040, ALHS 1090 with a grade of "C" or better.)

Co-requisite: ALHS 1060 with a grade of "C" or better)

Introduces student to the role and responsibilities of the Nurse Aide. Emphasis is placed on understanding and developing critical thinking skills, as well as demonstrating knowledge of the location and function of human body systems and common disease processes; responding to and reporting changes in a residents/patients condition, nutrition, vital signs; nutrition and diet therapy; disease processes; vital signs; observing, reporting and documenting changes in a residents condition; emergency concerns; ethics and legal issues and governmental agencies that influence the care of the elderly in long term care settings; mental health and psychosocial well-being of the elderly; use and care of mechanical devices and equipment; communication and interpersonal skills and skills competency based on federal guidelines. Specific topics include: roles and responsibilities of the Nurse Aide; communication and interpersonal skills; topography, structure, and function of the body systems; injury prevention and emergency preparedness; residents rights; basic patient care skills; personal care skills; and restorative care.

ORTT Orthopaedic Technology

ORTT 1010 - Orthopaedic Anatomy and Physiology (4)

(Pre-requisites: Program Admission)

Co-requisites: ORTT 1020 - Orthopaedic Techniques I with a grade of "C" or better AND ORTT 1030 - Introduction to Orthopaedic Surgical Techniques with a grade of "C" or better)

This course offers a detailed study of the skeletal-muscular systems with emphasis on soft tissue injuries, fractures, fracture healing, as well as relevant complications. The study of other body systems as they relate to the treatment of orthopaedic injuries is also included.

ORTT 1020 - Orthopaedic Techniques I (4)

(Pre-requisites: Program Admission)

Co-requisites: ORTT 1010 - Orthopaedic Anatomy and Physiology with a grade of "C" or better AND ORTT 1030 - Introduction to Orthopaedic Surgical Techniques with a grade of "C" or better)

This course serves as an introduction to the cast room to include different types of supplies, instruments, techniques for the application of basic types of splints and casts. Introduction to traction set-ups. This course will include the application of casts and traction in the laboratory setting.

ORTT 1030 - Introduction to Orthopaedic Surgical Techniques (4)

(Pre-requisites: Program Admission)

Co-requisites: ORTT 1010 - Orthopaedic Anatomy and Physiology with a grade of "C" or better AND ORTT 1020 - Orthopaedic Techniques I with a grade of "C" or better)

This course provides an overview of the surgical techniques utilized by the orthopaedic technology profession and develops the fundamental concepts and principles necessary to successfully participate on an orthopaedic surgical team. Topics include: orientation to orthopaedic surgical techniques, asepsis and the surgical environment, basic orthopaedic instrumentation and equipment, principles of sterilization process and application.

ORTT 1040 - Advanced Orthopaedic Anatomy and Physiology (4)

(Pre-requisites: ORTT 1010 - Orthopaedic Anatomy and Physiology with a grade of "C" or better)

Co-requisites: ORTT 1050 - Orthopaedic Techniques II with a grade of "C" or better AND ORTT 2010 - Orthopaedic Technology Clinical I with a grade of "C" or better)

This course provides advanced instruction on orthopaedic anatomy, physiology, injuries and diseases. Topics will include the evaluation and treatment of specific orthopaedic injuries. Orthopaedic diseases will be discussed along with pediatric orthopaedics and congenital diseases.

ORTT 1050 - Orthopaedic Techniques II (4)

(Pre-requisites: ORTT 1020 - Orthopaedic Techniques I with a grade of "C" or better)

Co-requisites: ORTT 1040 - Advanced Orthopaedic Anatomy and Physiology with a grade of "C" or better AND ORTT 2010 - Orthopaedic Technology Clinical I with a grade of "C" or better)

This course will have emphasis on advance casting techniques, assessment and treatment of casting complications, application of specialty casts, advanced traction configurations. The evaluation and treatment of the orthopaedic trauma patient will also be covered.

ORTT 2010 - Orthopaedic Technology Clinical I (5)

(Pre-requisites: ORTT 1020 - Orthopaedic Techniques I with a grade of "C" or better)

Co-requisites: ORTT 1050 - Orthopaedic Techniques II with a grade of "C" or better)

This course provides the opportunity for students to put into practice, the orthopaedic technology procedures through participation in and/or observation of actual orthopaedic patients in a hospital setting and/or in an orthopaedic physician's office. Topics will include the placing of splints, cast removal, basic casting, dressing changes. Participation and/or observation of fracture manipulations. Setting up overhead frame and trapeze will be included.

ORTT 2020 - Orthopaedic Technology Clinical II (7)
(Pre-requisites: ORTT 1010 - Orthopaedic Anatomy and Physiology with a grade of "C" or better AND ORTT 1020 - Orthopaedic Techniques I with a grade of "C" or better AND ORTT 1030 - Intro to Orthopaedic Surgical Techniques with a grade of "C" or better AND ORTT 1040 - Adv. Orthopaedic Anatomy and Physiology with a grade of "C" or better AND ORTT 1050 - Orthopaedic Techniques II with a grade of "C" or better)
Co-requisites: ORTT 2010 - Orthopaedic Technology Clinical I with a grade of "C" or better)
This course provides the opportunity for students to complete all required orthopaedic technology procedures through participation in and/or observation in a hospital setting or an orthopaedic physician's office. Procedures will include cast cutting, cast applications, splinting, brace applications, setting up traction configurations, surgical procedures. This course will also provide an opportunity for students to participate in the role of the orthopaedic technologist in the operating room.

ORTT 2030 - Orthopedic Technology Capstone (3)
(Pre-requisites: Program Admission)
This course provides opportunities for students to organize themselves for entry into professional careers as orthopedic technologists. Topics include: professional roles and credentialing (including preparation of resumes, interview techniques, and occupational demeanor); all hazards preparation; professional workplace administrative functions (including: professional documentation and medical billing and coding; review for the National Board for Certification of Orthopaedic Technologists (NBCOT) Orthopaedic Technologist Certified examination; and test-taking skills.

PARA Paralegal Studies

PARA 1100 - Introduction to Law and Ethics (3)
(Pre-requisites: Provisional Admission)
Emphasizes the American legal system, the role of the lawyer and legal assistant within that system, and the ethical obligations imposed upon attorneys and legal assistants. Topics include: survey of American jurisprudence, code of professional responsibility and ethics overview, and introduction to areas of law and legal vocabulary.

PARA 1105 - Legal Research and Legal Writing I (3)
(Pre-requisites: Program level in English and Reading, ENGL 1101 - Composition and Rhetoric with a grade of "C" or better, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better)
Introduces the student to the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will utilize both print and electronic research resources. Focuses on the application and reinforcement of basic writing skills, familiarizes the student with types of writing typically engaged in by lawyers and legal assistants, and prepares the student for legal writing tasks. The student learns to write business letters as well as advisory documents. Topics include: legal analysis and legal correspondence and composition.

PARA 1110 - Legal Research and Legal Writing II (3)
(Pre-requisites: Program level in English and Reading, ENGL 1101 - Composition and Rhetoric with a grade of "C" or better, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better, AND PARA 1105 - Legal Research and Legal Writing I with a grade of "C" or better)
Builds on competencies acquired in PARA 1102 and continues the process of locating statutory, judicial, administrative and secondary sources on both a state and federal level. The student will conduct a

wider range of research in both print and electronic research resources. Emphasis will be placed on preparation of legal documents. Criminal case documents will be examined, but most of the emphasis will be on civil matters. The student will be presented factual scenarios, and utilizing these facts, research and develop a case from intake to trial.

PARA 1115 - Family Law (3)
(Pre-requisites: Program level in English and Reading
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better)
Introduces the student to the issues which may arise in family law cases and to the role of the paralegal in assisting the attorney in the development and presentation of such cases. Topics include: issues associated with client and witness interviews, marriage validity and dissolution, litigation support in family law matters, issues concerning children, special matters in family law, and attorney and paralegal ethical obligations.

PARA 1120 - Real Estate Law (3)
(Pre-requisites: Program level in English and Reading
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better)
Introduces the student to the basic concepts of real property law as they pertain to common types of real estate transactions. Additionally, emphasis will be placed on practical skills such as document preparation and title examination. Topics include: real estate contracts, plat reading and legal descriptions, types and purposes of deeds, title searches, common real estate mortgages and documentation, real estate closing and closing statements, recordation statutes and requirements, and elements of the lease.

PARA 1125 - Criminal Law and Criminal Procedure (3)
(Pre-requisites: Program level in English and Reading
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better)
Introduces the student to the basic concepts of substantive criminal law and its procedural aspects with an emphasis on the constitutionally protected rights of the accused in the criminal justice system. Topics include: substantive criminal law and procedure and criminal litigation support.

PARA 1130 - Civil Litigation (3)
(Pre-requisites: Program level in English and Reading,
PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better)
Emphasizes competencies and concepts of civil litigation in both federal and state courts. Topics include: federal and state litigation; trial and pretrial proceedings; litigation ethics; and litigation documents, exhibits, investigations, and interviews.

PARA 1135 - Wills, Trusts, Probate, and Administration (3)
(Pre-requisites: Program level in English and Reading,
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better)
Provides a general framework of the substantive theory of wills, trusts, and estates. Topics include: wills, trusts, and powers of attorney; probate of wills and administration of estates; document preparation for other probate proceedings; general jurisdiction of the probate court; terminology of wills and estate practice; client interviews; and document preparation.

PARA 1140 - Tort Law (3)

(Pre-requisites: Program level in English and Reading,
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better)

Introduces the student to the basic concepts of substantive tort law. Topics include: concepts of intentional torts, negligence and product liability; causation and liability concepts; damages and defenses; and special tort actions and immunities.

PARA 1145 - Law Office Management (3)

(Pre-requisites: Program level in English and Reading,
Co-requisites: PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better)

Introduces the student to common forms of law practice. The student will be exposed to methods of billing and time-keeping, automation in the law office, the law office library, the appropriate role of support staff in the law office, and ethical concerns relevant to law office management. Topics include: forms of law practice and insurance needs, support systems, support staff, and ethical responsibilities.

PARA 1150 Contracts, Commercial Law and Business Organizations (3)

(Pre-requisites: Program level in English and Reading, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better)

Introduces the student to the basic concepts of legal rules commonly applicable in commercial settings, to the basic concepts of substantive contract law and to the formulation and operation of sole proprietorships, general partnerships, limited partnerships, and corporations. Additionally, the course explores the basic concepts of agency law. Topics include Constitutional law and its impact on business, the essential elements of a contract and related legal principles and the Uniform Commercial Code, sole proprietorships, partnerships, professional associations and other business organizations, corporations and tax implications of different organizations.

PARA 1200 - Bankruptcy/Debtor-Creditor Relations (3)

(Pre-requisites: Program Admission)

Introduces the student to the purpose and application of the Federal Bankruptcy Code and Rules, as well as applicable state law related to bankruptcy and debtor-creditor issues. Topics include: the Bankruptcy Code and Rules, Bankruptcy Court procedures, the preparation of bankruptcy forms and documents, state law workouts and collection, and the role of the paralegal in a bankruptcy practice.

PARA 1205 - Constitutional Law (3)

(Pre-requisites: Program Admission, PARA 1100 - Intro to Law and Ethics with a grade of "C" or better)

Explains the major legal principles and concepts of the U.S. Constitution including governmental powers and structure, and civil liberties. Additionally, this course includes an exploration of the history of the Constitution and case law interpreting it.

PARA 1210 - Legal and Policy Issues in Healthcare (3)

(Pre-requisites: PARA 1100 - Intro to Law and Ethics with a grade of "C" or better)

Provide an overview of the legal issues involved in the delivery of healthcare and the issues relating to Elder Law. Students will recognize the fundamentals of the healthcare treatment relationship, liability issues, patient care decisions and the human condition of sickness. They will explore the complexities of health care financing, health care access, governmental regulations and privacy issues. Topics will also include access to care, informed consent, patient care decisions, the doctor-patient relationship,

end-of-life decision making, legal problems of the elderly, law and mental health, AIDS and the law and the privatization of health care facilities.

PARA 1215 - Administrative Law (3)

(Pre-requisites: Program Admission, PARA 1100 - Introduction to Law and Ethics with a grade of "C" or better)

Introduces the student to the basic concepts of administrative law including the legislative process related to enabling the agency. The Administrative Procedure Act (federal and state) is covered. Topics also include agency discretion, due process, delegation, rulemaking, investigation, information collection, informal proceeding, hearings, and judicial review. Because paralegals are permitted to represent individuals in some agency proceedings (e.g., social security, unemployment, etc.), the students are introduced to the various aspects of such representation.

PARA 2205 - Advanced Legal Research and Writing (3)

(Pre-requisites: ENGL 1102 - Literature and Composition with a grade of "C" or better, PARA 1110 - Legal Research and Legal Writing II with a grade of "C" or better)

Continues to develop writing skills developed in PARA 1105 and 1110 focusing on legal memoranda preparation. Additionally, students enhance legal research skill. Course competencies include research methodology, legal memoranda preparation, and substantive law research.

PARA 2210 - Paralegal Internship I (6)

(Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last term courses.)

Focuses on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

PARA 2215 - Paralegal Internship II (6)

(Pre-requisites: Must be in last term of program. With advisor approval, may take concurrently with last term courses.)

This course continues the focus on the application and reinforcement of paralegal skills in an actual workplace environment, or at the discretion of the instructor, in a school practicum with simulated work experiences. Realistic work situations are used to provide students with insights into paralegal applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of paralegal skills in a workplace setting, and professional development.

PHAR Pharmacy Technology

PHAR 1000 - Pharmaceutical Calculations (4)

(Pre-requisites: MATH 1111 - College Algebra OR MATH 1012 - Foundations of Mathematics with a grade of "C" or better)

This course develops knowledge and skills in pharmaceutical calculations procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, and calculation tools and techniques.

PHAR 1010 - Pharmacy Technology Fundamentals (5)
(Pre-requisites: Program Admission)
Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: safety, orientation to the pharmacy technology field, Fundamental principles of chemistry, basic laws of chemistry, ethics and laws, definitions and terms, and reference sources.

PHAR 1020 - Principles of Dispensing Medications (4)
(Pre-requisites: Program Admission)
This course introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging, and labeling drugs; pharmacy policies and procedures; documentation; inventory and filing systems; compounding; storage and control; pharmacy equipment; and health care organizational structure. This course provides laboratory and clinical practice.

PHAR 1030 - Principles of Sterile Medication Preparation (4)
(Pre-requisites: Program Admission)
Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control, and quality control.

PHAR 1040 - Pharmacology (4)
(Pre-requisites: Program Admission)
The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

PHAR 1050 - Pharmacy Technology Practicum (5)
(Pre-requisites: PHAR 1000 - Pharmaceutical Calculations with a grade of "C" or better AND PHAR 1010 - Pharmacy Technology Fundamentals with a grade of "C" or better)
Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: storage and control, documentation, inventory and billing, community practice, institutional practice, and communication.

PHAR 2060 - Advanced Pharmacy Technology Principles (3)
(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better AND PHAR 1030 - Principles of Sterile Medication Prep with a grade of "C" or better AND PHAR 1050 - Pharmacy Technology Practicum with a grade of "C" or better)
This course presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: physician orders, patient profiles, pharmacy data systems, job readiness, legal requirements, inventory and billing, pharmaceutical calculations review and pharmacology review.

PHAR 2070 - Advanced Pharmacy Technology Practicum (5)
(Pre-requisites: COMP 1000 - Introduction to Computer Literacy with a grade of "C" or better AND PHAR 1030 - Principles of Sterile Medication Prep with a grade of "C" or better AND PHAR 1050 - Pharmacy Technology Practicum with a grade of "C" or better)
Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data

systems, ophthalmic preparations, and hospital/retail/home health pharmacy techniques.

PHLT Phlebotomy Technician

PHLT 1030 - Introduction to Venipuncture (3)
(Pre-requisites: Program Admission)
Provides an introduction to blood collecting techniques and processing specimens. Emphasis is placed on the knowledge and skills needed to collect all types of blood samples from hospitalized patients. Topics include: venipuncture procedure, safety and quality assurance; isolation techniques, venipuncture problems, and definitions; lab test profiles and patient care areas; other specimen collections and specimen processing; test combinations, skin punctures and POCT; professional ethics and malpractice; and certification and licensure.

PHLT 1050 - Clinical Practice (5)
(Pre/Co-requisites: PHLT 1030 - Introduction to Venipuncture with a grade of "C" or better)
Provides work experiences in a clinical setting. Emphasis is placed on enhancing skills in venipuncture techniques. Topics include: introduction to clinical policies and procedures and work ethics; routine collections: adult, pediatric, and newborn; and special procedures.

PHOT Photography

PHOT 1102 - Visual Theory I (3)
(Pre-requisites: None)
Introduces the theory and information necessary for photographic processes with reference to black and white technologies. Emphasis will be placed on technical and creative skills. Topics include: photographic processes, technical skills, creative skills, black and white theory, equipment, and tonal control.

PHOT 1103 - Camera Techniques I (3)
(Pre-requisites: None)
Introduces the technical aspects of camera operations. Emphasizes skill development through manipulative exercises. Topics include: camera operation, exposure control, metering, lens manipulation, and various camera format operation.

PHOT 1105 - Digital Imaging I (3)
(Pre-requisites: None)
Introduces the photographic processes which use digital technology. Topics include: photo digital technology history, digital processes in today's photography market, personal computer basics, introductory Image Manipulation Software, and manipulation of digital photos into print formats.

PHOT 1126 - Portraiture I (3)
(Pre-requisites: None)
Introduces techniques of lighting and posing as applied to professional portraiture. Emphasizes the use of controlled studio lighting and available light portraits. Topics include: available light, studio lighting, posing techniques, portraiture lighting, and portraiture styles and techniques.

PHOT 2103 - Commercial I (3)
(Pre-requisites: None)
Introduces the concepts and techniques applied in commercial and advertising photography. Emphasizes skill development through laboratory activities. Provides instruction in advanced commercial photography. Emphasizes skill development in the use of various commercial lighting and composition techniques. Topics include:

commercial lighting, camera techniques, exposure and metering, safety techniques, advertising principles, advanced commercial composition and lighting, and studio and location set rigging.

PHYS 1110 Physics

PHYS 1110 - Conceptual Physics (3)

(Pre-requisites: ENGL 1101 Composition and Rhetoric AND MATH 1101 Mathematical Modeling OR MATH 1111 College Algebra with a grade of "C" or better)

Co-requisites: PHYS 1110L - Conceptual Physics Lab OR PHYS 1110L with a grade of "C" or better)

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

Introduces some of the basic laws of physics. Topics include systems of units and conversion of units, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

PHYS 1110L - Conceptual Physics Lab (1)

(Pre-requisites: ENGL 1101 Composition and Rhetoric AND MATH 1101 Mathematical Modeling OR MATH 1111 College Algebra with a grade of "C" or better)

Co-requisites: PHYS 1110 - Conceptual Physics OR PHYS 1110 with a grade of "C" or better)

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

Selected laboratory exercises paralleling the topics in PHYS 1110. The laboratory exercises for this course include systems of units and systems of measurement, vector algebra, Newtonian mechanics, fluids and thermodynamics, heat, light, and optics, mechanical waves, electricity and magnetism, and modern physics.

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.

PLBG 1330 - Plumbing Codes (3)

(Pre-requisites: None)

This course provides an introduction to the plumbing codes for local, national, and international applications. Topics include the history, purpose, and construction of codes, model and international codes, local codes and amendments, and code applications.

PNSG Practical Nursing

PNSG 2010 - Introduction to Pharmacology and Clinical Calculations (2)

(Pre-requisites: Program Admission)

Applies fundamental mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education.

PNSG 2030 - Nursing Fundamentals (6)

(Pre-requisites: Program Admission)

An introduction to the nursing process. Topics include: nursing as a profession; ethics and law; client care which is defined as using the nursing process, using critical thinking, and providing client education and includes principles and skills of nursing practice, documentation, and an introduction to physical assessment; customer/client relationships; standard precautions; basic life support; infection control/blood-borne/airborne pathogens; and basic emergency care/first aid and triage.

PNSG 2035 - Nursing Fundamentals Clinical (2)

(Pre-requisites: Program Admission, PNSG 2010 - Introduction to Pharmacology and Clinical Calculations AND PNSG 2030 - Nursing Fundamentals with a grade of "C" or better in each course)

An introduction to nursing practice in the clinical setting. Topics include but are not limited to: history taking; physical assessment; nursing process; critical thinking; activities of daily living;

documentation; client education; standard precautions; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; and perioperative care.

PNSG 2210 - Medical-Surgical Nursing I (4)

(Pre-requisites: Program Admission, PNSG 2035 - Nursing Fundamentals Clinical with a grade of "C" or better)

Focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; immunology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the cardiovascular, respiratory, and hematological and immunological systems.

PNSG 2220 - Medical-Surgical Nursing II (4)

(Pre-requisites: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course)

This second course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the endocrine, gastrointestinal, and urinary system.

PNSG 2230 - Medical-Surgical Nursing III (4)

(Pre-requisites: Program Admission, PNSG 2220 - Medical-Surgical Nursing II AND PNSG 2320 - Medical-Surgical Nursing Clinical II with a grade of "C" or better in each course)

This third course in a series of four focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; mental health; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the neurological, sensory, and musculoskeletal systems.

PNSG 2240 - Medical-Surgical Nursing IV (4)

(Pre-requisites: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course)

This fourth course in a series of four courses focuses on client care including using the nursing process, performing assessments, using critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole, oncology; as well as pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to the integumentary and reproductive systems.

PNSG 2250 - Maternity Nursing (3)

(Pre-requisites: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course)

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and nonpathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2255 - Maternity Nursing Clinical (1)

(Pre-requisites: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course)

Focuses on clinical health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span and with attention to special populations. Topics include: health management and maintenance and prevention of illness, care of the individual as a whole, pathological and non-pathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions.

PNSG 2310 - Medical-Surgical Nursing Clinical I (2)

(Pre-requisites: Program Admission, PNSG 2035 - Nursing Fundamentals Clinical with a grade of "C" or better)

This first clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2320 - Medical-Surgical Nursing Clinical II (2)

(Pre-requisites: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course)

This second clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the

completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2330 - Medical-Surgical Nursing Clinical III (2)
(Pre-requisites: Program Admission, PNSG 2220 - Medical-Surgical Nursing II AND PNSG 2320 - Medical-Surgical Nursing Clinical II with a grade of "C" or better in each course)

This third clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2340 - Medical-Surgical Nursing Clinical IV (2)
(Pre-requisites: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course)

This fourth clinical course, in a series of four medical-surgical clinical courses, focuses on clinical client care including using the nursing process, performing assessments, applying critical thinking, engaging in client education and displaying cultural competence across the life span and with attention to special populations. At the completion of the four part sequence of these medical-surgical clinical courses students will have completed a minimum of 375 hours of clinical experience including 300 hours of comprehensive medical-surgical, 37.5 pediatric and 37.5 mental health experiences. Topics include: health management and maintenance; prevention of illness; care of the individual as a whole; hygiene and personal care; mobility and biomechanics; fluid and electrolytes; oxygen care; perioperative care; immunology; mental health; and oncology. In addition pathological diseases, disorders and deviations from the normal state of health, client care, treatment, pharmacology, nutrition and standard precautions with regard to cardiovascular, hematological, immunological, respiratory, neurological, sensory, musculoskeletal, endocrine, gastrointestinal, urinary, integumentary and reproductive systems.

PNSG 2410 - Nursing Leadership (1)
(Pre-requisites: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course)
Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: application of the nursing process, supervisory skills, client education methods, group dynamics and conflict resolution.

PNSG 2415 - Nursing Leadership Clinical (2)
(Pre-requisites: Program Admission, PNSG 2210 - Medical-Surgical Nursing I AND PNSG 2310 - Medical-Surgical Nursing Clinical I with a grade of "C" or better in each course)
Builds on the concepts presented in prior nursing courses and develops the clinical skills necessary for successful performance in the job market, focusing on practical applications. Topics include: application of the nursing process, critical thinking, supervisory skills, client education methods, and group dynamics.

POLS Political Science

POLS 1101 - American Government (3)
(Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test Scores)
Emphasizes study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, special interest groups, political parties, and the election process along with the three branches of government. In addition, this course will examine the processes of Georgia state government. Topics include foundations of government, political behavior, and governing institutions.

PPFT 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.

PSYC Psychology

PSYC 1010 - Basic Psychology (3)
(Pre-requisites: Diploma program admission language competency OR successful completion of required English and reading learning support courses with C or better.)
Presents basic concepts within the field of psychology and their application to everyday human behavior, thinking, and emotion. Emphasis is placed on students understanding basic psychological principles and their application within the context of family, work and social interactions. Topics include an overview of psychology as a science, the nervous and sensory systems, learning and memory, motivation and emotion, intelligence, lifespan development, personality, psychological disorders and their treatments, stress and health, and social psychology.

PSYC 1101 - Introductory Psychology (3)
(Pre-requisites: Degree program admission language competency OR successful completion of required English and reading learning support courses with C or better.)
Introduces the major fields of contemporary psychology. Emphasis is on critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatment, stress and health, and social psychology.

PSYC 2103 - Human Development (3)
(Pre-requisites: PSYC 1101 - Introductory Psychology)
Emphasizes changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death and emphasizes the scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture. Topics include but are not limited to theoretical perspectives and research methods, prenatal development and child birth, stages of development from infancy through late adulthood, and death and dying.

RADT Radiologic Technology

RADT 1010 - Introduction to Radiology (4)

(Pre-requisites: Program Admission)

Co-requisites: RADT 1030 - Radiographic Procedures I)

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic profession as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: ethics, medical and legal considerations, Right to Know Law, professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical college affiliation, medical emergencies, pharmacology/contrast agents, media, OR and mobile procedures patient preparation, death and dying, body mechanics/transportation, basic life support/CPR, and patient care in radiologic sciences.

RADT 1030 - Radiographic Procedures I (3)

(Pre-requisites: Program Admission)

Co-requisites: RADT 1010 - Introduction to Radiology)

Introduces the knowledge required to perform radiologic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: introduction to radiographic procedures; positioning terminology; positioning considerations; procedures, anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, shoulder girdle; and lower extremities.

RADT 1060 - Radiographic Procedures II (3)

(Pre-requisites: RADT 1010 - Introduction to Radiology with a grade of "C" or better AND RADT 1030 - Radiographic Procedures I with a grade of "C" or better

Co-requisites: RADT 1065 - Radiologic Science AND RADT 1320 - Clinical Radiography I)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the pelvic girdle; anatomy and routine projections of the spine, gastrointestinal (GI) procedures; genitourinary (GU) procedures; biliary system procedures.

RADT 1065 - Radiologic Science (2)

(Pre-requisites: RADT 1010 - Introduction to Radiology with a grade of "C" or better AND RADT 1030 - Radiographic Procedures I with a grade of "C" or better

Co-requisites: RADT 1060 - Radiographic Procedures II AND RADT 1320 - Clinical Radiography I)

Content of this course is designed to establish a basic knowledge of atomic structure and terminology. Other topics include the nature and characteristics of x-radiation; ionizing and non-ionizing radiation; x-ray production; the properties of x-rays, and the fundamentals of x-ray photon interaction with matter.

RADT 1075 - Radiographic Imaging (4)

(Pre-requisites: RADT 1085 - Radiologic Equipment with a grade of "C" or better, RADT 2090 - Radiographic Procedures III with a grade

of "C" or better, AND RADT 1330 - Clinical Radiography II with a grade of "C" or better

Co-requisites: RADT 1200 - Principles of Radiation Biology and Protection AND RADT 2340 - Clinical Radiography III)

The content of this course introduces factors that govern and influence the production of the radiographic image using analog and digital radiographic equipment found in diagnostic radiology. Emphasis will be placed on knowledge and techniques required to produce high quality diagnostic radiographic images. Topics include: Image quality; radiographic density; radiographic contrast; recorded detail; distortion; grids; image receptors and holders (analog and digital); processing considerations (analog and digital); image acquisition (analog, digital, and PACS); image analysis; image artifacts (analog and digital); Guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Factors that impact image acquisition, display, archiving and retrieval are discussed. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1085 - Radiologic Equipment (3)

(Pre-requisites: RADT 1060 - Radiographic Procedures II with a grade of "C" or better, RADT 1065 - Radiologic Science with a grade of "C" or better, RADT 1320 - Clinical Radiography I with a grade of "C" or better

Co-requisites: RADT 2090 - Radiographic Procedures III AND RADT 1330 - Clinical Radiography II)

Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of Automatic Exposure Control (AEC) devices, beam restriction, filtration, quality control, and quality management principles of analog and digital systems. Laboratory experiences will demonstrate applications of theoretical principles and concepts.

RADT 1200 - Principles of Radiation Biology and Protection (2)

(Pre-requisites: RADT 2090 - Radiographic Procedures III with a grade of "C" or better, RADT 1085 - Radiologic Equipment with a grade of "C" or better AND RADT 1330 - Clinical Radiography II with a grade of "C" or better

Co-requisites: RADT 1075 - Radiographic Imaging AND RADT 2340 - Clinical Radiography III)

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement; patient protection; personnel protection; absorbed dose equivalencies; agencies and regulations; introduction to radiation biology; cell anatomy, radiation/cell interaction; and effects of radiation.

RADT 1320 - Clinical Radiography I (4)

(Pre-requisites: RADT 1010 - Introduction to Radiology with a grade of "C" or better AND RADT 1030 - Radiographic Procedures I with a grade of "C" or better

Co-requisites: RADT 1060 - Radiographic Procedures II AND RADT 1065 - Radiologic Science)

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

RADT 1330 - Clinical Radiography II (7)

(Pre-requisites: RADT 1060 - Radiographic Procedures II with a grade of "C" or better, RADT 1065 - Radiologic Science with a grade of "C" or better, AND RADT 1320 - Clinical Radiography I with a grade of "C" or better)

Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; attend to and/or observation of routine projections of the lower extremities, pelvic girdle, and spine; attend to and/or observation of procedures related to the gastrointestinal (GI), genitourinary (GU), and biliary systems; and attend to and/or observation of procedure related to minor radiologic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2090 - Radiographic Procedures III (2)

(Pre-requisites: RADT 1060 - Radiographic Procedures II with a grade of "C" or better, RADT 1065 - Radiologic Science with a grade of "C" or better AND RADT 1320 - Clinical Radiography I

Co-requisites: RADT 1330 - Clinical Radiography II AND RADT 1085 - Radiologic Equipment)

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the cranium; anatomy and routine projections of the facial bones; anatomy and routine projections of the sinuses.

RADT 2201 - Introduction to Computed Tomography (2)

(Pre-requisites: Program Admission

Co-requisites: RADT 2220 - Computed Tomography Procedures I AND RADT 2250 - Computed Tomography Clinical I)

Introduces the student to computed tomography and patient care in the CT suite. Topics include: the history of computed tomography, patient care and assessment, anatomy, contrast agents, radiation safety and protection, medical ethics and law, cultural diversity, and patient information management.

RADT 2210 - Computed Tomography Physics & Instrumentation (5)

(Pre-requisites: RADT 2201 - Introduction to Computed Tomography with a grade of "C" or better, RADT 2220 - Computed Tomography Procedures I with a grade of "C" or better, AND RADT 2250 - Computed Tomography Clinical I with a grade of "C" or better

Co-requisites: RADT 2230 - Computed Tomography Procedures II AND RADT 2265 - Computed Tomography Clinical II)

Introduces the concepts of basic physics and instrumentation for computed tomography. Topics include: computer concepts, system operation and components, image processing and display, instrumentation, single slice and volume scanning, 3-D volume rendering, image quality and artifacts, radiation protection and quality control.

RADT 2220 - Computed Tomography Procedures I (3)

(Pre-requisites: Program Admission

Co-requisites: RADT 2201 - Introduction to Computed Tomography AND RADT 2250 - Computed Tomography Clinical I)

Provides knowledge CT procedures of the head, chest, abdomen, and pelvis. Topics include: anatomy, pathology, scanning procedures, scanning protocol, contrast administration, and contraindications for computed tomography.

RADT 2230 - Computed Tomography Procedures II (3)

(Pre-requisites: RADT 2201 - Introduction to Computed Tomography with a grade of "C" or better, RADT 2220 - Computed Tomography Procedures I with a grade of "C" or better, AND RADT 2250 - Computed Tomography Clinical I with a grade of "C" or better

Co-requisites: RADT 2210 - Computed Tomography Physics & Instrumentation AND RADT 2265 - Computed Tomography Clinical II)

Provides knowledge of anatomy, pathology, scanning protocols, contrast administration, and contraindications for computed tomography of the neck, spine, musculoskeletal system, and special procedures. Post-processing and quality assurance criteria are addressed. Topics include: anatomy, pathology, scanning protocol, contrast administration and contraindications, post processing and quality assurance.

RADT 2250 - Computed Tomography Clinical I (4)

(Pre-requisites: Program Admission

Co-requisites: RADT 2201 - Introduction to Computed Tomography AND RADT 2220 - Computed Tomography Procedures I)

Introduces students to the computed tomography department and provides an opportunity for participation in and observation of CT procedures. Students will progress toward completion of clinical competency evaluations. Topic include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2260 - Radiologic Technology Review (3)

(Pre-requisites: RADT 1075 - Radiographic Imaging with a grade of "C" or better, RADT 1200 - Principles of Radiation Biology and Protection with a grade of "C" or better, AND RADT 2340 - Clinical Radiography III with a grade of "C" or better

Co-requisites: RADT 2360 - Clinical Radiography IV)

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

RADT 2265 - Computed Tomography Clinical II (4)

(Pre-requisites: RADT 2201 - Introduction to Computed Tomography with a grade of "C" or better, RADT 2220 - Computed Tomography Procedures I with a grade of "C" or better, AND RADT 2250 - Computed Tomography Clinical I with a grade of "C" or better

Co-requisites: RADT 2210 - Computed Tomography Physics & Instrumentation AND RADT 2230 - Computed Tomography Procedures II)

Provides students with continued computed tomography work experience. Students demonstrate increased proficiency levels in skills introduced in Computed Tomography Procedures and practiced in the previous clinical course. Students complete clinical competency evaluations. Topics include: exam preparation, patient care, equipment utilization, exposure techniques, evaluation of CT procedures, and incorporation of contrast media.

RADT 2340 - Clinical Radiography III (6)

(Pre-requisites: RADT 1085 - Radiologic Equipment with a grade of "C" or better, RADT 2090 - Radiographic Procedures III with a grade of "C" or better AND RADT 1330 - Clinical Radiography II with a grade of "C" or better

Co-requisites: RADT 1075 - Radiographic Imaging AND RADT 1200 - Principles of Radiation Biology and Protection)

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiographic Procedures. Topics include: patient care; behavioral and social competencies; performance and/or observation of minor special procedures, special equipment use, and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RADT 2360 - Clinical Radiography IV (9)
(Pre-requisites: RADT 1075 - Radiographic Imaging with a grade of "C" or better AND RADT 1200 - Principles of Radiation Biology and Protection with a grade of "C" or better AND RADT 2340 - Clinical Radiography III)
Co-requisites: RADT 2260 - Radiologic Technology Review
Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in all of the radiographic procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competency; advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; integration of procedures and/or observation of angiographic, interventional, minor special procedures; integration of procedures and/or observation of special equipment use; integration of procedures and/or observation of routine and special radiographic procedures; and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

READ Reading

READ 0096 - Reading I (3)
(Pre-requisites: Appropriate entrance reading score.)
Emphasizes the strengthening of fundamental reading competencies. Topics include vocabulary skills, comprehension skills, and study skills.

READ 0097 - Reading II (3)
(Pre-requisites: READ 0096 - Reading I OR Appropriate entrance reading score.)
Emphasizes vocabulary, comprehension, and critical reading skills development. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

READ 0098 - Reading III (3)
(Pre-requisites: READ 0097 - Reading II or Appropriate entrance reading score.)
Provides instruction in vocabulary and comprehension skills with emphasis on critical reading skills. Topics include vocabulary skills, comprehension skills, critical reading skills, study skills, and content area reading skills.

RESP Respiratory Care

RESP 1110 - Pharmacology (3)
(Pre-requisites: Program Admission, BIOL 2114, BIOL 2114L AND completion of either MATH 1101 or MATH 1111 with a grade of "C" or better)
Introduces the physiologic and pharmacological basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology as they relate to the body systems. Topics include: drug preparation, dosage calculation, mixture preparation, pharmacology principles, delivery systems, respiratory drugs, and cardiopulmonary system related drugs.

RESP 1120 - Introduction to Respiratory Therapy (3)
(Pre-requisites: Program Admission, BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111 with a grade of "C" or better)
Co-requisites: RESP 1130 - Respiratory Therapy Lab I, RESP 1193 - Cardiopulmonary Anatomy and Physiology
Provides students with an introduction and comprehensive survey of the respiratory care profession. Emphasizes the application of physics and chemistry as the foundation for specific modes of

respiratory care principles employed in patient care, including indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, bronchopulmonary hygiene, infection control practices, and hospital safety.

RESP 1130 - Respiratory Therapy Lab I (4)
(Pre-requisites: BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111 with a grade of "C" or better)
Co-requisites: RESP 1120 - Introduction to Respiratory Therapy)
Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment and simulated practice of basic respiratory care modalities. Topics include: patient assessment, medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, airway clearance techniques, infection control procedures, and medical ethics.

RESP 1193 - Cardiopulmonary Anatomy and Physiology (4)
(Pre-requisites: BIOL 2114, BIOL 2114L and completion of either MATH 1101 or MATH 1111 with a grade of "C" or better)
Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function; ventilatory mechanisms; gas transport; laboratory analysis; natural and chemical regulation of breathing; circulation, blood flow and pressure, and cardiac function; renal physiology and related topics.

RESP 1310 - Introduction to Polysomnography (4)
(Pre-requisites: None)
This course is designed to provide training for entry level personnel in the basics of Polysomnography Technology. Topics include: job responsibilities, medical ethics, electrical safety, normal sleep, abnormal sleep, study of sleep, methodology of polysomnography and neurophysiology of sleep.

RESP 1320 - Polysomnography I (5)
(Pre-requisites: None)
This course involves basic discussion of recording sleep apnea montage. Emphasis is on equipment principles, set-up and operation, associated activity related to normal and abnormal stages of sleep, placement and calibration of the following: (EEG), (EOG), (EMG), Pulse oximetry, and inductive polysomnography. Topics include: aspects of recording montage and recording procedures.

RESP 1330 - Polysomnography II (5)
(Pre-requisites: None)
Presentation and discussion of psychomotor practices related to interpretation of polysomnograms of adult and pediatric clients. Emphasis on CPAP/BIPAP titration, artifact recognition and troubleshooting of sleep montage results. Maintenance of Polysomnography equipment and ancillary equipment. Topics include: artifact recognition, obstructive sleep apnea, sleep related breathing disorders, montages and protocols, scoring polysomnograms, MLST and MWT, and laboratory management.

RESP 1340 - Clinic I (2)
(Pre-requisites: None)
Introduces students to the clinical setting in a sleep laboratory or sleep center. Consists of departmental orientation, policies and procedures, individual mechanics and client transfers. Emphasis on monitoring and working with polysomnographic equipment and

monitoring sleep study clients and equipment. Topics include: patient assessment and recording montages.

RESP 1350 - Clinic II (2)

(Pre-requisites: None)

Provides student with clinical practice related to scoring and interpreting polysomnograms of adult and pediatric clients. Emphasis on CPAP/BIPAP titration artifact recognition and troubleshooting of sleep montage results, maintenance of Polysomnography equipment and ancillary equipment. Topics include: recording test, CPAP/BIPAP and laboratory management.

RESP 2090 - Clinical Practice I (2)

(Pre/Co-requisites: Program Admission AND RESP 1110 with a grade of "C" or better)

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, inspiratory and expiratory PIP/PEP devices, patient assessment, and basic life support (BLS).

RESP 2100 - Clinical Practice II (2)

(Pre/Co-requisites: RESP 2090 - Clinical Practice I with a grade of "C" or better)

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RESP 2110 - Pulmonary Disease (3)

(Pre-requisites: Program Admission,

RESP 1110 - Pharmacology with a grade of "C" or better

RESP 1193 - Cardiopulmonary Anatomy and Physiology with a grade of "C" or better

Co-requisites: RESP 1120 - Introduction to Respiratory Therapy AND RESP 1193 - Cardiopulmonary Anatomy and Physiology)

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: infectious diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and conditions, cardiovascular diseases and conditions, sleep apnea, patient assessment, laboratory tests, chest radiographs, and trauma.

RESP 2120 - Critical Respiratory Care (2)

(Pre-requisites: RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better AND RESP 1130 - Respiratory Therapy Lab I with a grade of "C" or better)

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, principles of mechanical ventilation, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, ventilator discontinuance and special techniques.

RESP 2130 - Mechanical Ventilation and Airway Management (4)

(Pre-requisites: RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better AND RESP 1130 - Respiratory Therapy Lab I with a grade of "C" or better

RESP 2120 - Critical Respiratory Care with a grade of "C" or better
Co-requisites: RESP 2120 - Critical Respiratory Care)

Provides instruction in the theory, set-up, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: ventilator operation, ventilator maintenance, emergency airway disorders, adult airway

establishment and maintenance, pediatric airway establishment and maintenance, fiberoptic bronchoscopy, thoracentesis, chest tube maintenance, arterial blood gas sampling, and noninvasive positive pressure ventilation.

RESP 2140 - Advanced Critical Care Monitoring (1)

(Pre-requisites: RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better AND RESP 1130 - Respiratory Therapy Lab I with a grade of "C" or better

RESP 1193 - Cardiopulmonary Anatomy and Physiology with a grade of "C" or better)

Provides a study of advanced critical care techniques for hemodynamic and non-invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non-invasive monitoring techniques.

RESP 2150 - Pulmonary Function Testing (1)

(Pre-requisites: RESP 1193 - Cardiopulmonary Anatomy and Physiology with a grade of "C" or better)

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, blood gas analysis, and polysomnography

RESP 2160 - Neonatal Pediatric Respiratory Care (3)

(Pre-requisites: RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better AND RESP 1130 - Respiratory Therapy Lab I with a grade of "C" or better)

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care assessment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, neonatal assessment, neonatal respiratory care, neonatal pathology, pediatric pathology, pediatric respiratory care, adolescent assessment, and adolescent respiratory care.

RESP 2170 - Advanced Respiratory Care Seminar (3)

(Pre-requisites: RESP 2120 - Critical Respiratory Care with a grade of "C" or better AND RESP 2130 - Mechanical Ventilation and Airway Management with a grade of "C" or better)

Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

RESP 2180 - Clinical Practice III (2)

(Pre-requisites: Program Admission, RESP 2100 - Clinical Practice II with a grade of "C" or better)

Continues development of proficiency levels in skills introduced in Clinical Practices I and II. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RESP 2190 - Clinical Practice IV (2)

(Pre/Co-requisites: RESP 2180 - Clinical Practice III with a grade of "C" or better)

Continues development of proficiency levels in skills introduced in Clinical Practices I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to

integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and respiratory care of the critical care patient.

RESP 2200 - Clinical Practice V (3)

(Pre/Co-requisites:

RESP 2120 - Critical Respiratory Care with a grade of "C" or better

RESP 2130 - Mechanical Ventilation Airway Management with a grade of "C" or better

RESP 2180 - Clinical Practice III with a grade of "C" or better

RESP 2190 - Clinical Practice IV with a grade of "C" or better)

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, airway management, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

RESP 2220 - Clinical Practice VI (7)

(Pre/Co-requisites: RESP 2190 - Clinical Practice IV with a grade of "C" or better)

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation, patient stabilization, critical care monitoring, hemodynamic measurement, hemodynamic evaluation, bronchial hygiene, weaning mechanics, extubation, arterial line sampling, advanced diagnostics, pediatric/neonatal respiratory care, and rehabilitation/home care.

RESP 2270 - Rehabilitation and Home Care (1)

(Pre/Co-requisites: RESP 1120 - Introduction to Respiratory Therapy with a grade of "C" or better)

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: cardiopulmonary rehabilitation/home care concepts, cardiopulmonary rehabilitation/home care procedures, and cardiopulmonary rehabilitation/home care equipment.

RNSG Registered Nursing

RNSG 1025 - Electronic Medical Records Documentation (2)

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

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)

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 and Occupational courses with a grade of "C" or better)

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 and Occupational courses with a grade of "C" or better)

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 and Occupational courses with a grade of "C" or better)

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 and Occupational courses with a grade of "C" or better)

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 and Occupational courses with a grade of "C" or better)

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.

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 and Occupational courses with a grade of "C" or better)

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. **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.

SCMA Supply Chain Management

SCMA 1000 - Introduction to Supply Chain Management (3)

(Pre-requisites: None)

Provides a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for delivering goods and services to customers. The course will focus on what employees and managers must do to ensure an effective Supply Chain exists in their organization. Topics include: Introduction to SCM, E-Commerce, Material Management, Information Technology, Measuring SCM performance, Purchasing and Distribution, and Research and Case Studies.

SCMA 1003 - Introduction to Transportation and Logistics Management (3)

(Pre-requisites: None)

Businesses today cannot be competitive without a good transportation and logistics network. This course introduces the five basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode. Students then discuss ways in which today's supply chain manager can use these transportation modes to achieve efficiencies and cost effectiveness necessary for a company to survive in today's global markets.

SCMA 1015 - E-Commerce in Supply Chain Management (3)

(Pre-requisites: None)

Co-requisites: SCMA 1000 - Introduction to Supply Chain Management with a grade of "C" or better)

Provides a general knowledge of E-Commerce (EC) and how it is being conducted and managed as well as assessing its major opportunities, limitations, issues, and risks. The course will focus on the impact EC has on a significant portion of the world, affecting businesses, supply chains, professions, and people. EC is more than just buying and selling, and students will learn it is also about electronically communicating, collaborating, sharing of information by businesses, and discovering information.

SCMA 2103 - Supply Chain Management Concepts (3)

(Pre-requisites: Successful completion of at least five first year (1000, 1003, 1010, 1015, 1020) LOGI AND SCMA courses.)

Logistics and Supply Chain Management today represents a great challenge as well as a tremendous opportunity for most firms. This course will view the supply chain from the point of view of a front-line supervisor. Logistics and Supply Chain Management is all about managing hand-offs in a supply chain, hand-offs of either information or product. Phrases like logistics management, supply chain management and demand chain management will be used interchangeably in order to provide an understanding on how logistical decisions impact the performance of the firm as well as the entire supply chain.

SCMA 2106 - Key Issues in the Global Integrated Supply Chain (3)

(Pre-requisites: Successful completion of at least five first year (1000, 1003, 1010, 1015, 1020) LOGI AND SCMA courses.)

This course examines the issues and challenges a corporation faces in designing and implementing a globally integrated supply chain. Topics include social responsibility in the supply chain, geo-political impacts, outsourcing and off shoring of supply chain functions, and how companies manage risk in their supply chains.

SCMA 2200 - Capstone/Case Studies in Logistics Management (3)
(Pre-requisites: LOGI 1000 - Business Logistics with a grade of "C" or better, LOGI 1010 - Purchasing with a grade of "C" or better, LOGI 1020 - Materials Management with a grade of "C" or better, SCMA 1000 - Introduction to Supply Chain Management with a grade of "C" or better, SCMA 1003 - Introduction to Transportation and Logistics Management with a grade of "C" or better, AND SCMA 1015 - E-Commerce in Supply Chain Management with a grade of "C" or better)

Capstone course that prepares students for entry level positions in the field of logistics and supply chain management through case studies, project management, and presentations.

SOCI Sociology

SOCI 1101 - Introduction to Sociology (3)

(Pre-requisites: Appropriate Degree Level Writing (English) and Reading Placement Test.)

Explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, marriage and family.

SPCH Speech

SPCH 1101 - Public Speaking (3)

(Pre-requisites: Appropriate degree level writing (English) and Reading placement test.)

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

SURG Surgical Technology

SURG 1010 - Introduction to Surgical Technology (6)

(Pre-requisites: Program Admission)

Provides an overview of the surgical technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to surgical technology; biomedical principles; asepsis and the surgical environment; basic instrumentation and equipment; principles of the sterilization process; application of sterilization principles; and minimally invasive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

SURG 1020 - Principles of Surgical Technology (7)

(Pre-requisites: Program Admission)

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include: biophysical diversities and needs; pre-operative routine; intra-operative routine; wound management; post-operative patient care; and outpatient surgical procedures. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

SURG 1080 - Surgical Microbiology (2)

(Pre-requisites: Program Admission)

Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology; microscopes; cell structure and theory; microbial function and classification; human and pathogen relationships, infectious processes and terminology; defense mechanisms; infection control and principles of microbial control and destruction.

SURG 1100 - Surgical Pharmacology (2)

(Pre-requisites: Program Admission)

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administration. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

SURG 2030 - Surgical Procedures I (4)

(Pre-requisites: Program Admission)

Introduces the core general procedures, including the following: incisions; wound closure; operative pathology; and common complications as applied to general and specialty surgery. Topics include: introduction to surgical procedures; general surgery and special techniques; obstetrical and gynecological surgery; gastrointestinal surgery; genitourinary surgery; otorhinolaryngologic surgery; and orthopaedic surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

SURG 2040 - Surgical Procedures II (4)

(Pre-requisites: Program Admission)

Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery; thoracic surgery; vascular surgery; cardiovascular surgery; neurosurgery; and plastic and reconstructive surgery. ((There are surgical procedures that are similar as far as procedural steps, instrumentation, supplies, patient position, etc. This is referred to as the "Co-Related Procedures Concept." The purpose of using the Co-Related Procedures Concept is to provide the instructor additional time to teach surgical procedures as well as avoid repetition.))

SURG 2110 - Surgical Technology Clinical I (3)

(Pre-requisites: Program Admission)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery. Topics include: general surgery (to include gastrointestinal), cardiothoracic surgery, otorhinolaryngologic surgery (ENT), ophthalmic surgery (Eye), genitourinary surgery, neurological surgery, obstetrical and gynecological surgery, oral and maxillofacial surgery, orthopedic surgery, peripheral vascular surgery, plastic and reconstructive surgery, and procurement/transplant surgery. The total number of cases the student must complete is 120. Students are required to complete 30 cases in the General Surgery specialty. Twenty of the cases must be in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5

surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases. Cases that are in the Observation role must be documented but do not count toward the minimum of 120 total cases.

SURG 2120 - Surgical Technology Clinical II (3)

(Pre-requisites: Program Admission)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

SURG 2130 - Surgical Technology Clinical III (3)

(Pre-requisites: Program Admission)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

SURG 2140 - Surgical Technology Clinical IV (3)

(Pre-requisites: Program Admission)

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; and environmental sanitation. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation/participation in routine procedures and procedures for core and specialty surgery. Topics include: general surgery, gastrointestinal surgery, obstetrical and gynecological surgery, genitourinary surgery, otorhinolaryngologic surgery, plastic and reconstructive surgery, orthopaedic surgery, ophthalmic surgery, oral and maxillofacial surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgical procedures. Utilization of minutes allotted to specialty areas are at the discretion of the program.

SURG 2240 - Seminar in Surgical Technology (2)

(Pre-requisites: Program Admission)

Prepares students for entry into careers as surgical technologists and enables them to effectively prepare for the national certification

examination. Topics include: professional credentialing, certification review, and test-taking skills.

THEA Theatre

THEA 1101 - Theatre Appreciation (3)

(Pre-requisites: ENGL 1101 - Composition and Rhetoric with a grade of "C" or better)

Explores history, aesthetics, and craft of the theatrical experience on stage, emphasizing the role of the audience as well as that of the artist. Critical views of theatrical performances are examined alongside scripts. Emphasis is placed on the students' understanding of foundational elements, principles, and theories of dramatic art, including classical and contemporary varieties. The performance component of this course enables students to appreciate the process by which theatre is realized and the creative and cultural significance of theatre as a basic human endeavor.

WELD Welding

WELD 1000 - Introduction to Welding Technology (3)

(Pre-requisites: Advisor approval only.)

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures.

Topics include: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards.

WELD 1005 - Welding and Cutting Fundamentals (3)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

This course introduces the student to basic welding and cutting techniques. Topics include welding safety, Oxyfuel cutting, Plasma Arc cutting, Air Carbon Arc cutting and gouging, base metal preparation, and weld quality requirements. This course aligns with select modules found in NCCER Levels I and II welding curricula.

WELD 1007 - Welding Technology Fundamentals (3)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

This course introduces the student to basic welding and cutting techniques. Topics include welding safety, Oxyfuel cutting, Plasma Arc cutting, Air Carbon Arc cutting and gouging, base metal preparation, and weld quality requirements.

WELD 1010 - Oxyfuel Cutting (3)

(Pre-requisites: Advisor approval only)

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of cutting torches and apparatus, metal heating techniques, metal cutting techniques, manual and automatic oxyfuel cutting techniques, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WELD 1015 - Shielded Metal Arc Welding I (4)

(Pre-requisites: None)

Co-requisites: COFC 1080 - Construction Trades Core)

This course is the first of two courses dedicated to Shielded Metal Arc Welding procedures. Topics include SMAW equipment and setup, electrodes, and beads and fillet welds. This course aligns with modules found in NCCER Level I welding curriculum.

WELD 1020 - Oxyacetylene Welding (2)

(Pre-requisites: None)

Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; and brazing and soldering. Practice in the laboratory is provided.

WELD 1025 - Shielded Metal Arc Welding II (3)

(Pre-requisites: None)

Co-requisites: COFC 1080 - Construction Trades Core)

This course is the second in a series of Basic Shielded Metal Arc welding practices. Topics include joint fit-up and alignment, groove welds with backing, and open V-groove welds. This course aligns with select modules found in NCCER Level I welding curriculum.

WELD 1030 - Blueprint Reading for Welding Technology (3)

(Pre-requisites: None)

Co-requisites: WELD 1000 - Intro to Welding Technology with a grade of "C" or better)

This course introduces the knowledge and skills necessary for reading welding and related blueprints and sketches. An emphasis is placed on identifying types of welds, and the associated abbreviations and symbols.

WELD 1035 - Gas Metal and Flux-Cored Arc Welding (3)

(Pre-requisites: None)

Co-requisites: COFC 1080 - Construction Trades Core)

This course covers the fundamentals of Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW). Topics include Equipment and filler metals and plate welding. This course aligns with select modules found in NCCER Level II welding curricula.

WELD 1037 - GMAW and FCAW Welding (4)

(Pre-requisites: Provisional Admission)

Co-requisites: COFC 1080 - Construction Trades Core)

This course covers the fundamentals of Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW). Topics include welding symbols and print reading, metal characteristics, pre-heating and post-heating of metals, equipment and filler metals, and plate welding.

WELD 1040 - Flat Shielded Metal Arc Welding (4)

(Pre-requisites: Advisor approval only.)

This course introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in flat positions. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial welds.

WELD 1045 - Gas Tungsten Arc Welding I (3)

(Pre-requisites: None)

Co-requisites: COFC 1080 - Construction Trades Core)

This course provides an overview of gas tungsten arc welding (GTAW). Topics include welding safety, power sources, electrodes, equipment, GTAW torches, filler metals, equipment setup and plate welding. This course aligns with select modules found in NCCER Level II welding curricula.

WELD 1050 - Horizontal Shielded Metal Arc Welding (4)

(Pre-requisites: Advisor approval only)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard

welds. Topics include: horizontal SMAW safety and health practices, selection and applications of electrodes, selection and applications for horizontal SMAW, horizontal SMAW joints, and horizontal SMAW to specification.

WELD 1055 - Shielded Metal Arc Welding Pipe Welds (3)

(Pre-requisites: None)

Co-requisites: COFC 1080 - Construction Trades Core)

This course explains how to set up shielded metal arc (SMAW) equipment for open-root V-groove welds on carbon steel pipe. This course aligns with select modules in NCCER Level III welding curricula.

WELD 1060 - Vertical Shielded Metal Arc Welding (4)

(Pre-requisites: None)

Co-requisites: WELD 1040 - Flat Shielded Metal Arc Welding with a grade of "C" or better AND WELD 1050 - Horizontal Shielded Metal Arc Welding with a grade of "C" or better)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: vertical SMAW safety and health practices, selection and applications of electrodes for vertical SMAW, vertical SMAW joints, and vertical SMAW to specification.

WELD 1065 - GMAW and FCAW Pipe Welds (4)

(Pre-requisites: None)

Co-requisites: COFC 1080 - Construction Trades Core)

This course explains how to set up gas metal arc welding (GMAW) and flux-cored arc welding (FCAW) equipment for open-root V-groove Welds. It includes procedures for open-root V-groove welds with GMAW and FCAW equipment on pipe in a variety of positions. This course aligns with select modules found in NCCER Level III welding curricula.

WELD 1070 - Overhead Shielded Metal Arc Welding (4)

(Pre-requisites: None)

Co-requisites: WELD 1060 - Vertical Shielded Metal Arc Welding with a grade of "C" or better)

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: overhead SMAW safety and health practices, selection and applications of electrodes for overhead SMAW, overhead SMAW joints, and overhead SMAW to specification.

WELD 1075 - Gas Tungsten Arc Welding Pipe Welding (4)

(Pre-requisites: None)

Co-requisites: COFC 1080 - Construction Trades Core)

This course explains how to prepare GTAW equipment for open-root V-groove welds on carbon steel and stainless steel pipe in all positions.

WELD 1085 - SMAW Stainless Steel Groove Welds (3)

(Pre-requisites: None)

Co-requisites: COFC 1080 - Construction Trades Core)

This course explains how to make SMAW open-root V-groove welds on stainless steel plate and pipe in all positions. This course aligns with select modules found in NCCER Level 3 welding curricula.

WELD 1090 - Gas Metal Arc Welding (4)
(Pre-requisites: None)
Co-requisites: WELD 1000 - Introduction to Welding Technology with a grade of "C" or better)
Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices; GMAW theory, machines, and set up; transfer modes; wire selection; shielded gas selection; and GMAW joints in all positions.

WELD 1110 - Gas Tungsten Arc Welding (4)
(Pre-requisites: None)
Co-requisites: WELD 1000 - Introduction to Welding Technology with a grade of "C" or better)
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluating of student progress toward making industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and set up; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints.

WELD 1120 - Preparation for Industrial Qualification (3)
(Pre-requisites: WELD 1040 - Flat Shielded Metal Arc Welding with a grade of "C" or better AND WELD 1070 - Overhead Shielded Metal Arc Welding with a grade of "C" or better AND WELD 1090 - Gas Metal Arc Welding with a grade of "C" or better AND WELD 1110 - Gas Tungsten Arc Welding with a grade of "C" or better)
Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: test methods and procedures, national industrial codes and standards, fillet and groove weld specimens, and preparation for qualifications and job entry.

WELD 1125 - GMAW and GTAW Aluminum Plate Welds (3)
(Pre-requisites: None)
This course introduces the student to aluminum plate welding techniques using Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW) equipment. Topics include aluminum metallurgy, equipment set up and use, aluminum wire, shielding gas, and fillet and V-groove welds.

WELD 1150 - Advanced Gas Tungsten Arc Welding (3)
(Pre-requisites: WELD 1000 - Intro to Welding Technology with a grade of "C" or better AND WELD 1110 - Gas Tungsten Arc Welding with a grade of "C")
Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful advanced gas tungsten arc welding (GTAW). Qualification tests, all positions, are used in the evaluation of student progress toward making advanced level industrial standard welds. Topics include: GTAW safety and health practices; shielding gases; metal cleaning procedures; GTAW machines and equipment set up; selection of filler rods; GTAW weld positions; and advanced production of GTAW beads, bead patterns, and joints.

WELD 1151 - Fabrication Processes (3)
(Pre-requisites: WELD 1030 - Blueprint Reading for Welding Technology with a grade of "C" or better)
Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

WELD 1152 - Pipe Welding (3)
(Pre-requisites: Program Admission)
Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

WELD 1153 - Flux Cored Arc Welding (4)
(Pre-requisites: WELD 1000 - Introduction to Welding Technology with a grade of "C" or better)
Provides knowledge of theory, safety practices, equipment, and techniques required for successful flux cored arc welding (FCAW). Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standards welds. Topics include: FCAW safety and health practices, FCAW theory, machine set up and operation, shielded gas selection, and FCAW joints in all positions.

WELD 1154 - Plasma Cutting (3)
(Pre-requisites: WELD 1000 - Introduction to Welding Technology with a grade of "C" or better)
Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety practices; plasma torch and theory; plasma machine set up and operation; and plasma cutting techniques.

WELD 1156 - Ornamental Iron Works (3)
(Pre-requisites: WELD 1010 - Oxyfuel Cutting with a grade of "C" or better, WELD 1030 - Blueprint Reading for Welding Technology with a grade of "C" or better, WELD 1040 - Flat Shielded Metal Arc Welding with a grade of "C" or better, WELD 1090 - Gas Metal Arc Welding with a grade of "C" or better)
Provides an introduction to ornamental ironworks with emphasis on safety practices, equipment and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

WELD 1330 - Metal Welding and Cutting Techniques (2)
(Pre-requisites: Provisional Admission)
This course provides instruction in the fundamentals of metal welding and cutting techniques. Instruction is provided in safety and health practices, metal fabrication preparation, and metal fabrication procedures.

WELD 1500 - Welding and Joining Technology Practicum/Internship (3) (Pre-requisites: Advisor approval only.)
Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a hand on situation and to work in an industrial environment under the supervision of a master welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

Full Time Faculty and Staff Directory

OFFICE OF THE PRESIDENT

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<i>Anna Taylor</i>	<i>Director of Public Relations and Information</i>
Kimberly DeWinter	Marketing Specialist
Joshua Wilkins	Web Developer
Sheryl McGouirk	Media Center Coordinator

ECONOMIC DEVELOPMENT

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<i>Andy Bush</i>	<i>Executive Director, Economic Development</i>
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<i>Steve Hendrix</i>	<i>Director of Economic Development</i>
Angela Weatherford	Economic Development Coordinator
Ashley Collier	Regional Training Center Coordinator
Leann White	Receptionist

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Roschell Guss	Accounting Technician
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Rachel Johnson	Accounting Technician
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Brannen Wall	Bookstore Assistant
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Elizabeth Ogletree	Human Resources Coordinator
Teresa Keel	Human Resources Technician
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<i>Alan Stanfield</i>	<i>Associate Vice President, Facilities and Operations</i>
DeeGee Gasset	Administrative Operations Specialist
<i>Ken Troisi</i>	<i>Campus Police Chief</i>
Mark Butler	Campus Police Sergeant-Griffin
Eric Hein	Campus Police Sergeant-Flint River Campus
Michael Duck	Campus Police Officer-Griffin Campus
Christopher Campbell	Campus Police Officer- Henry County Center

Full Time Faculty and Staff Directory

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Thaddeus Harvey	Maintenance Technician
Marty Helms	Maintenance Technician
Tony Newsome	Maintenance Technician
Sean Turner	Maintenance Technician
<i>Ashley Jackson</i>	<i>Maintenance Coordinator – Griffin Campus</i>
Thomas Hankinson	Groundskeeper
Carlton Alston	Custodian
Terry Henry	Custodian
Charles Murphy	Custodian
Rafael Nazario	Custodian
Morris Powers	Custodian
Jesse Smith	Custodian
Dexter Waller	Custodian
<i>Fred McCullough</i>	<i>Maintenance Coordinator – Flint River Campus</i>
Clinton Harwell	Groundskeeper
Lonnie Atwater	Custodian
Robert Hardman	Custodian
Quinitha Searcy	Custodian
Millicent Wright	Custodian

INSTITUTIONAL ADVANCEMENT

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Linda Kennedy	Administrative Assistant to the Vice President
<i>Katheryne Fields</i>	<i>Director of Institutional Advancement</i>

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Thomas Rogers	Information System Administrator
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Tyler Jacob	Technology Support Specialist
Brandon Price	Technology Support Specialist
Rodney Risper	Technology Support Specialist
Destinee Williams	Technology Support Specialist

STUDENT AFFAIRS

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<i>Deidra Dugger</i>	Recruiter/Admission Counselor
Sonya Lawrence	Recruiter/Admission Counselor
Leah Santerre	Recruiter/Admission Counselor

Full Time Faculty and Staff Directory

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Assistant Director, Student Support Services
Special Services Coordinator-Interpreter/Disabilities-Griffin Campus
Special Services Coordinator-Special Populations-Flint River Campus
Special Services Coordinator-Graduation Coach-Griffin Campus
Student Activities Coordinator
Athletics Coordinator
Assessment Specialist II-Griffin Campus
Assessment Specialist I-Griffin Campus
Testing Specialist-Flint River Campus

Full Time Faculty and Staff Directory

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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, CPhT, M.H.R.M.	Pharmacy Technology	M.S., DeVry University
Rasheeda McNeal	Pharmacy Technology	A.S., Southern Crescent Technical College
Veronica Taylor, RN	Associate Degree Nursing	M.S.N., University of Phoenix
Tiffany Adams, RN	Associate Degree Nursing	M.S.N., Chamberlain School of Nursing
Tanya Harp, RN	Associate Degree Nursing	M.S.N., Clayton State University
Lynette S. McCullough	Para-medicine	M.S., California College Health Sciences
James Anderson	Para-medicine	A.S., Southern Crescent Technical College
Donald Bartlett	Para-medicine	A.A.S., Georgia Perimeter College
SheQuayla All-Terrel, RN	Practical Nursing	A.S.N., Keiser University
Kayla Boyt, RN	Practical Nursing	A.S.N., Macon State College
Peggy Grady, RN	Practical Nursing	A.S.N., Hillsborough Community College
Stephanie Hammack, RN	Practical Nursing	M.S.N., Walden University
LyChannel Head, RN	Practical Nursing	B.S., Gordon College
Kimberly Register, RN	Practical Nursing	M.S.N., Walden University
Candace Wertz, RN	Practical Nursing	A.S.N., Valencia Community College
Dana Breeser, R.T.(R)	Radiologic Technology	M.H.A./ED, University of Phoenix
Tiffany Whitley	Radiologic Technology/MRI	M.S.R.S., Midwestern State 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	B.S., Point University

ARTS AND SCIENCES

<i>Rebecca Johnson</i>	<i>Dean, Arts and Sciences</i>	<i>M.S.Ed., Northern Illinois University</i>
Linda Henley	Administrative Assistant II	
<i>Gregory O'Neal</i>	<i>Department Chair, Arts and Science</i>	<i>M.Ed., University of Georgia</i>

Full Time Faculty and Staff Directory

ACADEMIC AFFAIRS continued

Karen Burke	Biology	Ph.D., Tennessee State University
Vyhyahn Maloof	Biology	M.D., Belize Medical School
Celeste Matthews	Biology	D.V.M., University of Georgia
James Williamson	Biology	D.V.M., University of Georgia
Sean Brumfield	English	Ed.D., University of Georgia
Daniel Hartley	English	Ph.D., University of Maryland
John "Will" Hurst	English	M.A., Clayton State University
J. Joel Stancliff	English	ABD., University of Georgia
Brittany Varga	English	M.A., Georgia College and State University
Ervin China	Mathematics	M.A., Eastern Michigan University
Pierre J. Dolcine	Mathematics	Ed.S., Piedmont College
Nam K. Lee	Mathematics	M.S., Long Island University at C.W. Post Campus
Beverly Brown	Mathematics	M.S., Georgia State University
Margaret Wilson	Mathematics	M.S., Clayton State University
Lynn Futral	Psychology	M.S., Valdosta State University
Gregory O'Neal	Psychology	M.Ed., University of Georgia
Clint T. Powell	Psychology	M.A., University of the Rockies
Brad Jester	Speech	M.S., Ball State University

BUSINESS and COMPUTER INFORMATION SERVICES

<i>Tempie Kitchens</i>	<i>Dean, Business & Computer Information Services</i>	<i>M.S. CIS., University of Phoenix</i>
Miranda Frazier	Administrative Assistant II	
<i>Amy Morales-Garcia</i>	<i>Department Chair, Business</i>	<i>M.B.A., Colorado Technical University</i>
Curtis Crocker	Accounting	D.B.A., Nova Southeastern University
Amy Morales-Garcia	Accounting	M.B.A., Colorado Technical University
Karla Weaver	Business Technology	M.A., University of Phoenix
Kimberly B. Yevak	Business Technology	M.Ed., University of West Georgia
Michael S. Cook	Business Management	Ed.D., University of Georgia
Christi S. Ellington	Business Management	Ph.D., Northcentral University
Tahesha Wade	Business Management	M.Ed., University of Phoenix
C. Joseph Taylor	Logistics	M.S., Auburn University
<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
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., Cappel University
William Paul Scott	Computer Information Services	Ed.S., Liberty University

FILM, PROFESSIONAL SERVICES, PUBLIC SAFETY and INDUSTRIAL TECHNOLOGY

<i>Lemuel Mercado</i>	<i>Dean, Film, Professional Services/Public Safety/Industrial Technology</i>	<i>M.P.A., Columbus State University</i>
<i>Douglas Bruce</i>	<i>Associate Dean, Film, Professional Services/Public Safety</i>	<i>M.F.A., San Diego State Univ.</i>
Sandy Patterson	Administrative Assistant II	
Janis Phillips	Administrative Assistant II	
Lisa Mobley	Food Services Manager	A.S., Southern Crescent Technical College

Full Time Faculty and Staff Directory

ACADEMIC AFFAIRS continued

<i>Kimberly Rawlins</i>	<i>Department Chair, Professional Services</i>	<i>A.A.S., Gordon College</i>
Deanne B. Allen	Cosmetology	B.S., Gordon State College
Susan E. Allen	Cosmetology	Diploma, Flint River Technical College
Kelly Evans	Cosmetology	Diploma, Griffin Technical College
Jeannie Kimbell	Cosmetology	A.A.S., Gordon State College
Kimberly Rawlins	Cosmetology	A.A.S., Gordon State 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
Megan Graves	Early Childhood Education	M.S., Mercer University
James Peas	Early Childhood Education	M.Ed., Mercer University
Roslyn McCurry	Early Childhood Education	Ed.D., Argosy University
Kathryn Weber	Early Childhood Education	M.Ed., Slippery Rock University
<i>Rosanna Dove</i>	<i>Department Chair, Public Safety</i>	<i>M.P.A., Columbus State University</i>
Michael Claman	Criminal Justice	M.P.A., Columbus State University
Rosanna Dove	Criminal Justice	M.P.A., Columbus State University
James Mitchell	Criminal Justice	M.S., Arizona State University
Reginald Sutton	Criminal Justice	M.P.A., Columbus State University
Jeffrey Hill	Fire Science	M.P.A., Columbus State University
Julie Gates	Forensic Science	B.A.S, Mercer University
<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
Ronnie Portwood, CDL	Commercial Truck Driving	
John W. Balsler, ASE	Diesel Equipment	A.A.S., Griffin Technical College
Edward Boronkas	Diesel Equipment	
William T. Woodall	Electrical Systems Technology	Diploma, Griffin Technical College
Brian Morris	Environmental Horticulture	M.L.A., University of Georgia
Galen Andrews	Industrial Systems	Diploma, Southern Crescent Technical College
Merrell Denham	Industrial Systems	Upton Technical College
Johnny Dodson	Industrial Systems	A.A.S., Georgia Southwestern State University
Larry Pilkenton	Machine Tool Technology	A.A.T., Gordon State College
Billy Elliott	Plumbing	Diploma, Griffin Technical College

Full Time Faculty and Staff Directory

ACADEMIC AFFAIRS continued

Chris Patterson, CAWI, CWE	Welding Technology	
David Wiley, CWI, CWE	Welding Technology	A.A.S., Griffin Technical College

LIBRARY and ACADEMIC SUPPORT SERVICES

<i>Kathleen Williams</i>	<i>Executive Director of Library and Academic Support Services</i>	<i>MLIS, University of North Carolina</i>
Judy Hicks	Administrative Assistant II	

<i>Leila Wells Rogers</i>	<i>Director of Quality Enhancement Plan & Curriculum</i>	<i>M.A., University of Louisville</i>
<i>Elizabeth Jester</i>	<i>Director of Tutoring and Mentoring</i>	<i>M.A., Georgia State University</i>
Vonette Lanier-Braswell	Learning Support Program Specialist	M.A., National University
<i>Jennifer Edwards</i>	<i>Director of Distance Education</i>	<i>Ed.D., University of Georgia</i>
C.J. Bowman	Distance Education Specialist	
Sherry Brooks	Librarian	M.Ed., State University of West Georgia
Bonnie Lee Parker	Librarian	MLIS, Valdosta State University
Gloria Sebright	Librarian	M.S., Florida State University

ADULT EDUCATION

<i>Michael Harris</i>	<i>Vice President, Adult Education</i>	<i>Ed.D., Capella University</i>
Wendy Gladden	Administrative Operations Specialist	
Curtis Ward	Adult Education Teacher	B.A., Columbus State University
Terrance Guyton	Adult Education Teacher	MBA., Georgia State University
Monique Brown	Adult Education Teacher	Ed.D., Oakland City University
Connie Cardell	Adult Education Teacher	M.S., Troy University
Katie Dallas	Adult Education Teacher	B.S.E.D., University of Georgia
Rhonda Jenkins	Adult Education Teacher	B.S., Mercer University
Elizabeth Thoms	Adult Education Teacher	B.S., Georgia Institute of Technology
Brittany Odom	Administrative Assistant, Henry County Center	
Marquita Traylor	Administrative Assistant, Griffin Campus	

2017-2018 STUDENT HANDBOOK





**SOUTHERN
CRESCENT**

TECHNICAL COLLEGE

**2017-2018
STUDENT HANDBOOK**

**Flint River Campus
1533 Highway 19 South
Thomaston, GA 30286
706-646-6148**

**Griffin Campus
501 Varsity Road
Griffin, GA 30223
770-228-7348**

**Butts County Center
1578 Highway 16 West
Jackson, GA 30233
770-504-7590**

**Henry County Center
300 Lakemont Drive
McDonough, GA 30253
770-914-4411**

**Jasper County Center
112 Industrial Park Drive
Monticello, GA 31064
706-468-9930**

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Important Telephone Numbers

Academic Affairs – Griffin	(770) 228-7386	Recruiting	(706) 646-6112
Academic Affairs – Flint River	(706) 646-6234		(770) 233-5590
Activities	(770) 229-3049	Registrar – Griffin	(770) 228-7362
Admissions – Griffin	(770) 228-7348	Registrar – Flint River	(706) 646-6382
Admissions – Flint River	(706) 646-6159	Scholarships	(770) 229-3466
Adult Education – Griffin	(770) 229-3176	Special Populations - Griffin	(770) 228-7382
Adult Education – Flint River	(706) 646-6121	Special Populations – Flint	(706) 646-6224
BLACKBOARD	(770) 229-3066	Student E-mail	(770) 229-3066
Athletics	(770) 229-3103	Tutoring Center – Griffin	(770) 229-3078
Bookstore – Griffin	(770) 229-3135	Tutoring Center – Flint River	(706) 646-6977
Bookstore – Flint River	(706) 646-6158	Tender Tech Child Care Center	(706) 646-6200
Butts County Center	(770) 504-7590	Veteran's Affairs – Griffin	(770) 229-3095
Career & Academic Planning Center	(770) 229-3048	Veteran's Affairs – Flint River	(706) 646-6382
	(770) 412-5706		
Cashier/Business Office – Griffin	(770) 228-7275		
Cashier/Business Office – Flint River	(706) 646-6239		
Continuing Education – Griffin	(770) 228-7364		
Continuing Education – Flint River	(706) 646-6151		
Cosmetology – Griffin	(770) 228-7374		
Cosmetology – Flint River	(706) 646-6169		
Disabilities Services – Griffin	(770) 228-7258		
Disabilities Services – Flint	(706) 646-6224		
Economic Development – Griffin	(770) 228-7364		
Economic Development – Flint River	(706) 646-6161		
Facilities and Operations - Griffin	(770) 229-3455		
Facilities and Operations – Flint River	(706) 646-6319		
FAX Number – Griffin	(770) 229-3227		
FAX Number – Flint River	(706) 646-6063		
Financial Aid – Griffin	(770) 228-7368		
Financial Aid – Flint River	(706) 646-6386		
Foundation	(770) 467-6038		
GED Testing – Griffin	(770) 229-3176		
GED Testing – Flint River	(706) 646-6121		
Henry County Center	(770) 914-4411		
High School Coordinator	(706) 646-6122		
	(770) 229-3065		
Human Resources – Griffin	(770) 229-3456		
Human Resources – Flint River	(706) 646-6129		
Information – Griffin	(770) 228-7348		
Information – Flint River	(706) 646-6148		
Institutional Advancement	(770) 229-3417		
Institutional Effectiveness	(770) 229-3048		
Jasper County Center	(706) 468-9930		
Library – Griffin	(770) 412-4755		
Library – Flint River	(706) 646-6173		
Marketing/Public Relations	(770) 233-5560		
President's Office	(770) 228-7365		
Quick Start – Griffin	(770) 228-7367		
Quick Start – Flint River	(706) 646-6161		

General Information

This Southern Crescent Technical College Student Handbook describes the expectations for behavior and conduct in the Southern Crescent Technical College community. The handbook also outlines information that is crucial to student success. Each student is responsible for reading and understanding the handbook. Questions and concerns regarding the handbook should be directed to Student Affairs at (770) 228-7348 or (706) 646-6148.

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure the accuracy of the material stated herein, the college reserves the right to change any provision listed in the handbook, including, but not limited to, entrance requirements and admission procedures, academic requirements for graduation, and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes. Changes/addendums to the student handbook can be found at the Southern Crescent Technical College website <http://www.sctech.edu>. The web version supersedes all other forms of publications in terms of revisions.

History

Southern Crescent Technical College was formed in July of 2010 as a result of a merger between Flint River Technical College and Griffin Technical College. The newly formed Southern Crescent Technical College serves the workforce and community needs of the citizens in the nine counties of the South Atlanta region including Butts, Fayette, Henry, Jasper, Lamar, Pike, Spalding, Taylor, and Upson counties. Southern Crescent Technical College students are served at the Flint River Campus in Thomaston, the Griffin Campus in Griffin or at one of the centers in Butts, Henry, or Jasper counties.

Both in equipment and in facilities, Southern Crescent Technical College is constantly working to provide the most current, hands-on training to help stimulate the economic growth and development of this community. The tradition of academic excellence continues as the College expands and updates its facilities to help prepare today's students for tomorrow's workforce.

On June 16, 2011, the Flint River Campus opened the 32,000 Industrial Training Facility – Building E. This new facility houses the Electronics, Diesel Equipment, and Automotive programs. This building has nine classrooms, five training laboratories, nine faculty offices, and one administrative office area with an adjacent meeting site. Total construction costs were roughly \$6.3 million, with another \$1.26 million allocated to furnish and equip the facility.

Groundbreaking for the Medical Technology Building on the Griffin Campus was held July 28, 2011. This three-story building houses the Dental Assisting, Medical Assisting, Orthopaedic Technology, Pharmacy Technology, Practical Nursing, Radiologic Technology, Respiratory Care Technology, Surgical Technology, Emergency Medical Technician, and Paramedicine programs. The building has 12 classrooms, two biology labs, and a chemistry lab to support these allied health programs. The second and third floors contain office suites that house faculty and staff. With the addition of this building, expansion of existing programs and the creation of new programs will be considered for the space vacated by the programs that have been relocated.

Fall of 2011 marked a noted change in the operations of Southern Crescent Technical College as the college transitioned from the quarter to the semester system.

Construction of a 35,700 square foot, \$7.5 million Henry County Center was completed in 2014. Located in McDonough, Georgia, this building sits adjacent to Henry County High School on 25 acres of land generously donated by the Henry County Board of Education. The second building located at the Henry County Center is nearing the end of the design and development phase of the 82,500 square foot Industrial and Technology Building. Construction is set to begin in October 2016 with a tentative completion date of October 2017.

Also under construction is the redesign of the 65,000 square foot Ellis Crossing shopping complex. This property was purchased by the Southern Crescent Technical College Foundation with funds raised from the 2008 Spalding County SPLOST (Special Purpose Local Option Sales Tax). This space will be an extension of the Griffin Campus and has been retrofitted to house the Film Technology program as well as the Adult Education and Economic Development divisions. A contractor has been chosen for this project and construction is set to begin on this project immediately following the final negotiations of the construction contract.

As the future unfolds, Southern Crescent Technical College will continue to offer the latest certificate, diploma, and associate degrees designed to prepare students to enter the work force immediately upon graduation. The formation of Southern Crescent Technical College as a flagship technical college in the state provides students with expanded educational programs, greater access to college

resources and technology, and enhanced opportunities for career success. In addition, business and industry now benefit from a larger pool of qualified, skilled graduates and expanded access to state-of-the-art facilities and equipment.

History of Flint River Technical College

In April 1961, an agreement between Upson County and the city of Thomaston created the Upson County Area Vocational-Technical School. Upson Tech was the seventh vocational-technical school established in Georgia. After two years of planning and organizing, the school began classes in September of 1963 in a temporary building in north Thomaston. The school offered four programs of study.

In September 1964, a new facility was completed on U.S. Highway 19 South that is now considered the main campus. The new facility allowed for programs of instruction to increase to eleven. The school served an eight-county area. Additional facilities were added in 1975, 1978, 1991, 1996, and 2007.

In 1988, the Georgia Legislature created a new Georgia Department of Technical and Adult Education. The change allowed local schools to become a part of a unified state system with governance vested in a state board. This change became effective for this institution in 1988. The change also caused the institution's name to become Upson Technical Institute. Since 1963, several programs of instruction have been added to reflect the changing employment opportunities in the institution's service area. Likewise, programs have been deleted due to a lack of student interest and/or employer needs.

In 1989, in addition to the main campus located in Upson County, a major effort was begun to establish outreach centers in the three primary counties outside of Upson that are served by the institution. As a result of this effort, the institution developed full-time services in Crawford, Taylor, and Talbot counties. Associated with this expansion of services, the institution changed its name to Flint River Technical Institute. The name was selected to reflect the geographic area served by the institution that borders the Flint River.

On July 6, 2000, the name of Flint River Technical Institute officially became Flint River Technical College. Continued growth necessitated further expansion in 2004 when the Flint River Technical College Foundation acquired the former Thomaston Mills corporate office complex. This location in downtown Thomaston serves as new locations for Adult Education, Economic Development programs, and the Child Care Resource and Referral Agency. The Community Development Center (as the new location was named) provides more space to deliver these programs and it frees up locations on the main campus for new credit classes.

In 2006, the Georgia Legislature approved \$7.5 million in funding for a new industrial training center to be placed on the main campus. Building D, consisting of 16,000 square feet, now houses the Welding and Joining Technology, Air Conditioning Technology, Commercial Truck Driving, and Construction trades.

In 2007, the One Georgia Authority and the Department of Community Affairs awarded approximately \$1 million dollars for an 8,000 square foot expansion of the Taylor County Center. This Center provides expanded classroom and lab areas for training programs for the citizens of Taylor County and surrounding areas. Also in 2007, a \$300,000 donation from the Windhover Foundation of Quad Graphics was obtained which expanded and renovated the library on the main campus. The addition added approximately 1,400 square feet of floor space for library materials as well as designated space for computer stations and office space.

Flint River Technical College and Griffin Technical College merged in July 2010 to form Southern Crescent Technical College.

History of Griffin Technical College

Since the first students began classes in temporary quarters in September of 1963, Griffin Technical College has been expanding in both facilities and programs offered. The College was originally named the Griffin-Spalding County Area Vocational Technical School and operated under the supervision of the Georgia Department of Education. The first 48,000 square foot building was completed in 1966, and the first expansion of the school was completed in 1978 with the addition of 18,748 square feet of classroom space.

In 1985, the State Board of Post-Secondary Vocational Education was established and existing schools were encouraged to join this network. Griffin Tech joined the system in July of 1987 and adopted the name Griffin Technical Institute. Governor Joe Frank Harris elevated the Board to a Department in July 1988, changing the name to the Department of Technical and Adult Education.

In August of 1990, a 26,000 square foot office, classroom and lecture hall was added to the existing facility. The new Academic Building followed in the spring of 1995, which provided 15,297 square feet of additional classroom and office space. In September 1995, seven acres were acquired from the city of Griffin, and in February 1997, an additional two acres vacated by the Georgia State Patrol Station were acquired providing an additional 7,223 square feet of classroom and office space.

In March of 2000, Governor Roy Barnes approved legislation to change the name of Georgia's technical institutes to colleges. On July 6, 2000, Griffin Technical Institute officially became Griffin Technical College and began offering students more options for their

education. The term “technical college” more accurately reflects the quality and levels of services provided by these institutions to the citizens of Georgia.

Griffin Technical College extended its commitment to public service in December 2001 by adding an additional facility in Jasper County. The Jasper County Center, located in Monticello, offers adult education courses as well as a variety of courses that support the degree and diploma programs offered on the main campus in Griffin.

In December 2003, Griffin Technical College added an additional 70,000 square feet of state-of-the-art classroom and laboratory space, complete with a new library, student center, bookstore, and dining hall. This addition has allowed the College to expand its program offerings to continue to meet the needs of students and local business and industry.

Located in Jackson, the Butts County Center opened in January of 2008 and offers Adult Education, courses for college students, dual enrollment students, and training for those in the workforce who want to improve their job skills. Additionally, the Butts County Center also provides students from the area with a more convenient setting to meet their educational goals.

Griffin Technical College and Flint River Technical College merged in July 2010 to form Southern Crescent Technical College.

College Mission Statement:

Southern Crescent Technical College, a unit of the Technical College System of Georgia, is an institution of higher education that delivers relevant technical education at the associate degree, diploma, and certificate levels and work-force training programs via traditional and distance learning formats that promote lifelong learning and impact economic development in the west central Georgia region that spans south of Atlanta and north of Macon.

College Vision Statement:

Southern Crescent Technical College is structured through ongoing assessment and strategic planning to emerge as the preeminent technical college that develops students to become globally work-ready employees through the unification of focused instruction, access to industry-relevant technology and facilities, and a culture of engagement, communication, and support.

Core Values:

- Academic Excellence
- Student Success
- Integrity

Technical Education Warranty

In collaboration with the Technical College System of Georgia and other technical colleges in the state, Southern Crescent Technical College has established curriculum standards with the direct involvement of business and industry. These standards serve as the industry-validated specifications, which allow Georgia’s technical colleges to provide a Technical Education Warranty. The Technical Education Warranty states:

"If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia required licensing examination or national licensing examination, the technical college will retrain the employee at no instructional cost to the employee or the employer."

The Technical Education Warranty applies to any Southern Crescent Technical College graduate who is employed in the field of his/her training and is in effect for a period of two years after graduation. Southern Crescent Technical College graduates or their employers who see a need to inquire or to file a claim under this Warranty should submit to the Office of the Vice President for Academic Affairs/Designee a written request citing the graduate’s name, student identification number, program of study, and dates of attendance along with a description of the deficiency. The Office of the Vice President for Academic Affairs/Designee will review the claim and take appropriate action.

Accreditations, Licensures, and Certifications

Southern Crescent Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. For questions or concerns about the accreditation of Southern Crescent Technical College, contact the Commission on Colleges by address at 1866 Southern Lane, Decatur, Georgia 30033-4097, by telephone at (404) 679-4500, or by website at <http://www.sacscoc.org>.

For all issues not concerning accreditation, please contact the College directly by address at 501 Varsity Road, Griffin, Georgia 30223, by telephone at (770) 228-7348, or by website at <http://www.sctech.edu>.

Program Accreditation

Southern Crescent Technical College is also accredited at the academic program level by the following organizations:

Air Conditioning Technology

HVAC Excellence
1350 W Northwest Hwy
Mount Prospect, IL 60056
Main: (800) 394-5268

Automotive Technology

National Automotive Technicians Education Foundation (NATEF)
101 Blue Seal Drive, Suite 101
Leesburg, Virginia 20175
Main: (703) 669-6650

Dental Assisting

Commission on Dental Accreditation (CODA)
211 East Chicago Avenue
Chicago, IL 60611
Main: (312) 440-4653

Emergency Medical Technician – Paramedicine

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
The Emergency Medical Technician – Paramedicine Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Main: (727) 210-2350
<http://www.caahep.org/>

To contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
Main: (214) 703-8445
Fax: (214) 703-8992
<http://www.coaemsp.org>

Medical Assisting

Commission on Accreditation of Allied Health Education Programs Medical Assisting is a diploma program located on the Griffin and Flint River Campuses. Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board.

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Main: (727) 210-2350
<http://www.caahep.org/>

Pharmacy Technology

The Pharmacy Technology training program conducted by Southern Crescent Technical College, Griffin, Georgia is accredited by the American Society of Health-System Pharmacists.
<http://www.ashp.org/>

Plumbing and Pipefitting Technology

NCCER Accredited Training and Education Facility (ATEF)
13614 Progress Boulevard
Alachua, FL 32615
Main: (386) 518-6500
Toll-free: (888) 622-3720
<http://www.nccer.org>

Polysomnography Technician

Commission on Accreditation for Respiratory Care (COARC)
1248 Harwood Road
Bedford, TX 76021-4244
Main: (817) 283-2835

Practical Nursing

Georgia Board of Licensed Practical Nurses
237 Coliseum Drive
Macon, GA 31217-3858
Main: (478) 207-2440

Respiratory Therapy

Commission on Accreditation for Respiratory Care (COARC)
1248 Harwood Road
Bedford, TX 76021-4244
Main: (817) 283-2835

Surgical Technology

Commission on Accreditation of Allied Health Education Programs
The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Main: (727) 210-2350
<http://www.caahep.org/>

To contact ARC/STSA:

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
6 W. Dry Creek Circle, Suite #110
Littleton, CO 80120
Main: (303) 694-9262
Fax: 303-741-3655
<http://www.arcstsa.org/>

Welding and Joining Technology (Griffin and Flint River Campuses)

NCCER Accredited Training and Education Facility (ATEF)
13614 Progress Boulevard
Alachua, FL 32615
Main: (386) 518-6500
Toll-free: (888) 622-3720
<http://www.nccer.org>

Certification and Licensure

Southern Crescent Technical College is also certified and/or licensed at the academic program level by the following organizations:

Commercial Truck Driving

Georgia Department of Driver Services
Post Office Box 8044 7
Conyers, GA 30013
Main: (678) 413-8400

Cosmetology

Georgia State Board of Cosmetology
237 Coliseum Drive
Macon, GA 31217-3858
Main: (478) 207-2440

Reciprocity Agreements

Southern Crescent Technical College has been approved by the State of Georgia to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of post-secondary distance education.

Equal Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Toni Doaty, Assistant Director of Student Services, toni.doaty@sctech.edu, 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, teresa.brooks@sctech.edu, 501 Varsity Road, Room 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, mary.jackson@sctech.edu, 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224; Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon K. Hill, Director of Human Resources, sharon.hill@sctech.edu, Human Resources, 501 Varsity Road, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, Vice President for Student Affairs, xenia.johns@sctech.edu, 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348.

Southern Crescent Technical College (SCTC) adheres fully to the requirements of Title IV in both policies and procedures. It is the policy of Southern Crescent Technical College that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of harassing, discriminating, intimidating or retaliatory behavior or conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure. Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal. All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner. SCTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion

or dismissal. Any individual who knowingly makes a false charge of harassment/-discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Therefore, Southern Crescent Technical College will not tolerate sexual harassment by anyone, in any form, at any time or location, served by or used by members of the college community. If any member of the SCTC community believes they have been subjected to sexual harassment, they should immediately make that fact known by the most expeditious means to the appropriate school official. In the case of employees, that person is Title IX/Equity and ADA/Section 504 Sharon Hill, Director of Human Resources Griffin Campus, 501 Varsity Road, Griffin, Georgia 30223, (770)229-3454, sharon.hill@sctech.edu. In the case of students, that person is Title IX/Equity Coordinator Toni Doaty, Assistant Director of Student Support Services Griffin Campus, Mobile Unit 6B, 501 Varsity Road, Griffin, GA 30223 (770)228-7382, toni.doaty@sctech.edu or Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus and Taylor County) Mary Jackson, Flint River Campus, Room 252A, 1533 Highway 19 South, Thomaston, GA 30286, (706) 646-6224, mary.jackson@sctech.edu.

For students in clinical placements at hospitals and clinics or other locations around the state, it is essential that you report incidents of sexual harassment to the College, directly to the coordinator listed above, as well as to the designated official at your place of assignment. For supervisors of students in clinical placements especially, but for every supervisor at every level in the organization, it is your duty to be certain that allegations of sexual harassment that come to your attention are reported immediately. If the student or employee being harassed does not report it, you are required to do so.

Southern Crescent Technical College Board of Directors

Members of the Board of Directors are selected for their knowledge of and affiliations with local business and industry. It is the role of the board members to maintain awareness of local industry and community needs and to communicate those needs to the president and administrative staff.

The Board of Directors reviews and approves, based on community priorities, technical college programs, the College's annual and long-range goals and objectives, and the annual budget projections and improvement plans. The board also evaluates institutional effectiveness, policy development and implementation, and promotes community advocacy.

Admissions

Admission Process

Admission to Southern Crescent Technical College is a multi-step process, which consists of evaluation of prior academic experience and assessment for post-secondary readiness of eligible applicants.

Eligible Applicants

Any individual 16 years of age or older or dually enrolled high school students in the 9th, 10th, 11th, or 12th grades who seeks access to quality instruction at the post-secondary level are eligible for admission.

Applicants must note that completion of the admission steps listed below does NOT guarantee acceptance into a program of study. Minimum admission test score requirements and other admission criteria must be met.

Admission Steps

All applicants entering degree, diploma, or certificate programs must complete all of the admission steps listed below:

1. Application Process - Complete the Southern Crescent Technical College Application for Admission and submit the \$25 application fee (former students and MOWR students are exempt). Applicants that do not attend will need to update a new application for the desired term they will attend. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.

2. Required Academic Criteria – To be admitted by all technical colleges, applicants must satisfy one of the six academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.

- Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
 - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
 - High school Certificates of Attendance or other certificates, credentials, or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).
 3. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.
 4. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:
 - a. Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
 - b. Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date).
 5. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:
 - a. Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date); and
 - b. one of the following:
 - SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
 - ACCUPLACER or Compass placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
 6. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

Exception: Presidents of technical colleges may waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

3. Assessment of Program Readiness

1. Effective November 1, 2016, technical colleges must utilize ACCUPLACER or COMPANION, the TCSG-approved assessment instruments when evaluating students' readiness for diploma, degree and certificate programs. However, in the place of ACCUPLACER or COMPANION, or General Education Development [GED®] scores of 165+ on English or Math, technical colleges may accept a student's official entrance score on a validated assessment instrument (such as SAT or ACT) if the scores meet the college program's required minimums. If a student's SAT or ACT scores do not meet the college's program minimums for regular admission, a student must be assessed using one of the TCSG-approved instruments.
2. Assessment results will be valid for any current or previous tool utilized for placement purposes for a period of 60 months from the date of testing and are transferable to any TCSG college. Each technical college will develop its own retesting policy and charges may apply.
3. Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument(s).
4. Subjective criteria such as, but not limited to, written or oral interviews, personality assessments, and letters of reference shall not be utilized as part of the evaluation for program readiness or admission. All criteria should be published and applied consistently to all applicants for a program.

Official transcripts, test scores, or other required documents must be sent directly from the issuing school or agency to the Student Affairs Office. If submitted by the applicant in person, documents must be in an unopened envelope that has been officially sealed by the issuing school or agency. Official documents and credentials submitted to the College for admission and placement purposes become the property of SCTC and will not be duplicated or transferred to another institution.

Categories of Admission

Regular Admission

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

Provisional Admission

Students who do not meet all requirements for regular admission into a selected program may be granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied. All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary pre-requisite and learning support course work in order to progress through the state standard curriculum.

Learning Support Admission

Applicants who score below the provisional cut scores in English, math, and reading are granted learning support status and referred to Adult Education. Students with learning support status may not take occupational courses until achieving Provisional status. Students with this status are not eligible for federal financial aid (i.e. Pell, Federal Direct Loans, SEOP, or Federal Work Study).

Students wanting to transfer in learning support courses should refer to the Transfer Student Admission section of the handbook for information about this process.

Special Admit

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted special admit status. The following specifics define the parameters of the status:

- May apply up to a maximum of 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- **Students should submit college transcripts to show good academic standing and degree level placement scores or previous college coursework to meet any individual course prerequisites.**
- **Students who do not test may still be admitted as special admit but may not register for degree level core courses.**
- **May enroll in classes only on a space-available basis.**
- Students are registered by the Office of the Registrar personnel during the new/returning registration period.
- Will not be eligible for any financial aid.
- The student will not receive a certificate, diploma, or associate degree under the special admit status.
- Special admit students will not receive permission to take courses at other colleges under transient status.

Transient Admission

Students seeking transient admission must submit an Admission Application and pay the application fee. Students who submit a Transient Agreement Letter from their home institution are granted transient admission status. The Transient Agreement Letter should verify that the student is in good standing and should list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment. Transient/host students are registered by the Office of the Registrar personnel during the new/returning student registration period on a space available basis.

Note: Home transient students will only receive permission to take courses required for his/her program of study at other colleges.

Transfer Student Admission

An applicant seeking admission to Southern Crescent Technical College as a transfer student must:

- Submit an official copy of high school or GED transcript and all college transcripts. A transcript is considered official only when it bears the seal of the granting institution and is either mailed directly to Southern Crescent Technical College, hand delivered in a sealed official envelope, or sent E-Script by participating colleges. Students who have completed a degree level program at

another regionally accredited college and who present an official transcript documenting the degree will not be required to submit a high school or GED transcript.

- Non-U.S. high school and college transcripts must be evaluated by an approved translation service who will then forward the evaluation to the College. Contact the Student Affairs Office for names of translation and evaluation services used by Southern Crescent Technical College.

Credits from regionally accredited colleges or other post-secondary institutions may transfer if:

1. They are of the same content and length of the course required in the Southern Crescent Technical College program, and
2. A grade of C or better was earned.

An official transcript from each post-secondary school is required for an evaluation. It may be necessary to provide the Registrar with course descriptions. It is the responsibility of the student to obtain any additional information requested by the Registrar. Transferability of general core courses is not typically affected by date of completion. Health sciences, computer sciences, and related courses greater than five years old may not be transferable and are subject to review due to the nature of the subject matter. See catalog for additional information. Transferability of occupational courses is determined by the program coordinators as relevant to the subject area. Once the transcript is evaluated, a letter is mailed to the student. The credits are posted to the student's academic record using a grade of TR, which is not calculated into the grade point average.

Students may take learning support courses at other TCSG institutions and transfer the learning support courses to Southern Crescent; however, students will be required to take a placement exam at SCTC to determine that the mastery level has been reached prior to enrolling in credit-bearing courses.

A student must complete at least 25% of his or her credit hours at Southern Crescent Technical College in order to be awarded a diploma, degree, or certificate from Southern Crescent Technical College. The 25% does not include advanced standing through transfer of credit, military credit, credit by exemption, credit by experience, or articulation.

International Student Admission

The United States Citizenship and Immigration Services (USCIS) currently does not authorize Southern Crescent Technical College to issue student visas. Applicants who are permanent residents or who qualify under refugee or asylee status are exempt from obtaining M-1 visas to attend college. To gain consideration for admission, applicants must:

1. Submit the College's application for admission and the \$25 one-time, non-refundable application fee payable with U.S. currency, a credit card, a money order, or a check issued by a bank in the United States.
2. Submit valid placement program test scores (ACCUPLACER, COMPASS, ASSET, SAT, ACT). Test scores must be less than five (5) years old.
3. Provide copies of resident alien identification cards, depending on eligibility.
4. Provide official English translations of all secondary and post-secondary records and evaluations of those records by an independent evaluation service. (The addresses, applications, and information on the approved companies that provide evaluation services of foreign transcripts are available from the Student Affairs Office.) Applicants must pay the costs of having their records translated and/or evaluated. At a minimum, applicants must have the equivalent of a U.S. high school diploma.

After applicants submit this documentation, the Student Affairs Office will evaluate their application materials. The College will assess tuition at a rate that is four times the rate assessed for Georgia residents until international residents establish in-state residency.

Former Student Admission

Students who are inactive at Southern Crescent Technical College after one or more semesters will be required to:

1. Submit a completed application form to the Admissions Office.
2. Meet program admission requirements in effect at the time of readmission, including assessment (testing) requirements. If test scores are more than five (5) years old or are not sufficient based on program requirements, the student may be required to retest or provide acceptable transfer coursework prior to readmission.
3. Submit official transcripts from all colleges, universities, or institutions attended since their last enrollment.
4. Must attend orientation.

Senior Citizen (Georgia Amendment 23) Admission

Amendment 23 to the Georgia Constitution provides for the enrollment of persons 62 years of age or older in post-secondary education in Georgia. Provisions of the amendment include:

1. The applicant must be 62 years of age or older at the time of registration and must present a birth certificate, state issued identification, or other comparable written documentation of age.
2. Upon admission, the applicant may enroll as a regular or auditing student in courses offered for resident credit on a space-available basis without payment of tuition.
3. However, the applicant will be responsible for payment of other applicable fees.

The applicant must meet all admission requirements.

Felony Convictions

Felony convictions may affect employability and licensure.

Course Audit

A student may enroll in any class for audit on a noncredit, space-available basis with payment of the regular credit hour fee. The student is expected to attend classes and participate in class activities, but is not required to complete assignments or take examinations. Audit hours may not be converted to credit at a later date. Students must declare a course as audit status at the time of initial registration by submitting a completed Official Course Audit Form to the Academic Affairs Office and payment of all fees to the Business Office.

Withdrawal of Application

An applicant who has been notified officially of acceptance should notify the Student Affairs Office if he or she decides not to attend. The applicant must submit an updated application for the semester he/she desires to attend. The applicant will be notified when to register.

Testing Guidelines

For entrance purposes, some students will take the ACCUPLACER or COMPANION exam. The student will receive a walk-in testing form from Admissions before testing. Students will also need to present current photo identification. The exam consists of Reading, Writing, and Math (Arithmetic/Elementary Algebra). The Testing Center will supply paper, pencil, and calculators (personal calculators are not permitted). Food, beverages, cell phones, Bluetooth devices, and personal items are not allowed in the testing facility.

Any applicant who does not make test score requirements may retest in any area of deficiency. A retest cannot be given within seven days of the original test date unless approved by staff. There will be a nonrefundable retest fee of \$15.00 per retest.

- First Retest: Applicant must take Diagnostic before retesting. (The Diagnostic will provide details on the deficient areas for retest preparation).
- Second Retest: Applicant must take Confidence Builder before retesting the second time. (This tool provides additional practice in the deficient areas).

If the applicant does not earn the minimum program requirement scores after testing the third time, he/she will need to take the learning support course(s) associated with his/her scores. Learning Support classes are remedial classes taken to refresh a student's skill in the specific subject area. Students cannot retest if they have begun a Learning Support course. Once a learning support course is completed satisfactorily with a grade of a C or above, the student can retest in that particular subject one time. If the required score is not met, the student must continue with the sequence of Learning Support classes.

A student may retest if a student changes his/her major from certificate/diploma to degree.

A student may retest if the student has not attended for one year (three consecutive semesters).

ACCUPLACER/COMPANION scores are valid for placement purposes for a period of 5 years (60 months). After 5 years, the test scores are expired and the student is eligible to retest.

Full-time/Part-time Status

A student is considered to have full-time status if he/she is registered for 12 or more credit hours in a semester. A student registered for six or more credit hours, but less than 12 credit hours, is considered to be a part-time student.

State Resident Policy

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

To be classified as an in-state student for tuition purposes, an individual must show that he/she has been a legal resident of Georgia for a period of no less than 12 months immediately preceding the date of registration.

A. Georgia Residency

1. Dependent Students:

- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and the related policies, if his or her Parent has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and
- Such student graduated from an Eligible High School located in the State of Georgia; or
- The Parent claimed the student as a dependent on the Parent's most recent federal income tax return.
- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and related policies, if a United States court appointed Legal Guardian has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking instate tuition, provided that the appointment was not made to avoid payment of Out-of-State Tuition.

2. Independent Students:

- An Independent Student meets the Georgia Residency requirements, for purposes of this procedure and the related policies, if he or she has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking In-State Tuition.
- It is presumed that no Independent Student shall have gained or acquired Georgia Residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a Domicile in the State of Georgia for purposes other than attending a TCSG college.

B. Retaining Georgia Residency

- Dependent Students: If the Parent or United States court-appointed Legal Guardian of a Dependent Student who was correctly determined to meet Georgia Residency requirements for the purposes of this procedure and the related policies, establishes Domicile outside the State of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains Continuously Enrolled in a TCSG college.
- Independent Students: If an Independent Student who was correctly determined to meet Georgia Residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of In-State Tuition.

C. Eligibility for Out of State Tuition Exemptions:

1. Students in the following classifications are eligible for Out of State Tuition Exemption. These exemptions do not affect the student's eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents as provided for in the GSFC regulations:

- Employees, their spouses, and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
- Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
- Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
- United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
- United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;

- Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;
- Career consular officers and their dependents that are citizens of the foreign nation which their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
- Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This exemption may also be granted to their spouses and dependent children. This exemption also applies to recipients of transferred GI Bill benefits who within thirty-six (36) months of the transferor's separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six month window and remains continuously enrolled (other than during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.
- Students using transferred GI Bill while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia.
- Students who are described as covered individuals in 38 U.S.C 3679(c).
- Students who are dually enrolled and participating in Move On When Ready.

Exceptions

Out-of-state tuition may be waived for exceptions as defined in this policy. Exceptions include:

- Employees and their children who move to Georgia for employment with a new or expanding industry as defined in Georgia Code 20-4-40;
- Non-resident students who are financially dependent upon a parent, parents, or spouse who has been a legal resident of Georgia for at least 12 consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration;
- Full-time employees of Georgia's technical schools, their spouses, and their dependent children;
- Full-time teachers in the public schools of Georgia or in the University System and their dependent children.
- Teachers employed full-time on military bases in Georgia qualify for this waiver;
- Military personnel and their dependents stationed in Georgia and on active duty;
- Military personnel and their dependents who are legal residents of Georgia, but are stationed outside the state.
- Military personnel, spouses, and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status.
- Other options, see Office of Admissions or State Policy.

Verification of Lawful Presence in the United States

A. Each college shall be responsible for the Verification of the lawful presence in the United States of every successfully admitted student applying for Georgia resident tuition status as required by state and federal immigration laws. Verification procedures shall comply with O.C.G.A. § 506-1.

B. Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent presence, or Domicile, in the State of Georgia. No single factor is conclusive. Similarly, there is no predetermined number of factors required to be met. The following indicators may be considered when documenting the Domicile of an individual, but this is not an exhaustive list:

- Location of employment.
- Location of voter registration.
- Location of property, including home purchase, and taxes paid thereon. State for which the individual filed and paid state income taxes.
- Address and other information on federal and state income tax returns.
- State where the person's automobile title is registered and the payment of property taxes thereon.
- Address on driver's license and state of issuance.
- Address on the Georgia Driver's License Bureau ID.

- Reason for initially coming to Georgia.
- State of issuance of business, professional, or other licenses.
- Location of checking, savings, or other banking accounts.
- Citizenship Requirements:
 - A student meets the Citizenship Requirements, for purposes of this procedure and the related policies, if he or she is a United States Citizen, born or naturalized.
 - A student meets the Citizenship requirements, for purposes of this procedure and the related policies, if he or she is an Eligible Non-Citizen, according to the Federal Title IV definition.
 - Ineligible Non-Citizens: A Non-Citizen cannot qualify for in-state tuition. However, in the discretion of the President of the college the international tuition may be waived in favor of an out of state tuition rate for a Non-Citizen who has been verified as lawfully present in the United States in accordance with state and federal immigration laws.

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students who are initially classified as out-of-state, and successfully petition to have their residency changed to in state also have to meet the verification requirement.

Move on When Ready (MOWR)

The new MOWR combined Accel, HOPE Grant Dual Enrollment, and old MOWR programs for Georgia public or private high schools, and Home study programs within the State of Georgia operated in accordance with O.C.G.A. 20-2-690(c). The new MOWR Program Goals are to: simplify three programs into one program; expand dual enrollment opportunities, and full-time or part-time attendance.

Any Georgia high school student who is entering ninth, tenth, eleventh, or twelfth grade at an eligible high school may be able to enroll as a MOWR student. A student must be admitted and classified as a Move on When Ready student by an eligible postsecondary institution. Full-time enrollment is not a requirement. Students who enroll in a TCSG college or other Georgia colleges or universities in the MOWR program receive credit hours simultaneously meeting their high school graduation or Home Study completion requirements as Dual Credit Enrollment students. MOWR applicants must gain regular admissions status to enroll at the College. High school students whose test scores place them in learning support are not eligible to enroll in MOWR courses at the College.

To participate in Move on When Ready at SCTC, applicants must:

1. Be a Georgia high school student entering 9th-12th grade at an eligible high school;
2. Complete, sign, and submit the College's application for admission;
3. Submit appropriate COMPASS, ASSET, SAT, or ACT scores;
4. Submit a completed Dual Enrollment Agreement Participation form in which parents/guardians and high school administrators authorize students to participate in the program;
5. Submit a completed MOWR Participation Form in which parents/guardians and high school administrators authorize students to participate in the program;
6. Gain regular admissions status to enroll at the College;
7. Attend New Student Orientation prior to first semester at the College.

Articulated Credit

Students may receive advanced credit at any technical college in Georgia for courses identified in the articulated agreement. This advanced placement credit is based on the articulation agreement developed between the Georgia Department of Education and the Technical College System of Georgia. Those who make grades of B (80) or higher on the exemption examinations receive college credit (grades of AC on their college transcripts) for the courses. There is no requirement for students to take additional coursework to replace courses for which credit was earned through examination, and there is a \$10.00 charge to high school students for testing. Enroll in SCTC within 24 months of high school graduation.

For more information about MOWR or articulated credit, contact the Dual Enrollment Coordinator at Southern Crescent Technical College at 706.646.6122 or 770.229.3065.

Registration

Registration/Orientation

A student must complete the registration process each semester to remain eligible to attend classes.

An orientation session is mandatory for all new students just prior to registration for classes. This session provides an opportunity for students to become familiar with policies and regulations, and learn more about the programs and services of the school.

Diploma to Degree Transfer

A student who desires to change from diploma status to degree status should consult with his or her program advisor; he or she must meet degree admission requirements and complete the Change in Enrollment Form. **Change in Enrollment Forms should be received in the Student Affairs Office at least two weeks prior to any registration period.** Students should always consult with the financial aid provider on this type of transfer.

Change of Program

Students who wish to change from one program to another or from the pursuit of one credential to another must meet the admissions requirements for the new program or credential. Students should be aware that credits earned in one program may not apply to a new program. Changing programs may lengthen the time required to complete a program. **Change in Enrollment Forms should be received in the Student Affairs Office at least two weeks prior to any registration period.**

Financial assistance programs have specific guidelines concerning changing programs.

Students who are receiving benefits under a financial aid program (federal, state, or local student aid, veterans' benefits, and WIOA) should discuss the possible impact of a program change on their benefits.

Students who wish to change their program status should take the following steps:

1. Inform their current advisor;
2. Obtain signature from a financial aid officer;
3. Upon approval by all signed parties, the Student Affairs Office will determine the student's admissions eligibility for the second program;
4. Requirements will be noted, and the student will be notified of any additional admissions requirements for the new program;
5. Report to the new program advisor.

Students should allow a minimum of two (2) weeks to process the change of program. A student may change his or her program of study no more than twice per year unless he or she has special permission from the appropriate Dean for Academic Affairs.

Dual Majors Policy

A dual major allows a student to seek a secondary program of study. A student may add a second major to his/her existing program as long as both majors have the same level and the same cost. To be considered for a dual major on separate campuses, approval must be made by the Vice President for Academic Affairs/Designee.

Same level - the primary and secondary area of study will have to be the same level, for example, diploma to diploma, degree to degree, certificate to certificate

And

Same cost - the cost per credit hour for the required courses of both majors will have to be the same

Or

A student may be considered for a dual major in unlike levels if it is the last semester of his/her current major.

Or

A student may take courses in unlike program levels if his/her admissions status is special admit. No more than 17 semester hours taken under the special admit status can be applied toward a certificate, diploma, or degree. Special admit students are not eligible for financial aid.

NOTE:

1. **Dual medical programs are not allowed.**
2. **Health Care Assistant or Health Care Science students must complete their certificate before adding another major.**

Dual Majors Procedure

1. Complete a Change in Enrollment Form located in the Student Affairs Office.
2. Obtain a signature from a financial aid officer.
3. Upon approval by all signed parties, the Student Affairs Office will determine the student's admissions eligibility for the second program.
4. Requirements will be noted, and the student will be notified of any additional admissions requirements for the new program.
5. Upon completion of the admission requirements for the new program, the student will be allowed to take courses within either program, space permitting.
6. If the secondary program has a waiting list, the student will be placed on the list effective the date of the completion of the admission and core requirements.

Credit by Examination

Exemption Exam

A currently enrolled or accepted program student may receive course credit by passing an examination if one is offered. The examination may be written and/or performance based and validates competencies in skills the student would obtain through actual enrollment in the course. Exemption exams are given each semester. The list of exemption exams available and the schedule of test administration are available in the Academic Affairs Office.

College-Level Examination Placement (CLEP) Credit

CLEP®-- The College accepts College-Level Examination Program credit from the College Board, but does not offer the exams on campus. Check the College Board website for available exams, fees, and test locations. www.collegeboard.com. To receive CLEP credit, the scores received must be at the 50th percentile or higher. Students wishing to earn CLEP credit should contact the Registrar.

Exemption Exam Procedures

- A student cannot attempt to exempt a course in which he or she is currently enrolled nor for any course in which he or she has been enrolled. The only exception is for those courses in which a student successfully completed, but have become obsolete because they are over five years old. No exemption exam may be attempted more than once.
- Students should obtain an Exemption Examination Application at any Academic Affairs office. The application should be fully completed including necessary signatures.
- To schedule the exam for a particular date, time, and location, students must sign up for the exam at The Community Service Center on the Griffin Campus, Building 100 and on the Flint Campus.
- Payment must be made before a student registers for a particular date, time, location, and exam.
- A non-refundable fee of 25% of course tuition is charged for each exam. This fee must be paid prior to taking the exam, and a receipt for this fee must be presented to the examiner at the time of the exam.
- The fee requirement is waived for eligible articulated secondary students.
- All exams are to be taken without any outside aids such as textbooks, notes, etc.
- A minimum score of 80% must be achieved to successfully exempt a course.
- If the student successfully exempts a course, a grade of EXE will be assigned. It is not calculated into the grade point average. Exemption exams most likely will not transfer to other colleges; although, transferability is always up to the receiving college.
- If the course being exempted by examination has a pre-requisite course requirement, the pre-requisite must be satisfied by either passing the exemption test, if available, or successfully passing the pre-requisite course.
- Academic Affairs will notify the student of the results of the exam. The Registrar's Office will record the grade for posting to the student's transcript.

NOTE: The Office of Academic Affairs determines what courses are available for exemption testing. *Financial aid will not cover the cost of exemption exam fees.*

Course Expiration

See program curriculum in 2017-2018 SCTC Course Catalog.

Credit through Experience

Southern Crescent Technical College recognizes that learning can take place in a variety of settings other than the College classroom. Students who have completed documented training through law enforcement, the military, or similar organizations that provide transcripts from the training may be eligible for college credit. Only current students who have successfully completed at least three (3) hours of credit at Southern Crescent Technical College are eligible to request credit through experience. A maximum of 12 hours can be obtained through experience. Students wishing to be granted credit through experience should obtain a Request for Credit for Experiential Learning Form from the Academic Affairs Office. Along with the form, the student must submit official copies of transcripts that list all training. Training hours must approximate the contact hours for the requested college course. The program coordinator will review the documentation. If all requirements are met, the document will be approved by the Vice President for Academic Affairs / Designee, a grade of EXP is assigned and credits are awarded. Quality points are not calculated into the GPA. Experiential credits most likely will not transfer to other colleges; although, transferability is always up to the receiving college. There is no fee for credits earned through experience.

Graduation

Technical Certificate of Credit Graduate

Students completing a certificate program should complete an Application to Graduate ONE ACADEMIC TERM PRIOR to their anticipated completion date. A non-refundable processing fee of \$10.00 must be paid when the application is submitted. Certificates may be picked up from the Student Affairs Office approximately six (6) weeks after completion if submitted before the deadline or may be sent by certified mail. .

Diploma/Degree Graduate

All students who expect to graduate must complete the Application to Graduate, have it signed by his/her major advisor, **AND SUBMIT IT TO THE REGISTRAR'S OFFICE ONE ACADEMIC TERM PRIOR TO THE COMPLETION DATE.** All students submitting a graduation application must attend a mandatory graduation workshop as part of the application process. Workshops are scheduled throughout the term on both locations. A non-refundable processing fee of \$40.00 must be paid when the application is submitted. Students participating in the graduation ceremony will be required to pay a separate fee (\$35.00) for the graduation regalia. This fee is paid directly to the Balfour Representative. Graduation applicants must meet all academic (Cumulative 2.0 grade point average and regular program admission status) and financial obligations prior to graduation. A student who applies to graduate after the fiscal year of his/her graduation will be charged a \$40 reprint fee*.

Note: For more information on the graduation workshops, please contact the Office of the Registrar.

*Fees subject to change.

Career and Academic Planning Center

The Career and Academic Planning Center or CAP Center provides accessible and comprehensive advising with an emphasis on establishing a career and academic plan. The CAP Center helps with:

- Advising new students
- Choosing a major or career
- Scheduling and registering for classes
- Connecting students to necessary resources
- Preparing a resume
- Starting a job search

Library

The Library provides materials and services promoting the development of academic foundations, employability skills, and technical fundamentals for all training areas. There are two library locations: Griffin Campus and Flint River Campus. The library houses over 24,000 volumes in a growing collection related to the academic and personal needs of faculty and students. The collection also includes audiovisual materials, electronic databases, and subscriptions to over 200 periodicals and newspapers and over 16,000 electronic books. GALILEO (Georgia Library Learning Online), a collection of online databases, is available to students both on and off campus. The library's catalog is fully automated for user convenience.

Library services available include reference service, library research instruction, and Internet access. Both locations provide student computers that are available for printing, word processing, GALILEO, or other Internet use during all hours the library is open. Interlibrary loans are available through OCLC WorldShare ILL. The library also holds reciprocal borrowing agreements with Clayton State University, Gordon College, and all other TCSG campus libraries. Librarians are available to provide information and reference services including both formal and informal instruction in the use of library resources. A photocopier is available for student use.

Orientation sessions are available each semester during class visits to the library. The orientation is designed to acquaint students with library policies, procedures, and services. Student users must present a valid College ID in order to borrow books and use the computers. A limited number of computers are available for non-student access. Please contact the library for specific information and details about the hours of operation.

Computer Labs

A computer lab is available for student use in the libraries on the Flint River Campus and Griffin Campus, as well as the Henry County Center.

These computers and printers can be used for completion of assignments or for limited personal purposes. A variety of software is accessible including word processing, spreadsheets, databases, and an assortment of educational software. Computers are available on a first-come, first-served basis during regular library operating hours. Currently enrolled students have priority over others. Students must have a valid student ID to access the computers.

Numerous other computer labs are used for instructional purposes. Students may check with instructors for available computers during regularly scheduled class time or at the end of the school day. Students may use these computer labs, if a college employee is present.

Bookstore

Southern Crescent Technical College has bookstores located on its Griffin and Flint River campuses.

During the first week of classes, hours of operation are extended. The bookstore sells new and used books, study aids, school supplies, special program supplies, and school paraphernalia. Purchases may be made by check, cash, or credit card.

All refunds, exchanges, or returns on textbooks only must be done within ten (10) days of purchases. The original receipt is required for all refunds or returns. All textbooks must be in the original, unopened condition as purchased. All other sales are final.

Disability Services

Southern Crescent Technical College provides support services for students with disabilities. These services ensure program accessibility and reasonable accommodations to individuals defined as disabled under Section 504 of The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. A disability is defined as any condition that substantially limits one or more of life's major activities. "Major activities" include such functions as self-care, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. The condition may be permanent or temporary.

In order to receive accommodations, it is the student's responsibility to self-disclose this disability to the Special Services Coordinator. Written documentation is required by licensed personnel and must not be more than three years old from the date of request. Students must notify the Vice President for Student Affairs or the ADA/Section 504 Coordinator at least thirty (30) days prior to entering the desired semester if reasonable accommodations are requested that require equipment, resources, material, or personnel. Requests for accommodations totaling over \$500.00 may require a 60-90-day notice.

For more information on Disability Services, contact the ADA/Section 504 Coordinator: (Serving students attending classes at the Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Special Services Coordinator, Teresa Brooks, Griffin Campus, Room 6B, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258, tbrooks@sctech.edu.

Title IX/Equity Coordinator: Assistant Director of Student Support Services: (Serving students attending classes at the Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, Mobile Unit 6B, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7382, tdoaty@sctech.edu.

Title IX/Equity and ADA/Section 504 Coordinator: (Serving students attending classes at the Flint River Campus and Taylor County) Mary Jackson, Special Services Coordinator, Flint River Campus, Room A252, 1533 Highway 19 South, Thomaston, GA 30286, (706) 646-6224, mjackson@sctech.edu.

Any complaints filed against the Title IX/ Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, Xenia Johns, 501 Varsity Road, Griffin, Georgia, 30223, (770) 228-7371.

Americans with Disabilities Act

Title II of the Americans with Disabilities Act provides comprehensive civil rights protection for “qualified individuals with disabilities”.

Qualified Individual

A qualified individual with a disability is one who meets the essential eligibility requirements for the program or activity offered by a public entity. The essential eligibility requirements will depend on the type of service or activity involved. The ability to meet specific skill and performance requirements may be “essential”.

Title II covers public entities, which include any state or local government and any of its departments or agencies.

Complaints

Any individual who believes that he or she is a victim of ADA discrimination may file a complaint outlined in the grievance section of the Student Handbook addressed to:

ADA/Section 504 Coordinator: Special Services Coordinator, Teresa Brooks, Griffin Campus, Room 6B, 501 Varsity Road, Griffin, Georgia, 30223; (770) 228-7258, tbrooks@sctech.edu (Serving students attending classes at the Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) and Mary Jackson, Flint River Campus, Room A252, 1533 Highway 19 South, Thomaston, Georgia, 30286; (706) 646-6224, mjackson@sctech.edu (Serving students attending classes at the Flint River Campus and Taylor County).

Any complaints filed against the ADA/Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, Xenia Johns, 501 Varsity Road, Griffin, Georgia, 30223, (770) 228-7371.

Special Populations Services

Special Populations Services are available to support and serve students who are economically disadvantaged, including foster children, single parents, including pregnant women, displaced homemakers, limited English proficiency, or in a non-traditional program.

Economically disadvantaged families are individuals receiving some type of cash assistance such as PELL, WIOA, TANF, or Vocational Rehabilitation support.

A single parent is an individual who is unmarried or legally separated from a spouse and has a minor child or children for whom the parent has either custody or joint custody.

A displaced homemaker is an adult who is divorced, widowed, separated, or has involuntarily lost income and has diminished marketable skills.

A student in a non-traditional program is a student who has chosen to enter training in a field that is dominated by persons of the opposite gender, such as a male in nursing, or a female in automotive technology.

Special Populations Services offers a wide range of support services that may include books, mentoring, and community resource referrals. The program also offers workshops and seminars that deal with life management and employability skills issues. Learning Support services are available for Special Populations students.

For more information, contact the Assistant Director of Student Support Services, Toni Doaty, Griffin Campus at (770) 228-7382; Mobile Unit 6B, 501 Varsity Road, Griffin, GA 30223 or Special Services Coordinator, Mary Jackson, Flint River Campus at (706) 646-6224; 1533 Highway 19 South, Thomaston, GA 30286.

Child Care Center

Tender Tech Child Development Center, a program of Southern Crescent Technical College, is located on the Flint River Campus in Thomaston, Georgia. Tender Tech is a Georgia Quality Rated Center. Tender Tech provides a safe, nurturing, and interactive environment for children that fosters a desire to learn and promotes developing a foundation for a lifelong educational experience. Tender Tech uses Creative Curriculum, which is a hands-on, child-led curriculum. Our teachers write individual weekly lesson plans based on children's learning styles. Teachers provide parents with an assessment of their child's progress twice per year based on the Georgia Early Learning and Development Standards.

Tender Tech Child Development Center offers services to Southern Crescent Technical College students, faculty, and to the general public on a space-available basis. Tender Tech also has a Georgia Lottery Pre-K that is available to all children who are 4 years of age on or before September 1 of the school year. Call (706) 646-6200 for information.

Tender Tech Child Development Center is fully licensed to operate by Bright from the Start Georgia Department of Early Care and Learning.

Student Records

Procedures relating to the establishment, utilization, availability, and retention of student records are in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, the State Board of Technical and Adult Education, and the policies of Southern Crescent Technical College. Students, alumni, and other interested parties should contact the Registrar's Office to obtain a copy of the College's policy.

Directory Information

Southern Crescent Technical College, in compliance with FERPA, releases the following as directory information without the consent of the student:

- Full name of student
- Address(es)
- Telephone number
- County of residence
- Electronic mail address(es)
- Major and field(s) of study
- Degrees and awards including nature and date received
- Dates of attendance
- School or division of enrollment
- Enrollment status (i.e., full or part-time, undergraduate, graduate)
- Name of institution last attended
- Participation in official sports and activities
- Height and weight of athletic team members
- Photograph(s)

Any student or parent of a dependent student who objects to the release of directory information may file a Request to Suppress Directory Information in writing to the Registrar clearly stating what directory information should not be released.

Upon written consent of the student, specific information not listed above may be released provided the signed consent form is in the student's file.

In accordance with FERPA, certain governmental institutions have access to student records without prior consent for disclosure. If requested, Southern Crescent Technical College will notify the student of the release of any information to any agency for which prior consent is not required.

Annual Family Educational Rights and Privacy Act Notification (FERPA)

A. Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students (18 years or older) certain rights with respect to their education records maintained by TCSG or the technical college. These rights include:

- The right to inspect and review the student's education records within 45 days after the day that TCSG or the technical college receives the request for access. Requests for access to records should be submitted to the technical college registrar listing the records the student wishes to inspect. The registrar will make arrangements for the student to review the requested records.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in writing clearly identifying the part of the record the student wants changed and why the record should be changed. This written request should be given to the technical college Registrar. If the technical college decides not to grant the request, the student has a right to a hearing. Details regarding the hearing will be provided with notification of the student's right to a hearing.
- The right to provide written consent before the technical college discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that the technical college may make without consent is [at the bottom of this statement in Section "C"] or [available at the office of the technical college registrar.] The technical college may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the technical college in an administrative, supervisory, academic, research, or support staff position, including health or medical staff or outside personnel performing work usually performed by technical college personnel; a person serving on TCSG or the technical college's board; a person employed by or under contract to TCSG or the technical college to perform a special task, such as an attorney or auditor; a person who is employed by a TCSG or technical college law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or technical college official in performing his or her tasks; or a contractor, consultant, volunteer, or other party to whom TCSG or the technical college has outsourced institutional services as provided in 34 CFR § 99.31 (a)(1)(i)(B). For additional information, see TCSG Procedure for Student Records.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the technical college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of the FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. For additional information on these categories, see TCSG Procedure for Student Records. A post-secondary institution may disclose personally identifiable information without obtaining prior written consent of the student:

- To TCSG and technical college officials who have a legitimate educational interest in the records.
- To officials of another school in which a student seeks or intends to enroll or where the student is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, the Attorney General of the United States, or state and local educational authorities.
- Technical college or TCSG officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received.
- State and local officials or authorities concerning the juvenile justice system and the system's ability to serve effectively, prior to adjudication, the student whose records are released.
- Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations.
- Accrediting organizations in order to carry out their accrediting functions.
- Parents of a dependent student. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency.
- In connection with a health or safety emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.

- To comply with a judicial order or lawfully issued subpoena, provided the technical college makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. However, notification may be prohibited by the terms of the subpoena in certain circumstances.
- To an alleged victim of any crime of violence or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by an institution of post-secondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- To Veterans Administration Officials pursuant to 38 U.S.C. § 3690 (c).
- Information the technical college has designated as "directory information," unless a hold has been placed upon release of the information by the student.
- To the court those records that are necessary for legal proceedings when TCSG or a student initiates legal action relevant to the student records.
- The technical college may also disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the technical college governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
- To the student or the parent of a student who is not an eligible student.
- In connection with a disciplinary proceeding if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has violated the technical college's rules or policies. The technical college will not disclose the names of any other students, including victims or witnesses, without their prior written consent.
- Concerns sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994 and the technical college was provided the information under 42 U.S.C. § 14071.
- The technical college that has received education records may release the records or information after the removal of all personally identifiable information in the reasonable opinion of the technical college. A code may be attached to the de-identified information that may allow the recipient to match information provided from the same source if the method for generating and assigning the code is unreleased, the code is used for no other purpose, and the code cannot be used to ascertain personally identifiable information.

Enrollment and Degree Verification

The National Student Clearinghouse is the College's authorized agent for providing all degree and enrollment verifications after the No Show period.

- For enrollment verification, log onto the following website: www.enrollmentverify.org. If you need assistance, contact 703-742-4200 or enrollmentverify@studentclearinghouse.org
- For degree verification, log onto the following website: www.degreeverify.org. If you need assistance, contact 703-742-4200 or degreeverify@studentclearinghouse.org.

**Students can receive enrollment verifications from the Registrar's Office after the no show deadline or third week of class.

Early Alert Program

The Southern Crescent Technical College's Early Alert Program is coordinated by the Student Navigator. This program is designed to identify students who may be at-risk of academic difficulty or failure. Faculty make referrals to the Student Navigator via an electronic program called TEAMS. The program provides feedback from Faculty members and advisors to help students investigate and utilize student support services and implement a recommended plan of action developed especially for them that will help them succeed.

QEP

Southern Crescent Technical College's Quality Enhancement Plan (QEP) is titled *Engaged to Learn, Learn to Engage*. The QEP is designed to improve the "environment for student learning." This study establishes faculty peer groups that will engage in collaborative mentoring focused on the science of learning and learning strategies. Faculty participants will apply what they learn in their mentoring program to their course curriculum so that students learn about practice and develop learning strategies of their own. The expected outcome of the QEP is that students who receive direct instruction and practice in learning strategies in the content of their courses will be more likely to report increased use of learning strategies in their preparatory study, as well as higher performance on assessments in their courses.

Tutoring & Mentoring Center

The Tutoring & Mentoring Centers are designed to provide assistance to students in achieving their academic goals. Tutors provide additional instruction in the areas of math, English, and reading. Services are free to students. Consult the Tutoring & Mentoring Center for more information on tutor availability.

Athletics

Southern Crescent Technical College provides opportunities for its students to participate in intercollegiate and intramural athletics.

The Southern Crescent Technical College Tigers compete in men's basketball and women's basketball as Division III (non-scholarship) members of the Georgia Collegiate Athletic Association (GCAA), which is Region XVII of the National Junior College Athletic Association (NJCAA). In order to be eligible to participate in either of these sports, student athletes are required to meet all eligibility requirements of the NJCAA and agree to read, sign, and abide by all liability waivers, codes of conduct, and/or other forms required by the College.

Participating in athletics at an intercollegiate level at Southern Crescent Technical College can affect your athletic eligibility at other colleges. If you believe you may transfer and wish to participate in athletics at another institution besides Southern Crescent Technical College, please contact the Coordinator or Student Activities Coordinator for additional information regarding this topic before you attend any workouts, tryouts, or practices for any of Southern Crescent Technical College's athletic teams.

Individuals wishing to participate in athletics must:

- maintain satisfactory progress within an approved college program or course as listed in the college catalog;
- be a student in good standing, enrolled in full-time status (12 or more credit hours, 15 preferred) within 15 days from the beginning of the term; *
- maintain enrollment in 12-15 credit hours of college coursework as listed in the college catalog during each term of athletic participation; college course work as listed in the college catalog during each term of athletic participation; *
- maintain a 2.5 GPA or higher for each term of athletic participation and 2.5 GPA or higher overall to remain eligible;
- turn in all bi-weekly Progress Reports to the Athletic Coordinator by 2:00 p.m. on Thursdays.
- pass a physical examination administered by a qualified health care professional licensed to administer physical examinations prior to tryouts;
- read, complete, sign, and agree to abide by all liability waivers, codes of conduct, and other forms required by Southern Crescent Technical College.

Study Hall Students/Athletes are expected to attend Study Hall as assigned by the coaching staff for both fall and spring semesters unless prior approval is given by the Head Coach. Failure to attend will lead to disciplinary actions as set by the Head Coach such as extra conditioning, suspension from games and/or practice, or for consistent absenteeism, dismissal from the athletic team. Discipline will be on a Merit System for each offense. In conjunction with Study Hall, all students are expected to attend all scheduled meetings with the Graduation Coach and the same disciplines of Study Hall also applies.

* Exceptions may exist for these rules, please contact the Athletics Coordinator or Student Activities Coordinator for additional information.

Intramural sports are added based on student interest and approval by Southern Crescent Technical College administration. A student wishing to participate in intramurals must:

- be a currently enrolled, credit seeking student in good standing with the college; and
- read, complete, and agree to abide by all liability waivers, codes of conduct, and other forms required by Southern Crescent Technical College.

Student Organizations

Performing and Literary Arts Student Association (PALASA)

PALASA is committed to providing an outlet for the performing and creative writing talents of SCTC students; and to promoting interest in the performing and literary arts within the SCTC community; introducing members to quality theater and literature through meetings, guest speakers, and co-curricular learning; sharing information and experiences about performing arts and creative writing; and producing high-

quality student performance showcases and a student literary publication. This club is open to all students and faculty who are interested in performing and literary arts, regardless of experience or skill level.

Phi Beta Lambda (PBL)

Phi Beta Lambda is a national student organization for students interested in business. Its goals are to help students develop leadership skills, character, and self-confidence. Phi Beta Lambda provides students with opportunities to develop occupational competencies for business occupations and promotes a sense of civic and personal responsibility. Local, state, and national competitions are open to students in this organization.

Rotaract

Rotaract is a Rotary Club sponsored student organization which provides an opportunity for all students (1) to enhance the knowledge and skills that will assist them in personal and professional development; (2) to address the needs, problems and opportunities in our community; (3) to recognize the dignity and value of all occupations as opportunities to serve our community; and (4) to promote better relations between all people worldwide through a framework of friendship and service. Rotaract's mission is "Service Above Self".

SkillsUSA

SkillsUSA is a national student organization, which serves industrial, technical, and health occupation students. Leadership, dignity of work, good workmanship, citizenship, and respect for others is emphasized. Local winners compete in regional, state, and national competitions.

Student Government Association

The Student Government Association (SGA) allows students to become involved in the decision-making process concerning Southern Crescent Technical College's policies and regulations. Additionally, members of SGA help plan social and cultural activities and service projects.

Meetings are held on a regular basis at convenient times, and each member is encouraged to express opinions and to participate fully. SGA offers a unique opportunity for personal growth. Members are encouraged to meet new people on campus, while learning and enhancing time management, team building, problem solving, and organizational skills.

Students may become involved by contacting the Student Activities Coordinator or by attending any SGA meeting. The only requirements are that students commit to serve the student body and participate fully in all of the approved activities.

SGA sponsored activities include but are not limited to the Fall Student Leadership Conference, recognition events for honor students and club members, and Student Appreciation Fun Day.

For more information on this organization or any other Southern Crescent Technical College student organization, contact the Student Activities Coordinator at (770) 229-3049.

Surgical Technology Student Association

The Surgical Technology Student Association is a club organized to create awareness about the vital role that surgical technologists play in health care, specifically in the operating room. The association will host several events at K-12 schools as well as in the community and college, to promote the profession and to provide the bridge to information about the operating room. Utilizing cutting-edge technology and fostering ethics of high standards, leaders will be developed, a spirit of unity will be demonstrated, and a bridge will be maintained between academia and the community. Empowering the community will be the goal of the Surgical Technology Student Association.

Student Veteran Association

The Student Veteran Association provides an opportunity for the students of the College, who are Veterans of the United States Military service, to come together for mutual support and fellowship during their academic careers at the College. The Student Veteran Association at Southern Crescent Technical College is a chapter of the national organization Student Veterans of America - www.studentveterans.org.

Eligibility for membership includes service in any branch of the military forces of the United States - Army, Navy, Air Force, Marines or Coast Guard with an honorable discharge. Also, those serving in the National Guard and Active Reserves are eligible for membership.

You must be currently enrolled as a student at Southern Crescent Technical College. In addition, members of the immediate families of student veterans are welcome as members. Contact: Veterans Representative at 770-229-3095.

Supervisory Role of the College over Student Activities

An essential pre-requisite for a student organization to be approved is that it has educational importance and that its objectives are clearly explained in a proposed charter. Club/organization application forms and further instructions can be obtained by contacting the Director of Student Support Services, (770) 229-3409.

The request to charter an organization will be approved or disapproved by the Vice President for Student Affairs.

Student Recognition

GOAL

Georgia Occupational Award of Leadership (GOAL) recognizes and rewards excellence among students enrolled in post-secondary technical colleges in the state of Georgia.

Several statewide sponsors from business/industry and education help Georgia's Technical College System sponsor the GOAL program. Finalists are selected from each technical college and compete for a grand prize in an annual competition held in Atlanta. GOAL nominees are rewarded with recognition, leadership training, and donated gifts. The GOAL winner from Southern Crescent Technical College is held in high esteem and is called upon to represent the school at various civic and community events.

National Technical Honor Society

The purpose of the National Technical Honor Society is to honor excellence in workforce education. Requirements for membership are set by local schools. Please check with SCTC's student activities office for requirements.

The goals of the NTHS are:

- To reward excellence in workforce education
- To encourage scholastic excellence, skill development, honesty, service, leadership, citizenship, and individual responsibility
- To promote business and industry's critical workplace values.

Health and Wellness

As a non-residential institution, Southern Crescent Technical College expects that the student will normally secure medical services through a private physician. In case of a serious accident or illness, Southern Crescent Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or parent will assume full responsibility for the cost of such emergency care at the hospital, including ambulance charges, if in the opinion of the school authorities such service is necessary.

Emergency Procedures (First Aid)

When reporting all medical emergencies, E-911 shall be notified first, in order to have EMS / Rescue personnel dispatched to the incident. The Southern Crescent Technical College Campus Police Department shall also be notified at 770-746-4491, in order to respond and assist as well. (The Southern Crescent Technical College Campus Police Department shall also be notified in all non-emergency type medical incidents and accidents. The Southern Crescent Technical College Police Department is the official repository for all incident reports generated on campus).

- Any injured person will be examined by EMS to determine if advance medical treatment is required.
- In emergency medical incidents, any subject refusing medical treatment must still be examined by EMS and sign a refusal of treatment with EMS.
- If the subject is conscious, alert, and able to make clear, critical decisions, they still maintain their right to refuse medical treatment and/or transport to a medical facility.
- If the subject is unconscious, unresponsive, etc., then First Responders on the scene will ensure that the subject receives the necessary medical treatment and transport to a medical facility.
- First aid kits are located throughout the buildings and are carried in all campus police cars.

Southern Crescent Technical College supports the concept of health and wellness. The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other

unauthorized areas on technical college premises. Procedures addressing health services, first aid, and safety are addressed in both the student and employee handbooks.

Since all students at Southern Crescent Technical College commute, only health services such as basic first aid for minor injuries and referral services are available. Students who become ill at the College may be taken home, to a doctor, or to a hospital depending on the nature of the illness.

Students with existing illnesses or conditions that may warrant emergency intervention are encouraged to provide instructors with information regarding their illness, measures to be taken in an emergency, and the emergency phone numbers of physician and family.

Southern Crescent Technical College is committed to providing a clean and safe environment. It is the responsibility of every student and staff member to report possible hazards or unsafe conditions to the Vice President for Student Affairs/Designee, who will forward the information to the appropriate department.

First aid courses are arranged as part of staff development for faculty and staff. Students enrolled in certain labs are provided with first aid and safety classes.

Evacuation maps are located in each classroom.

Any injury or illness reported to faculty or staff will be documented on an accident report and submitted to the division vice president or designee.

All faculty and staff have been provided with procedures for responding immediately to an accident, either by summoning appropriate aid or by referring students for aid. The buildings on campus are adequately equipped with telephones, which provide quick access to on-campus as well as off-campus medical assistance.

For follow up, all accidents are reported to the business manager on the Incident Report Form. The Vice President for Academic Affairs/Designee investigates the cause of the accident and initiates any needed action.

An Emergency Preparedness Plan describes the proper action to be taken in the event of danger, including natural disasters, fires, and bomb threats. This plan is provided to all faculty and staff and appropriate portions are posted around campus to indicate, for example, the proper emergency evacuation routes.

Drug Abuse Prevention

The Higher Education Amendments of 1986 require that all post-secondary institutions make provisions for drug abuse prevention programs in order to remain eligible for financial aid.

The Student Affairs Office schedules alcohol and substance abuse seminars throughout the academic year. Notices of seminars are posted throughout the campus and on the plasma screens.

For further information, see <https://www.sctech.edu/currentstudents/student-services/health-and-wellness/> or contact the Student Affairs Office for available programs and services.

Tiger Assistance Program

The Tiger Assistance Program (TAP) is a confidential counseling program designed to help students and family members who have personal problems that may interfere with academic performance and family life. For more information, contact Cameron and Associates at (800) 334-6014 or (404) 845-3727.

Drug-Free Schools and Communities Act

POLICY: 6.7.1. (V.E.)

This policy has been developed in concert with the federal Drug Free Schools and Communities Act, which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students. It also incorporates the statutory mandates required under the state Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

No student may engage in the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol on the technical college's property or as part of any of its sponsored activities.

Such unlawful activity may be considered sufficient grounds for serious punitive action, including expulsion. Disciplinary sanctions for students convicted of a felony offense involving alcohol or the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs shall be immediate suspension and denial of further state and/or federal funds from the date of conviction. Specifically, in the case of a drug related offense, the student shall minimally be suspended for the remainder of the quarter and forfeit all academic credit for that period.

The technical college shall notify the appropriate state/federal funding agency within 10 days after receiving notice of the conviction from the student or otherwise after receiving the actual notice of conviction.

Within 30 days of notification of conviction, the Technical College shall with respect to any student so convicted:

- 1) Take additional appropriate action against such student up to and including expulsion as it deems necessary.
- 2) Provide such student with a description of any drug or alcohol counseling treatment, or rehabilitation or re-entry programs that are available for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

The technical college is responsible for ensuring the development and implementation of a drug free awareness program to inform students of the following:

- 1) The dangers of drug and alcohol abuse on the campus and elsewhere.
- 2) Any available drug and alcohol counseling, rehabilitation and assistance programs.
- 3) Any penalties to be imposed upon students for drug and alcohol abuse violations occurring on the campus.

Each technical college shall conduct a biennial review of its program to determine its effectiveness and implement changes to the program if they are needed and to ensure that the sanctions required by the program are consistently enforced.

Each technical college shall maintain and make available to the U. S. Secretary of Education and to the public a copy of each item in the program as required by this policy and applicable law as well as results of the biennial review.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

34 C.F.R. § 86

20 U.S.C. § 1101i

20 U.S.C. § 1091(r)

U.S. Department of Education's Higher Education Center for Alcohol and other Drug Prevention: Attachment: 6.7.1a1.

Compliance Checklist

Drug-Free Postsecondary Education Act of 1990 (O.C.G.A. § 20-1-20 et seq.)

For further information, see <https://www.sctech.edu/currentstudents/student-services/health-and-wellness/> or contact the Student Affairs Office for available programs and services.

Student Conduct Code

I: POLICY

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

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of the

community. Nothing in this Code of Conduct shall be interpreted to interfere with any person's right to free speech by the First Amendment to the Constitution of the United States of America.

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

It is the policy of the Technical College System of Georgia (TCSG) to provide technical and adult education programs for the people of Georgia. TCSG's technical colleges must provide opportunities for intellectual, emotional, social, and physical growth. Technical college students assume an obligation to act in a manner compatible with the fulfillment of the mission. The technical college community recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, the TCSG establishes this Student Code of Conduct.

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

II: APPLICABILITY

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

III: DEFINITIONS

- 1) **Faculty Member:** any person hired by a TCSG technical college to conduct teaching, service, or research activities.
- 2) **Hearing Body:** as defined in Student Disciplinary Policy and Procedure.
- 3) **Member of the technical college community:** any person who is a student, faculty member, contractors, technical college official or any other person(s) involved with the technical college, involved in the community or employed by the technical college.
- 4) **Policy:** the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.
- 5) **Student:** all persons taking courses at the technical college, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are also considered to be students.
- 6) **System:** the Technical College System of Georgia or TCSG.
- 7) **Technical college official:** any person employed by the technical college performing assigned responsibilities on a part-time, full-time, or adjunct basis.
- 8) **Premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

IV: PROCEDURE

PROSCRIBED CONDUCT

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

A. ACADEMIC

Academic Misconduct Definitions

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

1. Aiding and Abetting Academic Misconduct

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

2. Cheating

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

b. Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.

c. Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.

d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.

e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.

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

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

h. Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrator or faculty member.

3. Fabrication

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

4. Plagiarism

a. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.

b. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.

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

B. NON-ACADEMIC MISCONDUCT

Non-academic misconduct includes, but is not limited to, the following:

1. Behavior

a. **Indecent conduct:** disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.

b. **Violence:** mental or physical abuse of any person (including sex offenses) on technical college premises or at technical college-sponsored or technical college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of action, which endangers the peace, safety, or orderly function of the technical college, its facilities, or persons engaged in the business of the technical college.

c. Harassment: any act, comment, behavior, or clothing, which is of a sexually suggestive, harassing, offensive, or intimidating nature. The technical college also prohibits stalking, or behavior which in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.)

If, in the opinion of technical college officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.

d. Disruption: prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other technical college activities, including public service functions, and other duly authorized activities on technical college premises or at technical college-sponsored activity sites.

e. Failure to Comply: Failure to comply with the directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism

Students will dress appropriately at all times while at the College. Dress requirements will vary in the classroom, laboratory areas, and clinical sites. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and all employees of the College.

In order to have a standard against which students may be measured in preparation for employment in business and industry, a dress code is required as follows:

a. Students are required to dress appropriately according to the requirements of the work for which they are being trained.

1. All clothing will be suitable for specific laboratory or industrial activities of the student's chosen occupation.
2. Students should select clothing and shoes for school wear that does not create a safety hazard in meeting the performance requirements of their courses.
3. Students must conform to any program uniform requirements. Instructors will be responsible for informing students of any special uniform or safety equipment requirements.
4. Students will be required to conform to employer dress codes as may be required in cooperative education, internships, clinical work sites, or live work settings.
5. Shirt and shoes must be worn at all times.

b. Students shall not display a personal appearance (clothing, dress, accessories, grooming, etc.) where the effect thereof is a distraction to other students or college employees or causes a disruption or interference with the operation of the College.

Any full-time faculty or staff member employed by the College has the authority to determine if the particular mode of dress results in disruptions or interference. Violators of the dress code will be sent home to change into appropriate attire. Repeat violators will be reported to the Vice President of Student Affairs, which may result in disciplinary action.

c. Students should observe generally accepted hygiene practices, neatness of appearance, good grooming, and safety at all times.

d. In addition to the specifics of the dress code listed above, students must visibly display their current Southern Crescent Technical College ID badges at all times while on campus.

3. Use of Technical College Property

a. Theft and damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of the technical college community or a campus visitor on technical college premises or at a technical college function.

b. Occupation or seizure: occupation or seizure in any manner of technical college property, a technical college premises or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

c. Presence on technical college premises: prohibits unauthorized entry upon technical college premises;

unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in a technical college premises after closing hours; or furnishing false information to gain entry upon the technical college premises.

d. Assembly: prohibits participation in or conducting an unauthorized gathering that threatens or causes injury to person(s) or property or that interferes with free access to technical college premises or that is harmful, obstructive, or disruptive to the educational process or functions of the technical college.

e. Fire alarms: prohibits setting off a fire alarm or using or tampering with any fire safety equipment on technical college premises or at technical college sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a technical college official.

f. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college premises or at technical college sponsored or supervised functions. Refer to the Southern Crescent Technical College Parking Policy and Regulations.

4. Drugs, Alcohol and Other Substances

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over the counter).

a. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being in a state of intoxication on technical college premises or at technical college sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, field trips, competitions, cooperative or academic sponsored programs or activities or in a technical college owned vehicle is prohibited.

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

c. Food: The technical college prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college premises, unless otherwise permitted by technical college officials.

d. Smoking/Tobacco: The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. Refer to the Southern Crescent Technical College Tobacco Policy.

5. Use of Technology

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

b. Electronic devices: Unless otherwise permitted by technical college officials, the technical college prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities on technical college premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching and learning processes on campus. The technical college also prohibits attaching personal electronic devices to technical college computers under any circumstances.

c. Harassment: The technical college prohibits the use of computer technology to harass another student or technical college official with obscene, harassing, or intimidating messages, jokes, or material.

d. Unacceptable use: Use of computing facilities to interfere with the work of another student, faculty member, or technical college official. This includes the unauthorized use of another individual's identification and password. Southern Crescent Technical College prohibits any additional violation to the department's Acceptable Computer and Internet Use Policy.

6. Weapons

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii)
O.C.G.A. § 16-7-80
O.C.G.A. § 16-7-81
O.C.G.A. § 16-7-85
O.C.G.A. § 16-11-121
O.C.G.A. § 16-11-125.1
O.C.G.A. § 16-11-126
O.C.G.A. § 16-11-127
O.C.G.A. § 16-11-127.1
O.C.G.A. § 16-11-129
O.C.G.A. § 16-11-130
O.C.G.A. § 16-11-133
O.C.G.A. § 16-11-135
O.C.G.A. § 16-11-137
O.C.G.A. § 43-38-10

7. Gambling

The Technical College System of Georgia prohibits the violation of federal, state, or local gambling laws on technical college premises or at technical college sponsored or supervised activities.

8. Parking

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

9. Financial Irresponsibility

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

10. Violation of Technical College Policy

Violation of system or technical college policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program or students who reside in on-campus housing.

11. Aiding and Abetting

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

12. Falsification of Documentation

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

13. Violation of Law

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

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

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

14. **Abuse of the Student Judicial Process** is defined to include, but not limited to the following:

- a. Failure to obey the notification of the Vice President for Student Affairs or the technical college president's designee, hearing body, appellate board or technical college official.
- b. Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Initiating a disciplinary proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- f. Attempting to influence the impartiality of a hearing body, or a member of an appellate board prior to, and/or during the course of, the judicial proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a hearing body, or member of an appellate board prior to, during, and/or after a disciplinary proceeding.
- h. Failure to comply with the sanction(s) imposed under the student code.

Procedure: Student Disciplinary Procedure

I. PURPOSE:

The administration reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of technical college officials, a student's conduct disrupts or threatens to disrupt the technical college community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

II. RELATED AUTHORITY

TCSG Procedure: 6.7.2p2. Model Student Conduct Codes

III. APPLICABILITY:

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

IV. DEFINITIONS:

1. **Academic Misconduct:** includes, but is not limited to, the definition found in the Student Code of Conduct, Article II, Paragraphs 1-4.
2. **Business days:** weekdays that the technical college administrative offices are open.
3. **Hearing Body:** any person or persons authorized by the president of a technical college to provide a hearing as provided in this procedure.
4. **Member of the technical college community:** any person who is a student, faculty member, technical college official or any other person/s involved with the technical college community or employed by the technical college.

5. Policy: the written regulations of the technical college as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), the Technical College Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

6. Student: all persons taking courses at the technical college full-time, part-time, dual enrollment, joint enrollment, non-credit and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the technical college are considered "students."

7. Student Organization: any number of persons who have complied with the formal requirements for technical college recognition.

8. Technical college: any college within the Technical College System of Georgia.

9. Technical college official: any person employed by the technical college, performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.

10. Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the technical college (including adjacent streets and sidewalks).

V. ATTACHMENTS:

Attachment: 6.7.2p1.a1. Student Code of Conduct Complaint Form

Attachment: 6.7.2p1.a2. Disciplinary Sanction Appeal Form

VI. PROCEDURE:

A. Filing a Complaint

1. Any person may file a complaint with the Vice President for Student Affairs or the technical college President's designee against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Complaint Form, and provide it to the Vice President for Student Affairs or the technical college president's designee.

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

3. Investigation and Decision

a. Within five business days after the Student Code of Conduct Complaint Form (the "Complaint") is filed, the Vice President for Student Affairs or the technical college president's designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the Student will be notified. After discussing the complaint with the student, the Vice President for Student Affairs or the technical college president's designee shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

b. The student shall have five business days from the date contacted by the Vice President for Student Affairs or the technical college president's designee to schedule the meeting. This initial meeting may only be rescheduled one time. If the student fails to respond to the Vice President for Student Affairs or the technical college president's designee within five business days to schedule the meeting, reschedules the meeting more than once, or fails to

appear at the meeting, the Vice President for Student Affairs or the technical college president's designee will consider the available evidence without student input and make a determination

c. In the event that a Complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.

d. If the Vice President for Student Affairs or the technical college president's designee determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Vice President for Student Affairs or the technical college president's designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

Based on the severity of the incident, the Vice President for Student Affairs may take one of two actions:

1. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the technical college president's designee may impose, without referral to the Hearing Body, one or more of the following sanctions. Notification shall be sent to the student and the person(s) who initially filed the complaint.

a. **Restitution** – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.

b. **Reprimand** – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.

c. **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.

d. **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

e. **Failing or lowered grade** – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.

2. After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions, as well as those described in section VI.C.1 above, following a hearing. A copy of the written recommendation shall be provided to the student and the person filing the complaint.

a. **Disciplinary Suspension** – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

b. **Disciplinary Expulsion** – Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president's designee.

c. **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

3. Violation of Federal, State, or Local Law

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

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

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

4. Interim Disciplinary Suspension – As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the allegations against him/her. However, interim suspension may be imposed upon a finding by the Vice President for Student Affairs or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the technical college community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other technical college-related activities. If an interim disciplinary suspension is imposed, the matter must be referred as soon as possible to the Hearing Body. The student need not request an appeal.

5. Conditions of Disciplinary Suspension and Expulsion

a. A student who has been suspended or expelled from the technical college shall be denied all privileges afforded a student and shall be required to vacate technical college Premises at a time determined by the Vice President for Student Affairs or the technical college president's designee.

b. In addition, after vacating the technical college Premises, a suspended or expelled Student may not enter upon the technical college Premises at any time, for any purpose, in the absence of written permission from the Vice President for Student Affairs or the technical college president's designee. A suspended or expelled student must contact the Vice President for Student Affairs or the technical college president's designee for permission to enter the technical college Premises for a limited, specified purpose.

c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Vice President for Student Affairs or the technical college president's designee must accept the form by mail or fax if he/she refuses the Student's request to enter the Technical College Premises for that specified purpose.

d. A scheduled appeal hearing before the Hearing Body shall be understood as expressed permission from the Vice President for Student Affairs or the technical college president's designee for a student to enter the technical college Premises for the duration of that hearing.

C. Mediation

1. At the discretion of the technical college President the technical college may adopt a mediation procedure to be utilized prior to the appeals set forth herein. Mediation may never be used in cases of alleged sexual misconduct.

D. Hearing/Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Vice President for Student Affairs or the technical college president's designee regarding an assigned sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade must file a written notice of appeal through the technical college president's office for review by the Hearing Body within five business days of notification of the decision. The person filing the initial complaint against the student must be notified of the hearing date.

2. If the Vice President for Student Affairs or the technical college president's designee recommended a sanction of disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the matter will be referred to the Hearing Body by the Vice President for Student Affairs. The student need not file a written notice of his or her desire to appear before the Hearing Body. The person filing the initial complaint shall also be given notification of the hearing.

3. The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college president or his/her designee within 10 business days to present evidence and/or testimony. If the student has been placed on an interim disciplinary suspension, the hearing must be held as soon as possible, preferably within five days. The student has the right to be assisted by any single advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Hearing Body. The Hearing Body may consist of a single person or a group of people drawn from the technical college community. There shall be a single official record, such as a tape recording, of all hearings before the Hearing Body. The official record shall be the property of the technical college. The standard of proof in all hearings shall be a preponderance of the evidence. The chairperson of the Hearing Body shall notify the technical college president and the Vice President for Student Affairs in writing of the Hearing Body's decision. The technical college president or his/her designee will notify the student in writing of the Hearing Body's decision.

4. If the student appeared before the Hearing Body to appeal the Vice President for Student Affairs or the technical college president's designee's sanction of restitution, reprimand, restriction, disciplinary probation, or failing or lowered grade, the Hearing Body's decision regarding the appeal is final. A copy of the Hearing Body's written decision will be provided to both the student and the person who filed the original complaint.

5. If the student appeared before the Hearing Body after the Vice President for Student Affairs or the technical college president's designee recommended disciplinary suspension, disciplinary expulsion, interim disciplinary suspension, or system-wide expulsion, the student shall have the opportunity to appeal directly to the technical college president.

6. If entitled to an appeal to the technical college president, the student shall have five business days after receiving written notification of the Hearing Body's decision to request in writing an appeal. The student shall ensure that all relevant information is included with this request. The person who filed the original complaint shall be notified of the student's appeal.

7. The president of the technical college or his/her designee's review shall be in writing and shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The technical college president or his/her designee shall deliver the decision to the student and the person who filed the original complaint within 10 business days. The decision of the technical college president or his/her designee shall be final and binding.

VII. Document Retention

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

**TECHNICAL COLLEGE SYSTEM OF GEORGIA
STUDENT CODE OF CONDUCT COMPLAINT FORM**

[Attachment: 6.7.2p1.a1.]

Any administrative official, faculty member, student, or security officer may file a complaint with the Student Disciplinary Officer or his/her designee against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer.

Date _____

Student Name _____ **Student ID#** _____

Telephone (____) _____ - _____ **Email** _____

Program _____ **Department** _____

Code Violation(s): _____

Explanation of Complaint:

Witness(es): _____

Have you discussed the specific behaviors that are said to be in violation of the Student Code of Conduct? Yes No

Have you attempted to resolved the issue in good faith? Yes No

If yes, please describe the resolution:

Name: _____ Telephone: _____

Signature: _____ Email: _____

(Reference: Technical College System of Georgia Disciplinary Policy and Procedure)

**TECHNICAL COLLEGE SYSTEM OF GEORGIA
DISCIPLINARY SANCTION APPEAL FORM**

[Attachment: 6.7.2p1.a2.]

A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal to the President's Office within 5 business days of notification of the decision.

Date _____

Student Name _____ Student ID# _____

Telephone (____)____ - _____ Email _____

Program _____ Department _____

Is this your first disciplinary sanction appeal from the Technical College? ___ Yes ___ No

If no, have you ever been readmitted through an appeal process? ___ Yes ___ No

I wish to appeal the disciplinary decision by the Student Disciplinary Officer or his/her designee for the following reasons (Attach additional sheet, if needed):

Student Signature: _____

(Reference: Technical College System of Georgia Disciplinary Policy and Procedure)

Campus Security Policy

Campus Security

Southern Crescent Technical College will provide a reasonable environment of safety for achieving educational goals. In compliance with the Crime Awareness and Campus Security Act of 1990 and Student Right-To-Know (Public Law 101-542), Southern Crescent Technical College has established the following policy and procedures for governing the implementation of this act.

Annual Security Report (Clery Report):

On or before October 1 of each year, Southern Crescent Technical College publishes and distributes its Annual Campus Security Report to current and prospective students and employees through e-mail, campus web page and a paper copy can be requested through campus police. This report provides crime statistics for the prior three years, policy statements regarding safety and security measures, campus crime prevention programs, along with policy and procedures to be followed in the investigation and prosecution of alleged sex offenses.

Daily Crime Log

A daily log of all criminal offenses reported on the campus is maintained by the SCTCPD and is available for public inspection between the hours of 8 a.m. and 5 p.m., Monday through Thursday, at 501 Varsity Road, Griffin, Georgia 30223, excluding holidays when the College is closed and online at <https://www.sctech.edu/police/daily-crime-log/>.

The SCTCPD may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

SCTCPD's crime log covers the most recent 60-day period and is open for public inspection during normal business hours. Crime log information dating back more than 60 days will be made available for inspection within two business days of a written request. SCTCPD maintains fire drill logs for each campus and center. Information requests should be directed to the SCTCPD's office during normal business hours.

Timely Warnings

The circumstances of any particular situation, coupled with the SCTCPD's evaluation of the situation/threat potential and authorization from SCTC President or designee, will dictate the need and manner for the issuance of an alert bulletin.

However, in general, whenever there has been a report of a violent crime or a major property crime on campus and the SCTCPD is of the opinion that the safety of the campus community is at a continual risk, a timely warning will be issued.

How will Timely Warnings be issued

The warning process will at a minimum entail a combination of:

- All-campus electronic mail notifications

- Electronic posting on the SCTCPD website at <https://www.sctech.edu/police>
- Physical postings of bulletins in designated campus buildings by campus police and security personnel, depending upon circumstances
- SchoolCast Emergency Alert Software
- The campus wide Voice over Internet Protocol (VoIP) announcement system

Examples include but are not limited to:

- Criminal
- Homicide Sex
- Offenses Robbery
- Aggravated
- Assault Burglaries (occupied rooms/offices/structures)
- Hate Crimes Persons with weapons with intent to use
- Threat of violent crime
- Situations where suspect is not known
- Assault (physical or sexual)

Additional procedures regarding Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking can be found on page 40 of the Student Handbook.

Procedures for Reporting All Crimes and Emergencies

For all **crimes-in-progress** or **emergencies**, E-911 should be called first, followed by dialing the Campus Police Dispatch at 770-467-4491. An officer will then be dispatched to the location, along with any other required emergency personnel. Campus Police will generate all criminal and emergency response reports as needed, and be the repository for such documents in these incidents.

Procedures on Sexual Assault

Procedures on Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Procedure

Any individual who is the victim of one of these offenses is appropriately referred to as a “survivor” and is so identified throughout this Policy.

Southern Crescent Technical College does not tolerate sexual assault, sexual misconduct, domestic violence, dating violence or stalking against anyone regardless of sex, gender, sexual orientation, or gender identity. The Southern Crescent Technical College attempts to protect all members of the campus community, including visitors, from sexual assault, sexual misconduct, domestic violence, dating violence or stalking and offers anyone who is a survivor of any of these offenses the right to reach justice and recovery without encountering fear or prejudice. Southern Crescent Technical College is committed to providing a safe learning environment that supports the dignity of all members of the college community. The college strongly encourages anyone who is a survivor of any of these offenses to file promptly a report with Southern Crescent Technical College Police Department or any other law enforcement agency with co-jurisdiction. All reported instances of sexual assault, sexual misconduct, domestic violence, dating violence or stalking shall be investigated and responded to promptly, fairly and decisively.

Southern Crescent Technical College will not tolerate Sexual Assault/Sexual Misconduct.

Sexual assault/sexual misconduct is defined as contact without consent by an acquaintance or stranger whether made directly or indirectly through clothing and whether contact is made with the non-consenting person or the non-consenting person is forced to have such sexual contact with the perpetrator represent violations of criminal and civil law and constitute serious breaches of student or employee conduct as well. Verbal communication of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the survivor due to any cause including the survivor’s use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this Policy.

It includes, but is not limited to:

1. Rape (sexual intercourse without consent).
2. Sodomy (oral or anal intercourse without consent).
3. Aggravated sodomy (sexual penetration with an object without consent).
4. Assault (intentional touching without consent of genitals, breast, groin, thighs, or buttocks).

5. Aggravated assault.
6. Child molestation.
7. Aggravated child molestation.
8. Non-consensual kissing.
9. Statutory rape.
10. Voyeurism (observing the sexual organs or acts of another for sexual satisfaction, usually from a hidden vantage point).
11. Public indecency (in a public place, performing an act of sexual intercourse, lewd exposure of sex organs, lewd appearance in a state of partial or complete nudity, or a lewd caress or indecent fondling of the body of another person).

Response to Reports of Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence or Stalking.

Southern Crescent Technical College is committed to creating a campus environment that both promotes and assists in prompt reporting of Sexual Assault, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking. Southern Crescent Technical College is also committed to providing compassionate support services for survivors.

Survivors of a campus-related sexual assault, sexual misconduct have certain rights that include the following:

- 1) The survivor has the right to have their claims treated seriously and to be treated with dignity. The survivor has the right to be informed of their options with regard to notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose. Because Southern Crescent Technical College recognizes that a sexual assault is more than an assault on an individual's body, but is also an attack on the individual's dignity and sense of self, the college is committed to insuring that the decision to take action against the accused rests solely with the survivor. There may be circumstances, however, when the college must take action to protect the survivor or the campus community. Federal law requires Southern Crescent Technical College to provide the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.
- 2) The survivor has, irrespective of the beliefs or desires of others, the right to report or not to report a sexual assault, sexual misconduct, domestic violence, dating violence or stalking.
- 3) Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Vice President for Student Affairs.

What to do After an Assault

- 1) Individuals who have been raped or sexually assaulted should try to preserve all physical evidence. They should not wash; use the toilet or change clothing if doing so can be avoided. If oral contact took place, one should not smoke, eat, drink or brush one's teeth. If one changes clothes, all clothing worn at the time of the attack should be placed in a paper bag, not plastic. Medical attention should be sought as soon as possible to assess any physical injuries, prevent sexually transmitted diseases or pregnancy, and collect important evidence in the event legal action is taken.
- 2) The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the Southern Crescent Sexual Assault Center (770) 477-2177 website: www.gnesa.org/content/southern-crescent-sexual-assault-center has been designed as the primary place where individuals may seek assistance.
- 3) Students who believe that they are victims of a sexual assault, domestic violence, dating violence or stalking should contact at least one of the following campus offices:
 - a) Southern Crescent Technical College Police Department
 - b) Vice President for Student Affairs
 - c) Any Mandated Reporter
- 4) College faculty, staff members or campus visitors who believe they are survivor of a sexual assault, domestic violence, dating violence or stalking should contact at least one of the following College offices or officials:
 - a) Southern Crescent Technical College Police Department
 - b) Human Resources Department
 - c) Supervisor or Department Head

- 5) Survivors may receive confidential assistance from any professional counselor associated with the college with whom conversations are privileged.

Southern Crescent Technical College Disciplinary Procedures

- Southern Crescent Technical College is committed to providing disciplinary processes that are sensitive, supportive, expedient and respectful of the individual rights of all involved. Both the survivor and the accused are entitled to have others present during the campus disciplinary proceeding, and both will be informed of the outcome of the proceedings.
- Southern Crescent Technical College will proceed with a disciplinary action when it appears that the college's prohibition against any form of sexual assault, sexual misconduct, domestic violence, dating violence or stalking may have occurred. Individuals charged with these offenses may be disciplined by the college as well as prosecuted under Georgia's criminal statutes. Whether or not a criminal prosecution occurs, Southern Crescent Technical College retains the right to proceed with a disciplinary action at any time a preponderance of the evidence is present, and the college need not await the disposition of any such criminal prosecution.

Any of the sanctions listed below may be applied by Southern Crescent Technical College against students found responsible for sexual assault, sexual misconduct domestic violence, and dating violence or stalking or complicity of these offenses. The type and number of sanctions applied will depend on the severity of the offense. After a determination that a student has violated the Student Code of Conduct, the Vice President for Student Affairs or the college President's designee may impose, without referral to the Hearing Body, one or more of the following sanctions:

- a) **Restitution** – A student who has committed an offense against property may be required to reimburse the technical college or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
- b) **Reprimand** – A written reprimand may be given to any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the technical college community, and that any further violation may result in more serious sanctions.
- c) **Restriction** – A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the technical college in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
- d) **Disciplinary Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.
- e) **Failing or lowered grade** – In cases of Academic Misconduct, the Vice President for Student Affairs or the technical college president's designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, or a loss of credit on the assignment or examination.
- f) **Disciplinary Suspension** – If a student is suspended, he/she is separated from the technical college for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.

After a determination that a student has violated the Student Code of conduct, the Vice President for Student Affairs or the technical college president's designee may recommend the imposition of one of the following sanctions if appropriate. The Vice President for Student Affairs' recommendation will be forwarded to the Hearing Body, which may impose one or more of the following sanctions:

- g) **Disciplinary Expulsion** – Removal and exclusion from the technical college, Technical College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by Vice President for Student Affairs or the technical college president's designee. Students who have been dismissed from the technical college for any reason may apply in writing to the Vice President for Student Affairs for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, the student will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Vice President for Student Affairs or the technical college president's designee.

- h) **System-Wide Expulsion** – Where a student has been expelled or suspended three times from the same or different colleges in the Technical College System of Georgia in the past seven years, the student will not be permitted to register at any college in the Technical College System of Georgia for a period of ten years after the most recent expulsion/suspension.

Notification shall be sent to the student and the person(s) who initially filed the complaint.

- Student organizations found to condone, promote, or be involved in activities that lead to sexual assault, sexual misconduct, domestic violence, dating violence or stalking may have their college recognition withdrawn. Other possible sanctions include but are not limited to:
 - a) Informing the organization’s national or regional office about the activity.
 - b) Disbanding of the local chapter by the national organization.
 - c) Prohibiting participation in campus activities, events, and programs.
 - d) Requiring some or all members to conduct relevant community service and/or participate in sexual assault awareness programs.
 - e) Loss of all college privileges (use of equipment, meeting rooms, advertising space, on-campus fundraising).

The President will make a recommendation concerning sanctions to the Vice President for Student Affairs. The Vice President for Student Affairs will then inform the student organization, in writing, of the sanction(s) imposed. The Vice President for Student Affairs may suspend any student organization’s charter, pending a full review.

- Sanctions up to and including dismissal from employment may be imposed on employees.

Legal Options

- 1) Reporting a sexual assault, attempted sexual assault, domestic violence, dating violence or stalking to the Southern Crescent Technical College Police Department does not mean that the survivor must press charges. However, it does begin the legal process should the decision to prosecute be made at a later date. The sooner an assault is reported; the more likely valuable evidence can be collected.
- 2) Survivors can consult an attorney about initiating a suit in civil court for damages against the assailant. The purpose of a civil suit is to compensate the survivor for the wrong done to them. A civil action may be brought against the assailant regardless of whether criminal charges are pursued. SCTC police can assist with orders of protection.

Southern Crescent Technical College Counseling and Educational Resources

Tiger Assistance Program (TAP)

Cameron and Associates Inc. provide counseling to Full-Time students and their families in the areas of: Marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. (1-800-334-6014)

<http://www.caiquality.com/>

Employee Assistance Program (EAP)

Cameron and Associates Inc. provide counseling to employees and their families in the areas of: Marital, Adolescence, Family, Grief, Stress, Alcohol and Drugs, Emotional, Financial, Legal or any personal trouble. (1-800-334-6014)

<http://www.caiquality.com/>

To find a rape crisis center near you please call 1-800-656-HOPE to locate the closest center.

Statistical Reporting

- 1) The Southern Crescent Technical College Police Department will collect and provide statistics on reported sexual assaults as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. All personally identifying information will be removed from statistical reports.
- 2) Professional counselors associated with Southern Crescent Technical College by Southern Crescent Technical College with whom conversations are privileged will inform survivors of the ability to report crimes on a confidential basis for statistical purposes. Any such reporting is voluntary. All other college personnel are required to notify the Campus Police Department upon receipt of a report of sexual assault for Clery Act reporting purposes.

Survivor Confidentiality

Southern Crescent Technical College officials will make every effort to ensure the confidentiality of survivors, and all members of the college community are urged to treat knowledge of an individual's status as a survivor of sexual assault/abuse in a confidential manner. Personal identification information is not published to the public.

Crime Prevention Tips

- Immediately report any crime, suspected crime, or suspicious circumstances/persons to campus security, either day or night.
- Never leave personal property in your classroom unattended. If in a classroom, office, or the library take your possessions with you.
- When walking on or off campus at night, employ the buddy system and walk with a friend. Also, let friends know when and where you are going, how you are going and what time you expect to arrive. This alerts them if you are overdue.
- Park your car in a lighted area. Always lock your car. Do not leave CDs, tapes, or other valuables in plain sight. Lock them in the trunk or keep them out of view.
- If you observe criminal activity or suspicious circumstances/persons, **call 911** and attempt to provide identifying information such as:

Person – Name (if known), sex, age, height, weight, clothing, apparent condition, and any other identifying information.

Auto – License number, make, model, color, outstanding characteristics (rust, dents, etc.), or special features.

Property – Complete description, serial number, operation I.D.

Identify your belongings! Put your name and address on textbooks, inside the cover and on an inside page or two.

Crime Statistics

Southern Crescent Technical College is committed to providing students with a safe and secure environment in which to learn. The College reports statistics on the following crimes and offenses annually.

Definitions of Reportable Crimes (by federal definition)

- **Murder/Manslaughter:** the willful killing of one human being by another.
- **Negligent Manslaughter:** manslaughter by negligence-the killing of another person through gross negligence.
- **Sex Offenses:** any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.
- **Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Larceny/Theft:** includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- **Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

- Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism or Property (except Arson): to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Hate Crimes: includes all of the crimes listed as reportable Clery crimes that manifest evidence that the victim was chosen based on one of the categories of prejudice listed below.

Categories of Prejudice

- Race: a preformed negative opinion or attitude toward a person or group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.
- Gender: a preformed negative opinion or attitude toward a person or group of persons because those persons are male or female.
- Religion: a preformed negative opinion or attitude toward a person or group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- Sexual Orientation: a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- Ethnicity: a preformed negative opinion or attitude toward a person or group of persons of the same race who share common or similar traits, heritage, languages, customs or traditions often including a shared religion and/or ideology that stresses common ancestry.
- National Origin: a preformed negative opinion or attitude toward a person or group of persons based on their, or their ancestors', actual or perceived country of birth and who share common or similar traits, languages, customs, and traditions.
- Disability: a preformed negative opinion or attitude toward a person or group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- Gender Identity: a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender nonconforming individuals).

Dating Violence, Domestic Violence, and Stalking/Violence Against Women Act

- Dating Violence: violence committed by a person who is or has been in a social relationship of romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. It is not limited to sexual or physical abuse or the threat of such abuse.
- Domestic Violence: a felony or misdemeanor crime of violence committed
 - by a current or former spouse or intimate partner of the victim;
 - by a person with whom the victim shares a child in common;
 - by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Southern Crescent Technical College's Security Department maintains records of all incidents that occur on campus including those which are not required to be reported under the Campus Security Act.

Furthermore, Southern Crescent Technical College must provide the following geographic breakdown of the crime statistics in the annual report:

- On-campus;
- In a non-campus building or on non-campus property;
- On non-campus public property including thoroughfares, streets, sidewalks, or parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

Students may contact campus police/security or Student Affairs to view the updated log of Campus Crime Incidences. The College must provide this information within two (2) working days of the request.

The data collected for the previous calendar year can be located on the Internet by the following steps:

1. Website: <http://ope.ed.gov/security>
2. Click on Get data for one institution/campus
3. When the Step 1 - Institution/Campus Search criteria form appears, scroll down to: Name of Institution; type in Southern Crescent Technical College, then click Search.
4. At Step 2 - Select Campus, choose Main Campus.
5. After clicking on Main Campus, a cover sheet about the institution will display. If you scroll down the page you can click on any of the following located on the gray bar:
 - a. Criminal offenses
 - b. Hate offenses
 - c. Arrest and disciplinary actions

Emergency and Weather Alerts

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:
Reports of emergency or dangerous situations can originate from various sources including:

- Reports from first responders
- Reports from established warning points
- Reports from other campus departments
- Reports from citizens through 911

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

With the exception of emergencies that are contained to one campus facility/area, the College has decided not to provide segmented emergency notifications. This decision was made based on the analysis of identified risks to the campus and to prevent accidental exclusion of a segment of campus population for which the emergency notification was intended.

In a situation when a single facility/area is involved, facility alarms, public address systems, phone-trees, and other technologies of the facility may be utilized to provide warning. Campus personnel may also provide warning if needed and feasible. Should a segmented emergency notification be issued, on-going assessments of the situation will occur and a campus-wide notification will be sent as necessary.

Determining the Contents of the Emergency Notification

The content of an emergency notification will depend on the situation and the notification method. However, the following information will be included in all initial emergency notifications regardless of the situation or method:

- A description of the situation (flash flood warning, dangerous situation, etc.)
- Relevant safety instructions (move to higher ground, shelter in place, etc.)

A third method of information distribution (i.e., College website) will be included in the initial notification, if feasible. Because of text character limits, or the immediate availability of information, the third method of information distribution may not always be included in the initial emergency notification.

Procedures for Disseminating Emergency Information to the Greater Community

Southern Crescent Technical College Police Chief, in conjunction with the Office of the President, is responsible for initiating emergency notifications of criminal or emergency occurrences to the greater community.

Enrolling in the Southern Crescent Technical College's Emergency Notification System

When students are registered, their accounts are created for them. Within the first week of the semester, they should receive an email in their student email accounts with their Emergency Notification System login information. Once they receive that information, they need to login to the Emergency Notification System and review/update their contact information. Once they graduate or leave the College, their account will be disabled.

Fire Alarm

Continuous ringing of the fire alarm indicates immediate evacuation of the building to a point at least 1,000 feet away from the building. Use designated emergency exit routes as posted in each area. Emergency evacuation drills will be held throughout the year to ensure that all persons understand and obey emergency procedures. During these drills students are to act as though the emergency were real and to behave in an orderly fashion.

Emergency Evacuation Signal

Continuous ringing of the fire alarm and announcement from Administration will direct immediate evacuation of the building to a designated weather safe area.

Note: An Emergency Evacuation Plan is posted at exit doors marking locations of safe areas during severe weather emergencies.

Tornado Alert

Griffin: A designated authority will notify the faculty and staff via e-mail, the VOIP phone alert system, and the SchoolCast alert system.

Flint River: A designated authority will notify the faculty and staff via e-mail, VOIP phone alert system, and SchoolCast alert system.

Centers: Alerts will be issued via e-mail, SchoolCast alert and voice amplified bullhorn system.

Note: A tornado plan is published and posted marking locations of safe areas during severe weather emergencies.

All Clear Signal

A senior staff member on the scene will announce "ALL CLEAR."

Centers: An "ALL CLEAR" message will be issued using a voice-amplified bullhorn.

These will be followed up by a SchoolCast message of "ALL CLEAR."

Emergency Alert (Tornado Drill)

Faculty, staff, and students are to follow the procedures outlined below:

- Close windows in the exterior walls as practical and lower blinds and/or drapes.
- Close classroom or lab doors leading into halls/corridors.
- Coats and jackets should be used to cover heads, arms, and legs. Go immediately to a designated area away from exterior windows and walls.
- Students in mobile unit classrooms must be evacuated to a permanent structure immediately.
- All persons should remain in their designated areas until notified that it is safe to resume operations by the "ALL CLEAR" signal.
- Faculty should verify that all students are accounted for during and after the event and report this information to the security chief or designee.

Inclement Weather

Inclement weather advisory reports will be monitored on several local and metro Atlanta television and radio stations.

College Closing

In the event that the college may be closed during a period that it is scheduled to be open, students can receive information on the website, calling post, by SchoolCast, or by listening to one of the following radio and television stations:

Atlanta

WSB - TV - Channel 2

TV - Channel 5

TV - Channel 46

WXIA - TV - Channel 11

Macon

WIBB Radio - 97.9 FM

Thomaston

WTGA Radio - FM 101.1

Griffin

WKEU Radio - 88.9 FM

WEKS Radio - 92.5 FM

Manchester - Warm Springs

WFDR-Radio - AM 1370

Mountain Country - 94.3 FM

Emergency Numbers

Fire Department – 911

Police Department – 911

Ambulance (Emergency) – 911

Griffin on Duty Officer – (770) 883-6032

Flint River on Duty Officer – (678) 603-5979

Butts Center on Duty Officer – (678) 603-6918

Henry Center on Duty Officer – (770) -603-5609

Jasper Center on Duty Officer – (678) 603-5948

Weapons Policy

The Technical College System of Georgia is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college buildings or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii)

O.C.G.A. § 16-7-80

O.C.G.A. § 16-7-81

O.C.G.A. § 16-7-85

O.C.G.A. § 16-11-121

O.C.G.A. § 16-11-125.1

O.C.G.A. § 16-11-126

O.C.G.A. § 16-11-127

O.C.G.A. § 16-11-127.1

O.C.G.A. § 16-11-129

O.C.G.A. § 16-11-130

O.C.G.A. § 16-11-133

O.C.G.A. § 16-11-135

O.C.G.A. § 16-11-137

O.C.G.A. § 43-38-10

Any Southern Crescent Technical College student who violates the provisions of this policy shall be subject to disciplinary action up to and including expulsion consistent with guidelines of the affected technical college's Student Code of Conduct as well as possible criminal prosecution.

Student Rights

Annual Family Educational Rights and Privacy Act Notification (FERPA)

B. Notification of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students (18 years or older) certain rights with respect to their education records maintained by TCSG or the technical college. These rights include:

- The right to inspect and review the student's education records within 45 days after the day that TCSG or the technical college receives the request for access. Requests for access to records should be submitted to the technical college registrar listing the records the student wishes to inspect. The registrar will make arrangements for the student to review the requested records.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be made in

writing clearly identifying the part of the record the student wants changed and why the record should be changed. This written request should be given to the technical college Registrar. If the technical college decides not to grant the request, the student has a right to a hearing. Details regarding the hearing will be provided with notification of the student's right to a hearing.

- The right to provide written consent before the technical college discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A full list of the disclosures that the technical college may make without consent is [at the bottom of this statement in Section "C"] or [available at the office of the technical college registrar.] The technical college may also disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the technical college in an administrative, supervisory, academic, research, or support staff position, including health or medical staff or outside personnel performing work usually performed by technical college personnel; a person serving on TCSG or the technical college's board; a person employed by or under contract to TCSG or the technical college to perform a special task, such as an attorney or auditor; a person who is employed by a TCSG or technical college law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another TCSG or technical college official in performing his or her tasks; or a contractor, consultant, volunteer, or other party to whom TCSG or the technical college has outsourced institutional services as provided in 34 CFR § 99.31 (a)(1)(i)(B). For additional information, see TCSG Procedure for Student Records.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the technical college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Right-to-Know

The Student-Right-To-Know and Campus Security Act of 1990 requires all colleges and universities participating in the Federal Student Aid Program to disclose basic institution information, graduation rates, and information on students receiving athletically related student aid, campus security policies and campus crime statistics.

Acceptable Computer and Internet Use

Colleges throughout the country are moving into the information age by providing computer systems and Internet access for their students and employees.

In making decisions regarding access to the Internet and use of its computers, Southern Crescent Technical College considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The College expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, access from the College to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. Students and employees utilizing Southern Crescent Technical College provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the college.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia (O.C.G.A. § 16-9-90 et seq.):

- Computer theft: including theft of computer services, intellectual property such as copyrighted material, and any other property;
- Computer trespass: unauthorized use of computers to delete or alter data or interfere with others' usage;
- Computer invasion of privacy: unauthorized access to financial or personal data or the like;
- Computer forgery: forgery as defined by other laws, but committed on a computer rather than on paper;
- Computer password disclosure: unauthorized disclosure of a password resulting in damages exceeding \$500 - in practice, this includes any disclosure that requires a system security audit afterward;

- Misleading transmittal of names or trademarks: falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal.

The purpose of the college provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the College. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on the Technical College System of Georgia (TCSG) or Southern Crescent Technical College-based computers to be private. Electronic messages and files stored on Technical College-based computers shall be treated like other College premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, TCSG and Southern Crescent Technical College officials shall cooperate with law enforcement officials who are properly authorized to search TCSG and Southern Crescent Technical College computers and computer systems.

All information created, stored, or transmitted by the Technical College System of Georgia or Southern Crescent Technical College computers or networks is subject to monitoring for compliance with applicable laws and policies.

The following uses of the TCSG or Southern Crescent Technical College provided computers, networks, and Internet access are not permitted:

- to access, upload, download, or distribute, obscene material;
- to transmit obscene, abusive, or threatening language;
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's password, materials, information, or files without permission;
- to violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
- to engage in any personal commercial enterprise without advance approval in writing by the president of Southern Crescent Technical College;
- to endanger knowingly the security of any TCSG or Southern Crescent Technical College computer or network;
- to interfere willfully with another's authorized computer usage;
- to connect any computer to any of the TCSG or Southern Crescent Technical College networks unless it meets technical and security standards set by TCSG;
- to create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any TCSG or Southern Crescent Technical College computer or network facility, regardless of whether any demonstrable harm results; and
- to modify or reconfigure the software or hardware of any agency computer or network without proper authorization.

Users of the TCSG and Southern Crescent Technical College computers and computer systems are subject to the department's policy on the development of intellectual property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

The TCSG makes no warranties of any kind, either expressed or implied, for the computers, computer systems, and Internet access it provides. The TCSG shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The TCSG shall not be responsible for the accuracy, nature or quality of information gathered through technical college diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through technical college provided Internet access. TCSG shall not be responsible for personal property used to access its computers or networks or for technical college provided Internet access. The department shall not be responsible for unauthorized financial obligations resulting from technical college provided access to the Internet.

These standards are equally applicable to employees of the department, wherever housed, and to employees and students of the technical college.

School Regulations

Use of Food or Drink in Unauthorized Areas

In classrooms and laboratories, students may only possess non-alcoholic drinks that have lids/closed tops. Open containers are prohibited. Also in classrooms and laboratories, students may only eat snack-style foods. Students must properly dispose of their

trash and clean any messes immediately. Students may eat foods beyond snacks and have open drink containers in non-instructional and designated areas including the cafeteria, event center, and student lounge. Exceptions may be made during supervised events. Instructors also hold the right to limit food and drink use in any instructional setting due to their discretion.

Activities

All social functions require approval by the Vice President of Student Affairs. Applications for social functions must be submitted to the Vice President of Student Affairs one month prior to the scheduled function.

Whenever the College's facilities are used for official school functions, the group or organization sponsoring the affair is responsible for restoring the area to its previous condition.

Soliciting and Selling on Campus

Approved student clubs may be permitted to solicit and sell on the campus with written authorization from the Vice President of Student Affairs, Vice President of Academic Affairs, or presidential designee.

Fund Raising Activities

School club fundraising projects must be approved by the Vice President for Student Affairs/Director of Support Services. Any decision will be based on the merit of the project and the schedule of existing activities.

Handbills and Leaflets

Handbills and leaflets distributed on the campus must be approved through the Vice President for Student Affairs/Director of Student Support Services.

Smoking

All SCTC locations are designated as no smoking areas. The technical college prohibits smoking, or using other forms of electronic, alternative smoking devices or other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas on technical college premises. Smoking is only allowed in designated areas. Violators may be issued a citation.

Fee schedule for fines:

First offense – Warning

Second offense – Fine \$20.00

Repeat offenders – Fine and/or disciplinary action

Soliciting Advertisements Off-Campus

Students and organizations must request permission from the Vice President for Student Affairs to solicit from local merchants.

Student Assemblies

Student assemblies are scheduled through the Student Affairs Office or Academic Affairs. The Vice President of Student Affairs or student advisor shall officially schedule any speakers and participants using campus facilities or conducting activities in the name of the school.

Telephones and Mail for Students

School telephones are for official use only. Students should not be called through the school except in cases of emergency. Students are requested not to give the school as their address since there is no mail service for students.

Visitors on Campus

Visitors on campus are expected to comply with all campus regulations. Individuals who are not part of the campus community must report to the official visitor's check-in upon arrival (receptionist, security/campus police, Admissions Office, Student Affairs, etc.) and receive a visitor's badge. The visitor's badge must be worn while on campus. Southern Crescent Technical College is an adult institution providing a safe and effective educational environment for students to learn and employees to work. Visitors must obtain a guest pass when visiting the campus. Children under the age of 16 who are visiting on campus must be escorted, at all times, by an adult with a proper ID badge. Under no circumstances are children allowed in classrooms or laboratories. Parents or guardians may be asked by administration to remove their child or children from the campus.

Visitors shall not be allowed inside labs or classrooms unless invited and approved by a faculty member or administrator.

Anyone without an authorized badge should follow signs to an appropriate entranceway and obtain a temporary ID badge. No one should enter any door not approved as a visitor entrance without proper badging. Visitor entrance locations are identified on campus locations as follows:

Griffin: main entrance at Building 100, 200, 800

Flint River: main entrance at Building A

Center locations: main entrance

Visitors' badges allow access to campus common areas and department areas for official business. Visitors must state on the sign-in sheet at the reception desk/entrance the department and/or person they are on campus to visit.

Parking

Southern Crescent Technical College will not be responsible for any loss, theft, vandalism, or damage incurred while parked on Southern Crescent Technical College property. It is the responsibility of individuals who operate vehicles on the campus to be aware of all parking regulations and abide by them. Operating a vehicle on Southern Crescent Technical College property will be seen as proof of willingness to accept and abide by the set rules and regulations. The driver assumes full responsibility for the operation and parking of a motor vehicle on college property.

It is the policy of Southern Crescent Technical College to establish rules and regulations for our campus community that will ensure an orderly flow of motor vehicle traffic, maximize available campus parking, and allow for safe and reasonable access to campus facilities. The College attempts to enforce these regulations consistently and fairly; however, the fact that a particular infraction goes undetected does not excuse other infractions. Infractions should be reported to a campus security officer. Inclement weather conditions do not alter any of the provisions of these regulations.

Parking Procedures

Southern Crescent Technical College is responsible for establishing and maintaining the signs and markings necessary to enforce parking regulations. Vehicles may be operated or parked on college property only in areas designated by signs, street markings, or the college map. All members of the college community must accept the obligation to observe the following rules and regulations. Please read carefully.

**Rules and regulations are subject to change and updates will be provided accordingly.*

Rules and Regulations

A. VEHICLE REGISTRATION

All faculty, staff, and student vehicles parked on campus (including motorcycles and mopeds) must be registered. Students must register their vehicle by the seventh calendar day of the semester of their initial enrollment. The first SCTC parking decal is free; however, any additional decal needed in the future due to it being illegible, lost, vehicle sold, multiple vehicles, etc., will cost \$5.00 per decal.

- Required vehicle registration information and location:
 - a. Name
 - Student I.D. #
 - Driver's License Number and State of issue
 - b. Year, make, model, color
 - c. Tag number and state
 - d. Students register vehicle at cashier's window
 - e. Faculty and staff register vehicle with the Campus Security Office
- Parking decals must be displayed and clearly visible on the lower left rear windshield on the outside of the vehicle.
- All motorcycles, mopeds, and motor scooters must have the decal permanently affixed to the left front shock in a clearly visible manner.
- Students enrolled in designated specialty classes through the Economic Development division will receive temporary parking permits for those specific classes.
- Temporary permits must be clearly displayed on the dashboard of the assigned vehicle.
- Cost of replacement or additional decal is \$5.00.
- Any vehicle parked on campus without a decal may at police discretion be ticketed and the driver fined.

B. PARKING AREAS

- All parking is on a first-come basis unless otherwise specified.
- Employees are entitled to park in all appropriate lots on campus.
- Visitor spaces do not require a visitor's pass and are intended for short-term parking not to exceed one hour. Visitor passes entitling individuals to park for longer periods in regular spaces are available in each of the College's divisions hosting the guest.
- Parking inside any posted secure gated area is strictly prohibited, unless otherwise specified. Any unauthorized vehicle parked inside these areas may be ticketed and/ or towed and the driver fined. At all times the driver is responsible for towing fees.
- Handicapped decals will permit any qualifying individual to park in Handicapped parking spaces. However, currently enrolled students must complete the college's vehicle registration process.
- Areas designated for handicapped parking have been established and are clearly marked and are subject to all; Local, State and Federal laws and regulations
- Spaces that have been reserved for faculty and staff will be clearly marked.
- Spaces that have been reserved for visitors have been established and are clearly marked.
- Students are not authorized to park in visitor's parking spaces under any circumstance.

C. TRAFFIC REGULATIONS

The following practices are specifically prohibited:

- Double parking
- Parking on the left side of street facing traffic
- Parking over a white line or across the line indicating a parking space
- Parking on grass, landscaped areas, sidewalks, or other areas not designated as parking areas
- Parking in front of a driveway, doorway, steps, or in any manner that blocks traffic, parked vehicles or roadways, or hinders the passage of pedestrians or vehicles
- Parking in fire lanes, loading zones, tow-away zones and no parking zones
- Parking in a handicapped area without the proper decal displayed
- Parking an unregistered vehicle, except for visitors, anywhere on the Southern Crescent Technical College campus
- Reckless driving
- Campus speed limit is 15 miles per hour

Being late for classes or appointments does not constitute a valid excuse for violating a parking regulation. These parking regulations, as well as all applicable state and local laws including but not limited to that dealing with stop signs and speed limits, will be enforced by campus police/security officers.

D. TRAFFIC PENALTIES

Students with unpaid parking tickets jeopardize their chance for continuation of classes or readmission to programs. The College will not issue transcripts until all outstanding fines and charges are paid.

Fines are as follows:

\$10.00 fine for each offence:

- Not parked within painted lines or designated space
- Parked along yellow curb (fire lane), tow-away zone, or loading zone
- Parked beyond posted time limit
- Parked on grass, curb, or illegally in road way
- Parked in Faculty/Staff area without proper decal
- Failure to register a vehicle or properly display decal
- Parked in a College service vehicle space without proper decal
- Parked in a reserved parking space without proper decal
- Careless driving on campus
- Driving a motor vehicle on lawn or walking service
- Obstructing the flow of vehicular or pedestrian traffic

\$25.00 minimum fine:

- Parked in or blocking access to a handicap space may be subject to state of Georgia and local laws resulting in higher fines.
- Parked in or blocking access to a visitor space

Towing:

- Parking a motor vehicle on college property is restricted to visitors using designated spaces and to individuals who have properly registered their vehicle and display a valid parking decal.
- Vehicles illegally parked can be fined \$10.00 for the first offense.
- Vehicles illegally parked on a second offense may result in suspension of parking privileges and/or towing of the vehicle at violator's expense.
- Any unattended vehicles blocking roadways or otherwise hindering college operations may be towed without warning at violator's expense.
- Disabled vehicles must be reported to the campus police immediately. Such vehicles must be attended to within 24 hours of the breakdown unless a campus police officer grants a time extension or risk being towed.

**Fines listed are also subject to state and local laws.*

Enforcement

Campus police enforce all state laws, local laws, and college regulations. All regulations and ordinances are enforced in a consistent manner without preference. All accidents involving a motor vehicle on campus must be reported to the campus police at the time of the accident. A parking ticket shall not be discussed with the issuing officer except for clarification of the charge. Issuing officers have no authority to rescind a ticket once issued.

Payment of Fines

Payment for Southern Crescent Technical College parking tickets must be made to the Administrative Services division (cashier windows) in the main building during normal business hours. All fines are to be paid within a period of seven (7) calendar days from the date of issue.

Parking Ticket Appeal Process

If an individual wishes to appeal a parking ticket, he/she must submit a letter of appeal within seven (7) calendar days from the date of issue. The letter of appeal must be returned to the Administrative Services division (cashier window) in the main building. Appeals will be heard by a Southern Crescent Technical College ad hoc committee of the Facilities and Operations team.

**Decisions resulting from appeals are final; there is no further appeal process.*

Harassment, Sexual Harassment, Discrimination of Students

It is the policy of Southern Crescent Technical College that all students shall be provided an environment free of unlawful harassment (including sexual harassment and sexual violence), discrimination, and retaliation.

All students and employees are expressly prohibited from engaging in any form of harassing, discriminating, intimidating or retaliatory behavior or conduct in all interactions with each other, whether or not the interaction occurs during class or on or off campus. Visitors to campuses shall not engage in prohibited conduct and may be barred for such conduct if other corrective measures are ineffective. Allegations of unlawful harassment occurring at clinical sites to which students are assigned shall be investigated in accordance with this procedure.

Any individual who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including expulsion or dismissal.

All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation. Reports will be treated in an expeditious and confidential manner. [Access form here.](#)

SCTC will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided any information in an investigation. Any individual who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including expulsion or dismissal.

Any individual who knowingly makes a false charge of harassment/discrimination or retaliation, or who is untruthful during an investigation may be subject to disciplinary action, up to and including expulsion or dismissal.

Employee complaints of unlawful harassment or discrimination shall be conducted pursuant to the process outlined in Procedure III.A.1, Unlawful Harassment of Staff.

RELATED AUTHORITY:

Title IX of the Educational Amendments of 1972

20 U.S.C. §§ 1681 et seq.

O.C.G.A § 19-7-5

Titles VI and VII of the Civil Rights Act of 1964

Age Discrimination Act of 1975

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Procedure: Student Grievances

DEFINITIONS:

- A. **Unlawful Harassment (other than sexual harassment):** Verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, national origin, age, or disability and which:

1. Has the purpose or effect of creating an intimidating hostile, or offensive educational environment, or
2. Has the purpose or effect of unreasonably interfering with an individual's educational performance.

Harassing conduct or behavior includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age, or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and that is displayed on walls, bulletin boards, computers, or other locations, or otherwise circulated in college community in any format.

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

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

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

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

- F. **Sexual violence:** physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to sexual assault, rape, sexual battery, sexual coercion. All acts of sexual violence are considered unlawful sexual harassment for purposes of this procedure.
- G. **Unlawful discrimination:** the denial of benefits or admission to the college or to any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, gender, national origin, or disability.
- H. **Unlawful Retaliation:** unfavorable action taken, unfavorable conditions created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation of unlawful harassment/retaliation or participated in an investigation of an allegation.
- I. **Technical College System of Georgia:** all work units and technical colleges under the governance of the State Board of the Technical College System of Georgia.
- J. **Employees:** any individual employed in a full- or part-time capacity in any TCSG work unit or technical college.
- K. **Visitor:** any third party (e.g. volunteer, vendor, contractor, member of the general public, etc.) who conducts business or regularly interacts with a work unit or technical college.
- L. **Clinical site:** any off-campus location to which students or faculty are assigned for completion of program requirements including labs, internships, or practicums.

- M. President: the chief executive officer responsible for the management and operation of the technical college where the accused violator is currently enrolled or employed.
- N. Human resources director: the highest-ranking employee responsible for the human resources functions at a technical college or TCSG work unit.
- O. Local investigator: the individual(s) at the technical college responsible for the investigation of an unlawful harassment, discrimination and/or, retaliation complaint. Local investigators may be assigned based upon the subject matter of the complaint or their function within the organization.
- P. Compliance officer: the individual designated by the commissioner to coordinate TCSG compliance with Title IX of the Educational Amendments of 1972 and other state and federal laws governing unlawful discrimination and harassment.
- Q. Title IX coordinator: an individual designated by the president of the college to ensure compliance with Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and related federal regulations. The Title IX coordinator may also be assigned the responsibility for compliance with other state and federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.
- R. Section 504 coordinator: an individual designated by the president of the college to ensure compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as Amended, and any other state and federal regulations governing disabilities; the responsibilities of the 504 coordinator will include, but may not be limited to evaluating students requesting accommodations for a disability, and ensuring equal access to facilities, services and programs.

Procedure

A. Administration and Implementation

1. The SCTC President shall designate one or more officials to serve as the Title IX Coordinator and the Section 504 coordinator and ensure the designated officials have received appropriate training.
2. Contact information for the Title IX and Section 504 Coordinators and the Statement of Equal Opportunity should be permanently displayed on official bulletin boards and included in electronic or written college publications and academic materials as described in the TCSG Usage Statement of Equal Opportunity.
3. Instructors/administrators must take ongoing proactive steps to ensure educational opportunities (to include classrooms, clinics, labs, programs, etc.) and student activities (clubs, sports, etc.) are accessible and free from any type of unlawful discrimination or harassment.
4. The compliance officer will conduct training programs and monitor colleges to ensure the correct administration and implementation of this procedure, and will ensure that proactive or corrective measures have been taken to prevent unlawful discrimination, harassment, or retaliation.

B. Reporting and Management Action

1. All students are encouraged to report events of unlawful harassment, discrimination, and/or retaliation against themselves or others, regardless of where the incident occurred. A student may choose to resolve any issues pertaining to unlawful discrimination, harassment, or retaliation informally or may proceed directly to the formal resolution process outlined in this procedure; however, allegations of sexual violence may not be processed informally and must immediately be reported and investigated in accordance with this procedure.
2. Students have the right to file a criminal complaint for sexual violence with the local law enforcement authorities before, during, or after filing a complaint with the college. The college shall not delay investigation under this procedure to await the outcome of any criminal investigation.
3. If a student filing a complaint requests anonymity or asks that the complaint not be pursued, the college must inform the student that its ability to respond may be limited, that retaliation for filing a complaint is prohibited and steps to prevent retaliation will be taken. The college should take all reasonable steps to investigate and respond to the complaint consistent with the request and pursue other steps to limit the effects of the alleged harassment and prevent recurrence.
4. The College may weigh a request considering the following factors: the seriousness of the alleged conduct, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged

harasser's rights to receive information about the allegations if the information is maintained as an education record under FERPA. The college must inform the student if the request cannot be ensured.

5. Reports concerning unlawful harassment, discrimination, or retaliation of students will be processed confidentially to the extent permitted by law; communications regarding complaints will be disseminated to others on a need-to-know basis to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures or corrective actions are considered and taken.
6. Allegations or suspicions of unlawful discrimination, harassment, or unlawful retaliation may be reported to the college's Title IX and Section 504 Coordinators, the President, the Commissioner, or the Human Resources Director should the complaint involve employees. Students may also e-mail any complaints to unlawfulharassment@tcsge.edu.
7. Such reports can be expressed in writing, by telephone, or in person; individuals are, however, encouraged to express their complaints in writing to ensure all concerns are addressed.
8. If an allegation of unlawful harassment, discrimination or retaliation is made to an employee not designated to receive such reports, the employee must report the allegation as provided in section 6 above.
9. Allegations of sexual conduct involving individuals under the age of 18 must also be reported as an allegation of child abuse as outlined in O.C.G.A. § 19-7-5.
10. The President may suspend, transfer, or reassign employees or students in order to prevent possible further harassment, discrimination, retaliation, to facilitate the investigation, or to implement corrective action under this procedure.
11. Any allegation of unlawful harassment, discrimination, or retaliation against employees must be reported to the human resources director who may elect to conduct the investigation in conjunction with other local investigators.

C. Investigations

1. All complaints of unlawful harassment, discrimination, or unlawful retaliation shall be investigated by local investigators thoroughly and should be completed within 45 business days of the receipt of the complaint. The parties will be notified if extraordinary circumstances exist requiring additional time.
2. A complaining party will be notified within five business days of receipt of the complaint if the complaint does not specify facts sufficient to allege unlawful discrimination, harassment, or retaliation and that a formal investigation will not be conducted pursuant to this procedure. The complaining party may appeal the decision in writing to the president within five business days of receiving the notice. The president's decision will be final.
3. Individuals designated to investigate, review, or recommend corrective actions in response to allegations shall disclose to the President any relationship with the parties that could call into question their ability to be objective prior to taking any action with respect to the investigation. The President will reassign alternate individuals if necessary.
4. Investigations will be conducted by gathering relevant information and interviewing appropriate witnesses. Both the complaining party and the respondent (the parties) will be given equal opportunity to identify witnesses and offer evidence in person or in writing. Best efforts will be made to interview all witnesses identified by the parties.
5. The college will evaluate the information collected during the investigation and determine whether a preponderance of the information substantiates that unlawful discrimination, harassment, and/or retaliation has occurred.
6. Investigations and summary findings will be documented appropriately.
7. No later than 10 business days after completion of an investigation, the parties will be provided a summary of the results of the investigation.
8. Any information prohibited from disclosure by law or policy will be redacted from any documents prior to distribution.

D. Corrective Actions

1. The College will take all reasonable steps to prevent unlawful retaliation against complainants and any other individuals participating in investigations under this procedure.
2. If unlawful discrimination, harassment, or retaliation is determined to have occurred, the college, through the appropriate officials, shall implement steps to prevent a recurrence and to correct the discriminatory effects on the complaining party and others as appropriate. Steps may include, but are not limited to, mandating training or evaluation, disciplinary sanctions, policy implementation, or reassignment of students or employees.
3. Should recommended disciplinary sanctions involve academic suspension, expulsion, or dismissal from employment, students and staff will be afforded all rights of review or appeal provided for in the applicable disciplinary procedures.
4. Individuals who are responsible for conducting or reviewing investigations or proposing sanctions under this procedure should not also serve as reviewing officials or hearing officers in the appeal of sanctions arising from an investigation.
5. Even in the absence of sufficient evidence to substantiate a finding that unlawful discrimination, harassment, or retaliation has occurred the college is expected to address any inappropriate conduct and take all reasonable steps to prevent any future unlawful discrimination, harassment, or retaliation.

E. Reviews and Dispositions

1. The parties may request a review of the investigative findings within five business days of receiving notice of the investigative results by submitting a written request to the president.
2. The President shall review all investigations conducted under this procedure and ensure that the appropriate corrective actions have been implemented.
3. Within 10 business days of receiving a request for a review of the investigative findings, the President will notify the parties in writing of his/her final determination. The notice will inform the parties they have a right to appeal the determination to the Technical College System of Georgia's Legal Services Office by submitting a written request within three business days by regular mail or e-mail to one of the following:

Technical College System of Georgia
Office of Legal Services
1800 Century Place, N.E.
Suite 400
Atlanta, GA 30345

OR

Unlawfulharassment@tcsge.edu

4. The Office of Legal Services will convene a panel of at least three individuals not employed by the requestor's college to review the investigative findings. The panel's decision is final and will conclude the processing of the complaint.

RECORD RETENTION

Documents relating to formal complaints including investigations, dispositions and the complaint itself shall be held for five years after the graduation of the student or the date of the student's last attendance.

Miscellaneous Student Affairs Information

Admissions Appeal

Applicants who feel they were unjustly denied admission to Southern Crescent Technical College may file an appeal. This appeals process also applies to currently enrolled diploma students who desire to transfer into a degree program. In the event that an applicant is denied admission and the applicant desires to appeal the admissions decision, the individual may complete the online Appeals Form or appeal in writing to the VPSA.

Student Change of Address/Name

A picture ID must be presented before an address change can be processed. A picture ID and one of the following documents showing the name change must be presented in person before a name change can be processed: Marriage License, Divorce Decree, Social Security card, or other Court Documents showing a name change. If unavailable to come to the College in person, please contact the Admissions Office at 770-228-7348. Documents must be legible and cannot be altered. Deviations from these requirements must be approved by the Vice President for Student Affairs. [Access form here.](#)

Student Number

A Student number is a student's identification number used during his or her time of enrollment. The student number is a nine-digit number used by students to gain access to their academic and financial records. For security purposes, students must use their student number for all transactions. Student numbers are assigned at the time of their admission to the College.

Student ID Card

Southern Crescent Technical College issues an advanced student identification card. The student ID card is issued at the library and most students will receive the card during the first registration and orientation period. The student ID card is the official College ID and must be worn by students at all times while on campus. The first student ID is free; however, any additional ID needed in the future will be \$5.00 per student ID.

The student ID card is required for purchasing textbooks in the bookstore, using library services, and to enter classrooms. The student ID card also has the capability of storing information for use in browsing the web on library computers. Please check with the library staff on how to access the advanced features of the student ID card.

Student E-mail

All students at Southern Crescent Technical College are issued an e-mail account. Students can find their school e-mail address in two places: Banner Web and BLACKBOARD LMS (Learning Management System). Student e-mail can be accessed at <http://www.sctech.edu/> under Quick Links. Student e-mail is the official form of e-mail communication between students and teachers or SCTC staff members. Southern Crescent provides an on-line Helpdesk for BLACKBOARD and Student e-mail. The Helpdesk can be found at <http://www.sctech.edu/> under Quick Links.

Student Photo and Video Policy

By signing and submitting an application and upon your admission to Southern Crescent Technical College, you understand that your name, quotations, and photographic likeness – including video footage – may be used in all forms of media for advertising, trade, and any other lawful purposes on behalf of Southern Crescent Technical College or the Technical College System of Georgia and that you will not receive now or in the future any compensation for this usage. You also understand that your name, quotations, and photographic likeness may be gathered from and posted to SCTC's social media sites and website and can be downloaded by any computer user on or off campus.

You also understand that, as a student age 18 or older, it is your responsibility to notify the Southern Crescent Office of Student Affairs, if you refuse to have your name, quotations, or photographic likeness used for the College's unlimited lawful purposes. In addition, all students under the age of 18 must have parental or guardian permission for his/her name, quotations, or photographic likeness to be used by the College. In this instance, this form may be obtained in the Office of Marketing and Public Relations.

Voter Registration

The 1998 Higher Education Act requires all post-secondary institutions to make a good faith effort to distribute voter registration forms to each degree, diploma, or certificate-seeking student who attends classes on campus and to make such forms widely available to students. Students may also obtain voter registration forms from the Student Affairs Office. Voter Registration Days are scheduled throughout the year.

Student Grievances

Southern Crescent Technical College maintains a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines of the complaints ([Student Grievance Form](#)). This procedure does not address complaints related to the unlawful harassment (including sexual harassment), discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

Grievable issues: Issues arising from the application of a policy/procedure to the student's specific case is always grievable. Specifically, grievable issues are issues related to student advisement, improper disclosure of grades, unfair testing procedures, and poor treatment of students; this is a representative list and is not meant to be exhaustive.

Non-grievable issues: Issues, which have a separate process for resolution (i.e. disciplinary sanctions, FERPA, financial aid, academic grades, etc.), are not grievable and a student must take advantage of the process in place.

Business days: Weekdays that the college administrative offices are open.

Vice President for Student Affairs: The staff member in charge of the student affairs division at the college.

Retaliation: Unfavorable action taken, condition created, or other action taken by a student/employee for the purpose of intimidation directed toward a student because the student initiated a grievance or participated in an investigation of a grievance.

Grievant: the student who is making the complaint.

Procedure

A. Informal Grievance Procedure:

Student with grievable issues should resolve those issues, if possible, on an informal basis without the filing of a formal grievance.

1. A student has ten (10) business days from the date of the incident being grieved to resolve the matter informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
2. Where this process does not result in a resolution of the grievable issue, the student may proceed to the formal grievance procedure.

B. Formal Grievance Procedure:

Where a student cannot resolve their grievance informally, he or she must use this formal grievance procedure.

1. Within fifteen (15) business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs or the technical college president's designee with the following information:
 - a) Name,
 - b) Date,
 - c) Brief description of the incident being grieved,
 - d) Remedy requested,
 - e) Signature, and
 - f) Informal remedy attempted by student and outcome.
2. If the grievance is against the Vice President for Student Affairs, the student shall file the grievance with the technical college president.
3. The Vice President for Student Affairs, or the technical college president's designee, will investigate the matter and supply a written response to the student within 15 business days.
4. If the grieved incident involves possible unlawful harassment, discrimination, or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
5. If the grieved incident is closely related to an incident being processed through the harassment/discrimination or disciplinary procedures, the proceedings under the Unlawful Harassment and Discrimination of Students procedure will take precedence, then the disciplinary procedure and then the student's grievance will be addressed. The grievance will not be processed until after the other procedures have run their course.
6. The Vice President for Student Affairs, or the technical college president's designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

C. Appeal:

The student may appeal the decision from the VPSA or the technical college president's designee to the technical college president. Only the student has the right to appeal.

1. A student shall file a written appeal to the technical college president within five (5) business days of receiving the response.
2. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he or she has provided all relevant documents with his or her appeal.
3. At the sole discretion of the technical college president, grievance appeals at the institution may be held in one of the following two ways:
 - a. The technical college president may review the information provided by the student and administration and make the final decision; or
 - b. The technical college president may appoint a cross-functional committee to make the final decision.The decision of either the technical college president or the cross-functional committee shall be made within ten (10) business days of receipt by the president of the appeal.
4. Whichever process is chosen by the technical college president; the decision of the grievance appeal is final. Retaliation against a student for filing a grievance is strictly prohibited.

Southern Crescent Technical College desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. If a resolution is not reached at the institution level, or if you believe that the nature of the complaint or its impact on the system as a whole warrants an immediate review by the Technical College System of Georgia (TCSG) administration, please contact TCSG Student Affairs at studentaffairs@tcsge.edu or complete the following complaint form which can be found at <http://www.gvtc.org/stateapprovals/TCSGStudentComplaintInstructions.aspx>. Students residing outside of the State of Georgia who are taking an online course may also file a complaint with an agency located in their State.

Academic Information

The Vice President for Academic Affairs has administrative responsibility for credit and learning support instructional programs at Southern Crescent Technical College. Matters of educational policy including approval of programs, courses, and the grading system are developed by the administrative staff and faculty, approved by the president, and adopted by the Southern Crescent Technical College Board of Directors.

Academic Advisement

Each student is assigned a faculty advisor who will provide the information necessary to allow the student to make informed decisions in determining their academic plan and scheduling their coursework. Advisors will make suggestions and recommendations on how a student may achieve their academic goals; however, it is the ultimate responsibility of the student to meet the requirements of the program.

Each semester, students should be diligent about checking courses they register for against their required programs of study to assure they remain on target for graduation.

Grading System

The following symbols are used to indicate the level of performance in course work:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

For financial aid purposes, these grades will be calculated toward Satisfactory Academic Progress (SAP).

- I Students who have extreme hardships or verifiable extenuating circumstances may be assigned the I grade and given additional time to complete course work. The student has four weeks in the next semester to complete the work. If the incomplete work is not completed by the fourth week as noted on the academic calendar of the following semester, the I grade converts to an F.
- W Fall and spring semester are fifteen weeks long with 2 days for final exams. The final withdrawal date is during the tenth week of the semester. Mini-mester classes are 8 weeks long with 2 days for final exams. Mini-mester classes are run in conjunction with fall and semester classes. The final withdrawal date is on the third week of the semester. Summer semester is either eight weeks or ten weeks long depending on the program of study with 2 days for finals. The final withdrawal date is on the fourth week of the semester.
- TR Credits transferred in from another post-secondary institution are assigned the grade of TR on the transcript. Transferred credits are not counted in the grade point average.
- AC Credits awarded through articulation with secondary schools are assigned the grade of AC. Credits are earned, but grade points are not calculated.
- EXE Course work, which is exempted through examination, is awarded a grade of EXE. Credit is awarded, but grade points are not calculated.
- EXP Course work, which is exempted through experiential learning, is awarded a grade of EXP. Credit is awarded, but grade points are not calculated.
- AU Course work, which is audited by a student, is assigned a grade of AU. Credit is not awarded, and grade points are not calculated.

The following symbols are used to indicate the level of performance in learning support courses:

A*	90-100
B*	80-89
C*	70-79

D* 60-69
 F* 0-59

Learning support grades are not counted in the overall cumulative grade point average.

Program/Course Grade Requirements

Specified courses in degree/diploma/technical certificate of credit programs of study may require a grade of C or higher as stated in the program description or course description sections of the College catalog. A grade of C or higher is required for a specific course that is a prerequisite to a more advanced course. A minimum of a 2.0 grade point average in the program curriculum is required to graduate.

Grade Point Average

The overall cumulative grade point average (GPA) is calculated based on all credit courses taken at Southern Crescent Technical College. GPA is calculated by (1) multiplying the credits for each course by the grade points associated with the grade earned, (2) totaling the points earned for all courses, and (3) dividing the total points by the total number of credits attempted. The assigned values for the grades are A=4, B=3, C=2, D=1, and F. In calculating an overall cumulative GPA, credit hours from courses receiving the following grades are not included: AC, AU, EX, I, IP, TR, W, A*, B*, C*, D*, F*.

Example:	Grade Earned	Grade Points		Credit Hours		Total Points
	A	4	x	5	=	20
	C	2	x	3	=	6
				8		26
				$26/8 = 3.25$ GPA		

Academic Suspension Appeal Procedure

A student who has earned a grade point average of less than 2.0 in a single semester will be placed on Academic Probation, and that student will be advised of this change in status by letter. While no action is required, it is recommended that the student take advantage of academic help or other intervention in order to have a more successful semester following this change in academic status.

In the event that the student earns a grade point average of below 2.0 in the semester following placement on Academic Probation, then the student's academic status changes to Academic Suspension. At this point, the student will be notified by letter and an academic hold will be placed on the student's account, which will prevent the student from registering for classes for the upcoming term. The student will have a choice to sit out for one semester without taking courses. In this case, it is recommended that the student take the necessary steps to ensure that, upon returning to the classroom, circumstances are optimal for his or her success academically.

Rather than sit out for a term, the student may choose to follow a formal appeal process. This process affords the student the opportunity to make a case before a committee to request that the suspension be lifted for the upcoming term. The process begins by requesting an appeal form from the Academic Affairs Office. The Request to Appeal document is also available on the College website. Appeal requests must be submitted no later than noon of the third day of the semester. Once the form is submitted, the student will be contacted to set up a hearing with a committee to discuss the academic suspension. The hearing must be scheduled no later than 3:00 pm of the third day of the semester, as well. This deadline must be observed in order to permit the student enough time to re-enter classes if the appeal is granted. The committee's decision concerning the suspension will be final. If the committee determines that the suspension may be lifted, then the following actions will take place: the student will receive guidance concerning academic and other support services available at the college, the hold will be lifted, and the student may register for classes. If the suspension is not lifted, then the student will need to sit out for a semester before returning to classes. Upon returning, the student will need to check in with Academic Affairs to ensure that the hold has been lifted before registering.

The student should understand that an Academic Suspension differs from a Financial Aid Suspension. If the student has been notified of a Financial Aid Suspension, then the student must also request a Financial Aid Suspension Appeal on the Request to Appeal document. An additional interview with the Financial Aid Office will be necessary in most cases.

Work Ethic

Southern Crescent Technical College instructs and evaluates students on work ethic in all programs of study. Ten work ethic traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect, and teamwork.

Grade Appeal

If a student receives a final course grade which he or she believes is incorrect, the student should first discuss the grade with the instructor.

If the student is not satisfied with the decision of the instructor, the student may direct a written appeal to the Academic Affairs office. A Grade Appeal Committee will convene to hear the appeal by both the student and the instructor. After careful review, the Appeals committee will render a decision. The decision of the committee is final.

Grade appeals must be made prior to the end of the semester after the grades were posted. Once a meeting date is set to hear the appeal, the student must attend the appeal meeting or the committee will automatically close the appeal. A student receives only one opportunity to present his or her information for the appeal. If there are unforeseen, verifiable circumstances that require the student to cancel the appeals meeting, the student will have one final opportunity to reschedule the meeting. If the student does not attend the final appointment, the final course grade will stand. Grades received for semesters prior to the most recent semester cannot be appealed.

Academic Status

President's List

Students who maintain a semester GPA of 4.0 while earning at least 12 credits and who are on academic Good Standing are placed on the semester President's List. This designation is printed on the official transcript.

Deans' List

Students who maintain a semester GPA of 3.5 while earning at least 12 credits and who are on academic Good Standing are placed on the semester Dean's List. This designation is printed on the official transcript.

Honor Graduate

Students completing program requirements with a cumulative grade point average (GPA) of 3.75 or higher will be recognized as an honor graduate. This designation is printed on the commencement program.

Honor Graduate with Distinction

Students completing program requirements with a cumulative grade point average (GPA) of 4.0 will be recognized as an honor graduate with distinction. This designation is printed on the commencement program.

Good Standing

Students who maintain a semester GPA of 2.0 are considered in good standing. This designation is printed on the official transcript.

Academic Probation

Students who fail to maintain a semester GPA of 2.0 are placed on academic probation. The purpose of academic probation is to alert the student to the need to improve academic performance. This designation is printed on the official transcript. The student is also placed on financial aid warning.

Academic Suspension

Students who fail for the second consecutive semester to maintain a semester GPA of 2.0 are placed on suspension. This designation is printed on the official transcript. A student placed on academic suspension must stay out of school one full semester before applying for readmission. The student is also placed on financial aid suspension.

Readmission from Academic Suspension

Students placed on the first academic suspension are eligible to reapply for admission following the one semester's suspension. For any subsequent suspensions, students are eligible to reapply after one calendar year.

Students who do not attend Southern Crescent Technical College for two consecutive semesters will be required to complete updated course requirements for their program of study.

Current Student Registration

Current student registration is held prior to the beginning of the next term. Online registration is available for current students by accessing Banner Web located on Southern Crescent Technical College's website. Learning support students are encouraged to see their advisor prior to registration. Students are encouraged to meet with their advisor to discuss progress and course selection before registering online. The student must complete the process by paying fees or obtaining the proper authorization from the financial aid director.

Class Load

A student registered for 12 or more semester hours of credit is classified by the College as a full-time student. Students may not register for more than 18 semester hours in any given semester without approval from the Vice President of Academic Affairs.

Distance Education

Southern Crescent Technical College participates with Georgia Virtual Technical Connection (GVTC) by offering courses over the Internet. Blackboard (BbL) Learning Management System (LMS) is used by Southern Crescent and GVTC as the primary form of LMS. There are three types of courses offered through BbL LMS including: Online (O), Hybrid (K1 and K2), and Web-enhanced (V).

Online (O) courses are taught through BbL LMS over the Internet. Students come to campus only if the online course instructor requires a proctored exam, a presentation, a course orientation at the beginning of the semester, or any other reason as deemed necessary by the instructor.

Hybrid (K1) courses include 50 percent or less of instructional time in the classroom with the balance percent via the BbL LMS. It is considered an online class but affords students more interaction than a traditional online class.

Hybrid (K2) courses include 50 percent or more of instructional time in the classroom with the balance percent via the BbL LMS.

Web-enhanced (V) courses are traditional classroom courses that use the BbL LMS as an important component of the course.

Students interested in taking online courses can find course offerings by looking at the course schedule that is released before registration begins each semester.

Security for our students using the BbL LMS is important to Southern Crescent Tech. The BbL LMS uses unique user ID and password protection for all classes taught at the College.

Each student is assigned a unique student number, also known as a student ID, when they are enrolled at the College. The BbL login is created with two identifiers: the first is the College identifier and the unique student ID. The password is generic for the first time students log into the BbL system. After the first initial login, students are prompted to change this generic password immediately before they enter into their course(s).

The Student Helpdesk is available for BbL LMS, student email and Banner Web concerns. The Helpdesk is available Monday through Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 12:00 am.

Additional Helpdesk information can be found on [The Southern Crescent Student Helpdesk webpage](http://studenthelpdesk.sctech.edu) (studenthelpdesk.sctech.edu).

Southern Crescent students can take online courses from other Georgia Technical Colleges if a course is not being offered at Southern Crescent for a particular semester. To find out more about online courses offered at other Georgia Technical Colleges, visit [Georgia Virtual Technical Connection's webpage](http://www.gvtc.org/) (http://www.gvtc.org/).

Electives

Some programs require a certain number of electives from occupational-related areas. Any course pre-requisite must be met. Some programs require general electives which can be fulfilled by satisfactorily completing any credit course. Degree-level general core elective requirements are fulfilled by satisfactorily completing a general core class at the 1100 level or higher.

Attendance Policy

A goal of Southern Crescent Technical College is to place dependable, competent employees in the workplace. Students are expected to attend class regularly and to be punctual. Attendance policies are contained in the syllabus of each course. It is the responsibility of the student to read and comply with the attendance policies which affect work ethics assessments and may affect the academic grade.

Attendance in a distance education course follows the same attendance policy as the traditional classes offered on campus. Attendance is granted to a student when the student logs into BLACKBOARD, and then enters their course.

No-Show Policy

A student is considered a no-show when the student does not attend class or gain access to an online or hybrid course by the no-show deadline of the semester (see student academic calendar). When a student accesses an online or hybrid course, through the learning management system, during the first week of the semester, or before the no-show deadline, the student is considered to be in attendance. Likewise, when a student is present in the classroom during any scheduled class time before the no-show deadline of the semester, the student will be considered in attendance.

- Traditional & Web Enhanced Courses: Physical attendance, in class, is required during the first week of the semester, up to the No Show deadline;
- Online Courses: Gaining access to the course is required during the first week of the semester, up to the No Show deadline;
- K1 & K2 Courses: Physical attendance and/or gaining access to the course is required during the first week of the semester, unless the instructor has indicated otherwise, up to the No Show deadline.

Because submitting a student as a no-show triggers a tuition refund, a student may not attend the class after being submitted as such. Only with permission of the instructor, the Office of Academic Affairs, the Business Office, and the Office of Financial Aid (if applicable) may a student be reinstated in the course.

Repeating Courses

Courses satisfactorily completed at Southern Crescent Technical College may be repeated under special circumstances; however, a record of all courses attempted will remain on a student's transcript, and all grades received will be used in computing the cumulative grade point average. The last grade earned is the grade used to determine the grade point average for graduation.

Directed Individual Study

Directed Individual Study provides the instructor and student an opportunity to develop special learning environments. Instruction is delivered through work experiences, practicums, advanced projects, industry-sponsored workshops, seminars, or specialized and/or innovative learning arrangements. Each course should be documented with a written agreement between the instructor and the student detailing expected requirements.

Internship Policy

The responsibility for identifying and locating an appropriate internship rests with the student in conjunction with the department involved with the internship.

Negotiations should begin during the pre-registration period. Placement should be confirmed before the beginning of the semester but no later than the end of the first week of the semester. The commitment is made firm at the time of placement so that ordinarily internships may not be dropped during the add-drop period. Adjustments to an internship or an internship schedule will be made during the drop/add period with division chair approval.

Course Withdrawals

Course withdrawals are initiated by the student on Banner Web. See the Grading System section for important dates relative to withdrawal from class.

Withdrawal from School

Students withdrawing from school for one or more semesters should complete the Southern Crescent Technical College Official Withdrawal Form. Students who withdraw before the withdrawal date will receive a grade of W. Students who do not follow withdrawal guidelines will receive a grade based on their work, just as students do who complete the class properly.

Class Cancellation

Southern Crescent Technical College reserves the right to cancel classes because of low enrollment or other reasons. Decisions to cancel classes are made by the Academic Affairs administrative staff. A full refund is made for any class canceled by Southern Crescent Technical College.

Transferability

Transfer of Southern Crescent Technical College credit to another college or university is at the discretion of the receiving institution.

Tuition and Fees

Tuition and fees are assessed according to guidelines established by the Technical College System of Georgia (TCSG) and are subject to change. Some specialized certificate programs have a different fee structure. Students are advised to refer to the semester schedule that reflects the current tuition and fee scale or to contact the Business Office for further information.

Tuition and Fee Schedule

In-State Tuition

<u>Semester hours</u>	<u>Tuition</u>		
Tuition	\$89/credit hour		
*CTD Tuition	\$132/credit hour		
Instructional Technology Fee	\$105/semester		
Registration Fee	\$55/semester		
Activity Fee	\$35/semester		
Facility Fee	\$45/semester		
Special Instructional Fee	\$55/semester	Student Accident Insurance Fee	\$4/semester
Athletic Fee	\$20/semester		
Student Assistance Program Fee	\$7/semester		
Campus Safety Fee	\$25/semester		

NOTE: Commercial Truck Driving – CTD is a specialized certificate program with a different tuition rate and a different fee structure.

Other Fees

Application Fee (non-refundable)	\$25
Lab fee*	\$25
Returned Check Fee	\$30
TCC/Diploma Replacement Fee	\$40
Application Processing Fee**	\$40
Fuel Surcharge for Commercial Truck Driving	\$185
Exemption Test	25% of course tuition

*Applies to programs with a lab component.

**Students participating in the ceremony will incur a separate graduation regalia fee of \$35.00. This fee is paid directly to the Balfour Representative.

Out-of-State Tuition

Out-of-state tuition is twice that of in-state tuition. All fees, other than tuition, remain the same.

International Student Tuition

International students will be charged tuition at a rate of four times that of in-state tuition. All fees, other than tuition, remain the same.

**Fees are subject to change without notice.*

Fee Categories

Fees are categorized as application fees, activity fees, instructional/technology fees, and registration fees. Tuition is assessed according to policies for post-secondary vocational education as set by the Board of the Technical College System of Georgia. Tuition and fees may be paid by cash, *check, credit card, or financial aid authorization. Checks should be made payable to Southern Crescent Technical College. It is unlawful to issue a bad check. Any student who issues a check that is returned for insufficient funds or for other reasons will be notified by mail to bring cash to cover the amount of the check and a \$30.00 returned check fee. If legal action becomes necessary, the student will be responsible for all costs associated with such action.

*Checks must be payable for the exact amount due. Two party checks will not be accepted. Post-dated checks will not be accepted.

Senior Citizens

Residents of Georgia who are sixty-two (62) years of age or older and who are otherwise qualified may attend technical colleges, for credit courses only, without payment of tuition on a space available basis. Students utilizing the Senior Citizen waiver will pay application fees, registration fees, lab fees, and any other applicable course fees.

Nelnet Student Payment Plan Option

Southern Crescent now offers students a payment plan option through Nelnet Business Solutions for a small non-refundable enrollment fee of \$30, \$35, or \$40 each semester. A minimum down payment is also required with the remaining balance to be paid in 2, 3, or 4 monthly installments on the 20th of each month until the balance is paid in full. The amount of the down payment, number of monthly payments, and the enrollment fee are determined by the date of enrollment in the plan. Students must sign up for the Nelnet payment plan PRIOR to the payment deadline each semester. All down payments and enrollment fees are processed **immediately** through (1) Automatic bank payment (ACH) or (2) Credit Card. Students will be charged a \$30.00 returned payment fee if a payment made to Nelnet is returned.

More information on the SCTC Nelnet payment plan can be found at: <http://www.mycollegepaymentplan.com/sctc> or you can log onto our website at: www.sctech.edu /Click on Current Students/By Department/Financial Aid, then select FACTS/Nelnet Student Payment Plan.

Refund Policy

- Students withdrawing from a course by the end of the third instructional day of the semester or no shows shall receive 100% refund of applicable tuition and refundable fees, excluding the application fee.
- Students who withdraw from a course after the third instructional day of the semester shall receive no refund and will be responsible for all tuition and fees.
- Although there will be no refund of tuition and fee after the third instructional day, withdrawing students receiving the Federal Pell Grant will have awards adjusted in compliance with the Return to Title IV process outlined in the Federal Student Aid Handbook.
- Refunds for Business or Industry or Continuing Ed courses will be made only when a request for a refund is submitted in writing before the first day of class accompanied by the original receipt.
- A student does not have to prepare a refund request. Refunds can be made to the student's personal bank account once the student turns in Direct Deposit information to the Business office or by a different SCTC electronic method.
- Classes canceled by Southern Crescent Technical College will be refunded 100%. Application and insurance fees are non-refundable.

SCTC Refund Options

Southern Crescent has partnered with BankMobile to deliver your student refund. BankMobile is committed to delivering great customer service and providing you with clear choices – as well as quick, easy, and secure access to your money. Your refund options are: (1) Electronic deposit to another bank Account (an existing personal account), (2) Electronic deposit to a BankMobile Vibe checking account (new checking account with BankMobile), or (3) Paper check that will be delivered to your home address on record with our Admissions office.

Should you select either electronic deposit method, BankMobile will release your refund within 24 hours after they receive the funds from Southern Crescent; however, if you select the Paper Check option – BankMobile will mail your refund to you by using the United States Postal Service (USPS) and you will receive it in approximately 5-7 business days.

Insurance

Student accident insurance is required of all students for a nominal fee and is payable on a semester basis. Questions regarding claims should be directed to the Business Office.

Liability insurance is required of students in Allied Health, Early Childhood Education, and Cosmetology in order to participate in clinical training. This insurance is payable prior to the beginning of the clinical training portion of the program and is based upon rates supplied to Southern Crescent Technical College by the carrier.

Textbook Expenses

Textbooks can be purchased from the Southern Crescent Technical College bookstore. Books may be purchased with cash, check, or credit card. Books may be returned for a refund within ten (10) days of purchase provided the book is returned in its original condition of purchase and with the original sales receipt. Used books may be resold to the bookstore during the designated buy-back period if the bookstore has a need for the book. No refunds shall be made for expendable supplies and equipment.

Transcripts

Southern Crescent Technical College has retained **Credentials Inc.** (TranscriptsPlus) to accept transcript orders **online**. You can order your transcript by logging into your BannerWeb account. A \$5.00 fee will be charged for each copy. Credit card or debit card may be used for payment. If you no longer have access to your BannerWeb account, you may call Transcript Plus at **847-716-3005**. **There is an additional operator processing surcharge for placing orders over the telephone.**

You may order your transcript online and request to pick it up on the Griffin or Thomaston campus. Transcript requests will no longer be accepted via fax or email.

Miscellaneous Program Expenses

Tools are needed by students in some programs and are also valuable upon employment. The tools required by these programs may not constitute a complete set, but will certainly be adequate to prepare the student to begin employment. Purchase of tools is the student's responsibility. Uniforms, lab coats, and other supplies may be required in some program areas. The expense of these items is the student's responsibility. Estimated additional costs other than tuition, fees, and textbooks are listed in each program description.

Financial Aid

There are several sources of financial aid for Southern Crescent Technical College students. Students may call the Financial Aid Office at (770) 228-7368 for Griffin or (706) 646-6386 for Flint River or visit the office for additional information. Students may be eligible for more than one type of financial aid. Special Admit students are ineligible for any Financial Aid Assistance.

By accepting financial aid awards, students are agreeing to be liable for all tuition, fees, and/or other monies paid on their behalf or directly to them should the financial aid source fail to provide adequate funds or should the student prove to be ineligible for financial aid. To decline awards or if the student does not agree to the previous statement, he/she must come to the Office of Financial Aid and decline the awards in writing.

Sources

- Federal Pell Grant
- Federal Direct Stafford Loan
- Federal Direct Parent Loans (PLUS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- HOPE Grant
- HOPE Scholarship
- HOPE Zell Miller Scholarship
- HOPE Zell Miller Grant

- Georgia HOPE GED Voucher
- Georgia's Strategic Industrial Workforce Development Grant Award (SIWOG)
- Student Access Loan (SAL)
- Move On When Ready (MOWR)

Financial Aid: To Apply

- For financial aid, including HOPE, students must file the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov> at least four weeks prior to the registration date.
- A Student Aid Report (SAR) is mailed or emailed directly to the student from the Federal Processing Center (FAFSA). An electronic version of the Student Aid Report (SAR) will be sent to the financial aid office at SCTC by the federal processors if the student enters Southern Crescent Technical College's school code (005621) on their FAFSA.
- For the HOPE Scholarship (degree programs only), submit a completed HOPE Scholarship Evaluation Request Form to the Registrar's Office. The form may be obtained from the Office of Financial Aid or on the financial aid webpage at www.sctech.edu.
- Please refer to www.GAfutures.org for more information on state funded programs.
- Report to the Office of Financial Aid all types and sources of assistance received.

All students seeking financial assistance are required to complete the FAFSA at www.fafsa.ed.gov. SCTC's priority deadlines are:

Fall Semester – August 4
Spring Semester – December 8
Summer Semester – May 11

If selected for verification by the U.S. Department of Education, the student must submit an IRS transcript of federal tax return or other documentation and a Federal Verification Worksheet (available in the Financial Aid Office) to receive Federal Funds.

Deadlines

In October, students can begin applying for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Application for financial aid is completed once an aid year.

Federal Pell Grant

Federal Pell Grants are awarded to students who do not have a four-year degree and are enrolled in a diploma or degree program of study. There are only two (2) certificate programs eligible for the Pell Grant: Health Care Assistant and Health Care Science. The amount a student receives is determined by the federal processors. Full-time enrollment for purposes of Pell is based on 12 semester hours for a degree or diploma program. If a student does enroll for at least 12 credit hours, Pell awards will be adjusted based on credit hours. Students must complete the FAFSA to determine eligibility. It takes approximately six to eight weeks to receive the results of this application. Students should be prepared to pay their first semester fees if sufficient time is not allowed for the necessary processing. All Pell awards are good through summer term each aid year. Students must reapply for Pell each aid year by completing a new FAFSA.

- Learning support, provisional, adult education, continuing education, and special admit students are not eligible for federal financial aid benefits.
- Students who withdraw from the college prior to completing 60% of the semester will have their Pell award reduced (see financial aid: return to title IV funds).

Gainful Employment

The Higher Education Opportunity Act of 2008 was designed with the intent to help students and families make better informed decisions about higher education. Southern Crescent Technical College is required by this federal law to provide information about our programs offered at our institution to the College community. For additional information pertaining to cost, graduation rates check out [The Financial Aid Shopping Sheet](#). Important information about the educational debt, earnings, and completion rates of Gainful Employment programs can be found on our [job placement page](#). Located on www.sctech.edu.

Pell Lifetime Eligibility Used (LEU)

There is a new federal law effective with the 2012/13 school year that limits the amount of Pell Grant students can receive in the Federal Pell Grant. Because the new Lifetime Eligibility Used (LEU) includes all awards received prior to the 2012/13 year, some students will

already be ineligible at the start of the year. Others will have some eligibility but not enough to receive 100 % of their award. It includes any Pell Grant award received at any school and it's a limit to receive it at any school. Students can't transfer and receive additional awards at another school. There are no exceptions and it isn't possible to appeal. The school has no legal ability to award a student beyond the limit.

The limit is 6 years of full time attendance. It's prorated for part time students. It's calculated based on 600% of annual awards. When students are awarded a Pell Grant, he/she is given a maximum annual Pell Grant award. If students attend full time for two semesters you receive 100% of it. If he/she attend half time for two semesters receive 50% of it. Each semester students receive a percentage. When that total reaches 600% you're no longer eligible for the grant. Students you must be eligible for the Pell Grant to receive the Federal Supplemental Educational Opportunity Grant FSEOG). Once a student has reached the limit you aren't eligible for either grant.

Students may view their Pell Grant used by logging into www.NSLDS.ed.gov. NSLDS is where students can find and track their financial aid history. Students will need their federal student ID to access the NSLDS portal. To read more about the LEU and how it's calculated including examples click on the link below for a message from the U.S. Department of Education:

- LEU greater than 450% but less than or equal to 500% - These students likely will have full eligibility for 100% of their Pell Grant scheduled award, unless a later disbursement moves their LEU to greater than 500%.
- LEU greater than 500% but less than 600% - These students will not have full eligibility for a Pell Grant, but likely will have eligibility for a portion of that scheduled award.
- LEU 600% or higher - These students will have no Pell Grant eligibility for the award year.

<http://ifap.ed.gov/eannouncements/attachments/040612CalPGLifetimeEligUsedSAOTWPage.pdf>

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid. Not all students will be awarded this fund as FSEOG funds are limited.

Federal Direct Stafford Loan

Subsidized and unsubsidized loans are federal student loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans.

Subsidized Loans:

Direct Subsidized Loans are available to undergraduate students with financial need.

- Your school determines the amount you can borrow, and the amount may not exceed your financial need.
- The U.S. Department of Education pays the interest on a Direct Subsidized Loan
 - while you're in school at least half-time,
 - for the first six months after you leave school (referred to as a *grace period**), and
 - during a period of *deferment* (a postponement of loan payments).

*Note: If you received a Direct Subsidized Loan that was first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your *principal* balance.

Unsubsidized Loans:

- Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need.
- Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive.

- You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods.
- If you choose not to pay the interest while you are in school and during grace periods and deferment or *forbearance* periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Students must be enrolled at least half-time (six semester hours) to receive loan funds!

Federal Direct Parent Plus Loan

The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the *Direct Loan* Program.

Here's a quick overview of Direct PLUS Loans:

- The U.S. Department of Education is your *lender*.
- You must not have an *adverse credit history*.
- The maximum loan amount is the cost of attendance (determined by the school) minus any other financial aid received.

Federal Work Study Program (FWS)

The Federal Work-Study Program, FWS, provides a method for post-secondary education students to earn funds that are used towards their education. The FWS program helps students earn monetary awards towards their post-secondary education. The program is based on financial need and students must be accepted into the program to qualify. The program encourages community service work and work related to the recipient's course of study.

Eligibility Requirements:

- Current and completed FAFSA on file
- Must have need, as established by the Federal Processor
- Enrolled in at least 6 semester hours

HOPE Grant

The HOPE Grant is the Georgia state tuition assistance program funded by the Lottery for Education to assist eligible students enrolled in a certificate or diploma program. The HOPE Grant has a lifetime cap of 63 semester hours which will pay towards a **certificate or diploma** program. All courses including learning support count towards the 63 semester hour cap. To be eligible for the HOPE Grant, a student must declare Georgia as their legal domicile residence for at least twelve (12) consecutive months immediately prior to the first day of class of the school term for which HOPE Grant payment is sought if they graduated from a Georgia high school – twenty-four (24) consecutive months if they did not graduate from a Georgia high school - be a U.S. citizen or a permanent resident alien, and not have any student loan defaults or recent controlled substance convictions. Male students born as of 1/1/1960 or thereafter must have registered with the Selective Service between the ages of 18 and 25 and must provide their Selective Service number.

Students applying for any HOPE funds (Scholarship/Grant) must apply on-line at www.fafsa.ed.gov.

- Students must have a 2.0 GPA at the 30th semester hour to remain eligible.
- Students who lose eligibility at the 30th semester hour can regain eligibility once at the 60th semester hour with a 2.0 GPA and HOPE will pay for the remaining 63 hours of eligibility.
- Students with a baccalaureate degree or higher cannot receive HOPE Grant.
- Learning support coursework and dual enrollment coursework are excluded from GPA calculation and checkpoints. GPA calculations at the checkpoints will begin with fall term grades. Learning support coursework tuition will continue to be paid by the HOPE Grant.
- The HOPE Grant will pay for 63 semester hours. The term that a student meets the cap, the Grant will pay only for hours up to the cap. Example: A student has 60 semester hours at the end of fall semester. The student registers for six credit hours spring semester. The HOPE Grant will only pay for three credit hours spring semester.
- Effective Fall 2015, the HOPE Grant will pay \$67.00 per credit hour.

HOPE Scholarship

The HOPE Scholarship is the Georgia state tuition assistance program funded by the Lottery for Education to assist any eligible student accepted into a degree program. Full-time enrollment is not required. The student must be a Georgia resident. The Georgia Residency requirements for the HOPE Scholarship will continue to be set at 12 consecutive months immediately preceding the first day of classes of the school term for which HOPE Scholarship payment is sought if they graduated from a Georgia high school – twenty-four (24) consecutive months if they did not graduate from a Georgia high school.

Students are eligible to receive the HOPE Scholarship until seven years from the date of the student's high school graduation, home study completion, or successful GED test, if the student meets all other requirements. The expiration of eligibility date will be June 30th of the seventh academic year following the student's date of high school graduation, home study completion, or successful GED test.

The FAFSA must be completed and processed in order to apply for the HOPE Scholarship. Once a student has completed 30 degree-level hours, he or she can request a HOPE Scholarship evaluation be completed by the Registrar's Office. At that time, to qualify, he or she must have a 3.0 GPA or higher.

Students may renew the HOPE Scholarship for the sophomore, junior, and senior years by maintaining a 3.0 GPA, reapplying, and maintaining satisfactory academic progress.

The HOPE Scholarship program pays \$67.00 per credit hour. Students are responsible for remaining balance.

Beginning fall term 2011, learning support coursework will be excluded from attempted hours. However, all learning support coursework previously counted in attempted hours will remain in the attempted hours calculation. Beginning fall term 2011, the HOPE Scholarship will no longer pay for learning support coursework.

Students can lose and regain eligibility once beginning fall term 2011. Any previous gains/losses prior to fall term 2011 will not apply.

Students who lost the HOPE Scholarship twice prior to fall term 2011 but have regained eligibility, may continue to receive the HOPE Scholarship. If the student loses the HOPE Scholarship after receiving it fall term 2011, they will not regain it again.

Students who received the HOPE Scholarship prior to summer term 2011 are eligible to receive the HOPE Scholarship until June 30, 2099, regardless of high school graduation date. First time HOPE Scholarship recipients, summer term 2011 or later, are bound by the seven-year rule.

For students who have not received a HOPE Scholarship award prior to summer term 2011, an expiration date will be set for each student as June 30th of the seventh academic year following his or her high school graduation.

For students who graduated from a home school program or received a GED, the date of the student's home school completion/graduation or the GED test date will be used as the basis for determining the seven-year expiration date.

A student who has not received HOPE Scholarship payment prior to Summer term 2011, and meets all other eligibility requirements for HOPE Scholarship, may receive the HOPE Scholarship until June 30th following the completion of the seventh full year after the first of one of the following events has occurred:

- a. His or her high school graduation date; or
- b. The graduation date of the student's high school class if the student withdrew from high school prior to his or her graduation date; or
- c. His or her Home Study completion date; or
- d. His or her successful GED test date.

A student that serves on active duty in the military during the seven-year period after his or her high school graduation, Home School completion or successful GED test date will have that active duty period of his or her military service added to the seven-year limit.

A student who is enrolled during a term which begins prior to his or her expiration of eligibility date and ends after his or her expiration of eligibility date may be paid for the term.

A student who received a HOPE Scholarship award prior to summer term 2011 (FY2012) is not subject to the Seven Year Limit.

The HOPE Scholarship will pay for 127 semester or 190 quarter hours. The term that a student meets the cap, the scholarship will pay only for hours up to the cap. Example: A student has 124 semester hours at the end of fall semester. The student registers for six credit hours spring semester. The HOPE Scholarship will only pay for three credit hours spring semester. Students with a baccalaureate degree **cannot** receive HOPE.

No book allowance or fees will be paid by HOPE.

For complete and current information regarding Georgia's HOPE Scholarship and Grant Program Regulations, visit the web site at: www.GAfutures.org or call for more information in metro Atlanta at (770) 724-9000 or toll free in Georgia at 1-800-505-GSFC (4732).

The Georgia HOPE GED Voucher

The GED Voucher of \$500.00 is awarded to students receiving a GED. This is a one-time only award to be applied to the costs of attending an institution of higher education. The HOPE voucher accompanies the GED diploma. To receive the \$500.00 voucher award, students must be enrolled in a program of study leading to a technical degree, diploma, or certificate.

Students receiving a HOPE GED voucher should submit it to the financial aid office for processing. In order for the financial aid office to process the voucher, students must complete a FAFSA for the current academic year in which they plan to utilize the GED voucher. Students must also meet the Georgia residency requirements, the Selective Service requirement (males only), and not be convicted of a drug-related felony within two semesters of enrollment.

Zell Miller Scholarship

The Zell Miller Scholarship program is for students who have demonstrated academic achievement and that are seeking a college degree. Generally, to become eligible, a student must graduate from an eligible high school with a 3.70 GPA and a minimum score on the SAT/ACT. For more information, review the Zell Miller Scholarship Regulations online at: www.GAfutures.org.

Zell Miller Grant

The Zell Miller Grant Program provides grant assistance to residents of Georgia pursuing Certificates or Diplomas at Georgia's public eligible postsecondary institutions. The Zell Miller Grant Program does not include a high school academic requirement, however, recipients are required to have a minimum postsecondary cumulative grade point average of 3.5 at the end of each term. The Zell Miller Grant pays 100% tuition. The purpose of the Zell Miller Grant Program is to encourage Georgians to obtain technical education in order to increase the knowledge and skills of Georgia's workforce.

Seven Year Limit

1. A student who has not received HOPE Scholarship payment prior to Summer term 2011, and meets all other eligibility requirements for HOPE Scholarship, may receive the HOPE Scholarship until June 30 following the completion of the seventh full year after the first of one of the following events has occurred:
 - a. His or her high school graduation date; or
 - b. His or her Home Study completion date; or
 - c. His or her successful GED test date; or
 - d. His or her petition date where his or her diploma was received pursuant to the local school board in accordance with O.C.G.A. § 20-2-281.
2. A student is not eligible for payment for any term prior to the date used to determine his or her Seven Year Limit.
3. A student that serves on active duty in the military during the seven-year period after his or her high school graduation, Home Study completion or successful GED test date will have that active duty period of his or her military service added to the Seven Year Limit.
4. A student who is enrolled during a term which begins prior to his or her expiration of eligibility date and ends after his or her expiration of eligibility date may be paid for the term.
5. A student who received a HOPE Scholarship award prior to Summer term 2011 (FY2012) is not subject to the Seven Year Limit.

Student Access Loan (SAL)

The Student Access Loan (SAL) Program is a need-based, low interest loan program administered by the Georgia Student Finance Authority (GSFA). The SAL Program may be funded by state general funds, proceeds from the Georgia Lottery for Education and

public and/or private donations. The purpose of the program is to assist with the affordability of a college education at one of Georgia's public technical colleges and encourage timely persistence to the achievement of postsecondary credentials. The loans, or portions of the loans, are forgivable for recipients who graduate with a minimum cumulative grade point average of 3.5 in the program that the loan was originally borrowed under.

Students applying for SAL must meet all general eligibility requirements, citizenship, Georgia residency, enrollment status, satisfactory academic progress, selective service, defaulted loan, Drug-Free Act, and incarcerated.

All students applying for SAL must complete a FAFSA and an application with Georgia Student Finance Commission (GSFC) at www.GAfutures.org. GSFC shall designate an open application cycle period for the state fiscal year and only collect applications during such period. Application cycle periods are subject to available funding and application volume. The application process is first come, first serve with priority to our SAL recipients and HOPE and Zell Miller Scholars.

Students must be enrolled at least half-time (6 credit hours). Students cannot borrow more than \$3,000 in an award year and no more than \$1,500 in one term. The aggregate loan limit per borrower may not exceed \$12,000. Borrowers are required to make monthly Keep In Touch (KIT) payments while enrolled in school and while in grace period (six months). Monthly KIT payments will be due each month, approximately sixty days after the first loan disbursement, and in accordance with the repayment schedule set by Georgia Student Finance Authority (GSFA).

Things to know

- Georgia Student Finance Authority (GSFA) will have open Application Process all year until funds are depleted.
- There is priority processing given for prior SAL applicants, Hope Scholarship and Zell Miller Scholarship recipients. Any following selections will be based on first come, first serve until all funds are depleted.
- Selection does not guarantee approval; your eligible postsecondary institution may decline the loan or certify for a reduced amount based on financial aid status.
- GSFA will notify applicants via email when approved or denied.
- If approved applicants will receive a Promissory Note packet via email or mail (student's preference) which MUST be returned to GSFA in **14 days** or GSFA will administratively cancel the application.
- After 40 days if the application is not certified or denied by the postsecondary institution GSFA will administratively cancel the application.
- Loan disbursements are sent directly to the student's chosen eligible postsecondary institution and are not transferable.
- If you apply for this loan, you understand that this is a private education loan that must be repaid and cannot be combined or consolidated with federal loans
- Borrow smart! When applying for a loan, request only the amount of funds needed for your educational costs and that you can repay.

Students who are in default on their KIT payments with GSFC may not be eligible for aid until their accounts are back in good standing. Students will be required to submit a clearance letter from GSFC.

Move on When Ready

The new Move On When Ready (MOWR) Program combined Accel, HOPE Grand Dual Enrollment and old MOWR programs. It provides for participation in Dual Credit Enrollment for eligible high school and home study students. These students earn postsecondary credit hours and simultaneously meet their high school graduation or Home Study completion requirements as Dual Credit Enrollment students.

State revenues provide funding for this program. The award amount received by eligible students and the total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year.

A student must be entering ninth, tenth, eleventh or twelfth grade at an eligible high school. An eligible high school is any private or public secondary educational institution within the State of Georgia and any Home Study program operated pursuant to O.C.G.A. 20-2-690. A student must be admitted and classified as a Dual Credit Enrollment student by an eligible postsecondary institution. A student is eligible for the MOWR Program up to a maximum of 15 hours per semester. A student must maintain Satisfactory Academic Progress (SAP), as define and certified by his or her eligible postsecondary institution.

The postsecondary credit hours taken as a Dual Credit enrollment student, for which MOWR payment was made, are not counted as Attempted-Hours nor are they included in the Combined Paid-Hours limit for purposes of HOPE Scholarship or Zell Miller

Scholarship eligibility. However, hours for which a student may have received payment from the Accel Program (through FY2011), are included in the combined paid-hours limit.

A student must complete a MOWR Program Application and submit it to his or her eligible high school or Home Study program for each school term (semester or quarter) for which he or she participates in the MOWR Program. An authorized high school official or Home Study parent or official will list on the application each eligible high school course that student will be substituting with a postsecondary credit hour course as a dual credit enrollment student. The completed MOWR Program Application must be forwarded by the eligible high school or Home Study program to the eligible postsecondary institution the student will attend. An authorized postsecondary official will list each postsecondary credit hour course (s) the student will take in place of a secondary course.

The MOWR Program pays full tuition for an eligible participant, along with a \$50 per term, semester or quarter, to apply toward mandatory fees for an eligible MOWR student's enrollment. Book funds will be paid based on an eligible MOWR student's enrollment each term up to 15 semester hours at the eligible postsecondary institution. For more information on the MOWR Program, visit www.GAfutures.org.

Georgia's Strategic Industries Workforce Development Grant Award (SIWOG)

Beginning with the fall semester 2013, SCTC students who are receiving the HOPE Grant may also be eligible for additional financial assistance from Georgia's Strategic Industries Workforce Development Grant (SIWDG) Award for the following programs:

- Commercial Truck Driving
- Computer Technology Diploma and Certificates
- Diesel Equipment Technology
- Early Childhood Care/Edu. Diploma and Certificates
- Health Science Diploma and Certificates
- Industrial Maintenance
- Movie Production/Set Design
- Practical Nursing Diploma Only
- Welding Diploma and Certificates

To qualify, an SCTC student must be fully admitted to the college, enrolled in one of the above programs and receiving the HOPE Grant for the same term.

The amount of the SIWDG Award is a fixed amount for each term of enrollment:

Program of Study	Enrolled Hours	Award Amounts
Commercial Truck Driving	9 or more (one term only)	\$1000.00*
SIWDG Programs	9 or more credit hours	\$ 500.00
SIWDG Programs	3 - 8 credit hours	\$ 250.00
SIWDG Programs	1 - 2 credit hours	\$ 125.00

**Eligibility for the SIWDG Award for the Commercial Truck Driving program is for one term only. The HOPE GED Grant, HOPE Grant, and SIWDG Award can be awarded in the same term, if all other eligibility requirements are met up to cost of attendance. High school students in dual enrollment programs are not eligible for the SIWDG Award.*

Financial Aid Satisfactory Academic Progress (SAP) Policies

The U.S. Department of Education requires institutions of higher learning to establish standards of satisfactory academic progress for students receiving financial aid. Students must declare a major and be working toward the completion of that major in order to receive financial aid. Failure to maintain Satisfactory Academic Progress (SAP) will result in the loss of federal (Pell) and state (HOPE) grants and scholarships after the probationary semester(s).

In order to receive aid, a student must be making SAP regardless of whether he or she has previously received aid.

NOTE: New students and/or transfer students are considered to be making Satisfactory Academic Progress (SAP).

SAP includes three components:

1. **Qualitative Grade Point Average (GPA) (Cumulative):** Students must maintain a cumulative GPA of 2.0. The GPA is computed by the Registrar's office on a scale of 4.0. The GPA is cumulative (includes entire Academic history). Students must have a minimum GPA of 2.0 when they transfer programs in order to receive financial aid for the new program.
2. **Quantitative Hours Completed (Cumulative):** The financial aid recipient must have passed at least 66.5% of all hours attempted. Grades of A, B, C, or any derivative of these letters are "satisfactory" for financial aid purposes. Students who do not complete the required minimum hours or whose GPA drops below the minimum requirement in a given semester are not considered to be maintaining SAP and are placed on Financial Aid Warning. Financial aid funds will be disbursed during the following semester the student is on warning. If the student fails to make SAP after receiving aid while on warning, the student's financial aid is suspended until they meet all elements of the institutional SAP policy. The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. This calculation is performed in Banner after final grades are posted by the Registrar at the end of the semester.
3. **Max Time Frame:** The purpose of the Federal Title IV financial aid programs is to assist students in meeting their educational expenses while they progress toward timely completion of their educational objectives. For that reason, federal regulations require that students must complete their educational objective within a maximum time frame of one and one-half times the length of the program in which they are enrolled. Program length is measured in credit hours and is determined by the number of credit hours required for completion of the program. For example, if a student is enrolled in a diploma program that takes 100 semester hours to complete, that student may receive financial aid (if eligible) for 150 semester hours before financial aid is revoked.

Transfer Students

Transfer students accepted by SCTC, not previously enrolled at SCTC, will be classified as maintaining Satisfactory Academic Progress for the first term enrolled. Only classes transferred in will be used in the completion rate calculation. At the end of the first term, the student's grades will be measured in accordance with the college's Satisfactory Academic requirements. Students who previously attended SCTC, transferred to another school, then returned to SCTC, will have all SCTC courses and courses transferred from other institutions will be calculated in the cumulative completion rate.

Repeated Courses

All repeated courses and their grades will be included in the 66.5% and Maximum Allowable Total Attempted Hours calculations.

Notification of SAP Status

All students who fail to meet SAP requirements will be notified of their SAP status at the end of the term in which they failed to make SAP. SAP is evaluated each term after final grades have been posted by the Registrar. Students who appeal a financial aid suspension will be notified as soon as a decision is reached by the Financial Aid Appeals Committee regarding their status. The Appeal form can be found on our website: <http://www.sctech.edu/admissions/finaid-forms.php>

Financial Aid Warning

Students falling below the SAP guidelines for the first time will be put on Financial Aid Warning. Financial Aid Warning is a warning period only and the student is still eligible for aid. The student will then have one (1) semester in which to meet SAP standards before being placed on Financial Aid Suspension.

Due to the cost and length of the Commercial Truck and Commercial Straight Truck Driving Programs, students in these programs will have one (1) financial aid warning semester. If the student does not make SAP for whatever reason, he/she will be placed on Financial Aid Suspension for both truck driving programs. The student is eligible to appeal the suspension of financial aid by completing the Satisfactory Academic Progress Appeal with supporting documentation of an extenuating circumstance. Withdrawing during your financial aid appeal approved semester will change your status to Financial Aid Suspension.

Financial Aid Suspension

Students who are on Financial Aid Warning and continue to fail are placed on Financial Aid Suspension. Students who are on suspension are NOT eligible for Financial Aid. Students have the right to appeal their first suspension.

Financial Aid Max Time Frame

Resetting Max Time Frame Clock

Students who change majors or degree programs are at risk of exceeding the Maximum Allowable Total Attempted Hours before obtaining a certificate/diploma/degree. Students who decide to change majors or degree programs should do so early in their academic career so as not to jeopardize future eligibility for student financial aid at the College. A student would need to complete the SAP Max Time Frame Review Form. This review will determine if student has exceeded hours for their current program. **Note: Students will be limited to changing majors no more than three (3) times at SCTC.**

Right of Appeal of Financial Aid Suspension

Students have the right to appeal their suspension of financial aid if they have extenuating circumstances that prevented them from making satisfactory academic progress. Extenuating circumstances are essentially unanticipated and unavoidable circumstances beyond the students' control which directly affected her or her ability to be academically successful, and which has been resolved of he or she is now able to be academically successful. Examples of extenuating circumstances are:

1. serious injury/illness or an acute mental health condition of the student, or of an immediate family member, or
2. death of an immediate family member, or
3. other circumstances

Students who wish to submit a SAP appeal must complete a SAP appeal form. The SAP appeal form can be found on the SCTC financial aid page under forms, or a student can get a paper copy by visiting the Financial Aid Office. A SAP appeal packet must contain the following:

1. SCTC SAP appeal form
2. Written statement explaining the extenuating circumstances
3. Submit supporting documentation which confirms the occurrence/circumstances. The student must explain how the situation has been resolved or stabilized; thereby, enabling the student to now be academically successful. **Supporting documentation must be provided or the appeal will be denied!**

Student's Responsibilities

The Financial Aid Office attempts to notify students when they are suspended from the financial aid programs, however, sometimes students do not receive notification due to circumstances beyond the control of the Financial Aid Office. If a student is not notified of the suspension, that in itself does not excuse a student from the financial aid suspension, nor does it exempt a student from appealing in a timely manner. A student's status is available at all times via Banner Web by clicking Financial Aid, My Eligibility, and Academic Progress.

Financial Aid Probation

Financial Aid probation is assigned to student whose SAP appeal has been approved. The probation status is good for only one term to allow the student time to make SAP. During the probationary period, the student must maintain a 2.00 GPA and a 66.5% completion ratio. Withdrawing during your financial aid appeal approved semester will change your status to Financial Aid Suspension. In order to receive financial aid after the probation period, a student must meet all SAP requirements or meet all requirements of an Academic Plan that has been established for him/ her by the Financial Aid Appeals Committee. Students who are on Financial Aid Probation and fail to meet SAP requirements or the requirements of an Academic Plan after one term on probation will result in the student being placed on financial aid suspension. Students who are on Suspension are not eligible for financial aid.

Academic Plans

Students who successfully appeal a financial aid suspension and are placed on probation may be required to follow an Academic Plan as determined by the Financial Aid Appeals Committee in order to continue receiving financial aid. Students on an Academic Plan are required to meet all requirements of the Plan each term. The fulfillment of these requirements will be evaluated at the end of each term. Failure to meet all requirements of the Academic Plan will result in the student being placed on financial aid

suspension. A student has the right to appeal the financial aid suspension if there were extenuating circumstances that prevented him/her from meeting the requirements of the Plan.

Academic Plans will be developed for each student on an individual basis, but at a minimum will include the requirement that the student successfully complete all attempted courses with a grade of C or better and cannot withdraw from any courses while on probation. Other components of an Academic Plan may include any combination of the following, but are not limited to, a requirement to meet with the student's academic advisor and/or a member of Student Affairs Retention staff each term, a requirement not to take online classes, to enroll only part-time, to repeat a specific course, to take a particular course, to participate in a specific workshop on campus, or any other activity or requirement that the Appeals Committee believes will enable the student to meet SAP requirements by a specific point in time and ultimately enable the student to successfully complete his/her program of study in a timely manner. The Financial Aid Office will verify that all requirements of the Academic Plan have been met prior to posting aid for the next term.

Financial Aid Reinstatement

To be reinstated for financial aid, the student must satisfactorily meet all elements of the institutional SAP policy.

Financial Aid: Retaking Coursework

A student may receive Title IV aid for any repetition of a course as long as the student has never passed the course. However, once a student has passed a course, the student may receive Title IV aid for only one retake of that course. A student may not receive Title IV aid for any second or subsequent repetition of a passed course, and a second or subsequent repetition of a passed course may not be counted toward the student's enrollment stats for Title IV purposes. If a student withdraws before completing the course that they are being paid Title IV funds for retaking, then that is not counted as their one allowed retake for the course. However, if a student passed a class once and then is repaid for retaking it and fails the second time, that failure counts as third paid retake and the student may not be paid for retaking the class a third time.

Financial Aid: Dual Majors

Students may add a second major to his/her existing program as long as both majors have the same level and the same cost.

- Same level - the primary and secondary area of study will have to be the same level, for example, diploma to diploma, degree to degree, certificate to certificate
- Same cost - the cost per credit hour for the required courses of both majors will have to be the same.

Dual major for unlike program levels may be granted to students on a case by case basis

NOTE: Some financial aid may not cover courses in unlike dual program levels. Students may be responsible to cover any out-of-pocket expenses that accrue from registering for unlike dual program level courses.

Financial Aid: Return of Title IV Funds

Withdrawals and Financial Aid

The Higher Education Amendments of 1998 established the concept that financial aid must be earned through class attendance. When you totally withdraw from all classes, The Student Financial Aid Office must calculate the amount of financial aid you have earned prior to withdrawing. Any Title IV aid received in excess of the earned amount is considered unearned. Unearned aid must be returned to the respective Federal Aid program(s).

How will a withdrawal affect my federal financial aid?

Title IV (federal) financial aid funds are awarded under the assumption that a student will remain enrolled for the entire academic semester for which funds were awarded and disbursed. When a student withdraws from all courses, regardless of the reason, they may no longer be eligible to receive the full amount of federal financial aid for which they were originally awarded. The return of these funds to the federal government is based on the idea that a student earns financial aid based upon the length of time for which they were enrolled. A pro-rated calculation determines the amount of federal financial aid that they earned. Once the 60% point in the semester is reached, a student is considered to have earned all of their financial aid and will not be required to return

any funds.

A calculation is required if any of the following criteria are met:

1. The student completely withdraws from the college (Official withdrawal)
2. The student stops attending before the semester ends (Unofficial Withdrawal)

If the Southern Crescent Technical College student does not attend any classes during a given semester, they are not eligible to receive any federal funds for that semester and must repay all of the aid which was originally received.

How does the calculation work?

Aid recipients earn the aid they receive by remaining in classes. The amount of aid earned is based upon a pro-rated calculation. Students who withdraw or do not complete all of the classes in which they were enrolled may be required to return some of the aid originally awarded.

The following is an explanation of the formula used to determine the percentage of aid that must be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date divided by the total number of calendar days in the payment period
- The payment period for most Southern Crescent Technical College students is the full academic year (Fall and Spring semesters)
- The percent unearned is equal to 100 percent less the percent earned.
- Breaks of 5 days or longer are not included in the count of total days in the payment period.

How is the Withdrawal Date calculated?

The date of withdrawal used to compute refunds is the date the student last attended class, as recorded by the Academic Affairs Office.

Is there a specific order in which federal funds are returned?

Pell Grant funds will be returned next followed by Federal SEOG funds. All institutional funds will be returned after federal funds are returned.

What happens to my aid if I want to return to Southern Crescent Technical College in the future?

As long as the student left Southern Crescent Technical College in good academic standing as outlined in our Satisfactory Academic Progress (SAP) policy <https://www.sctech.edu/currentstudents/student-services/financial-aid/eligibility/#sap-policies>, the Financial Aid Office will reinstate all institutional funds in full. The Free Application for Federal Student Aid (FAFSA) is required for consideration of need-based assistance from the Federal Government.

Financial Aid Always Affected by Class Withdrawal

Per the new Enrollment Processing Implementation Committee (EPIC) policy, students that withdraw from a course by the end of the third (3rd) instructional day of the semester will receive no grade for the course and will receive a 100% refund of applicable tuition and fees. Students who withdraw/drop a class as of the fourth (4th) instructional day of the semester will receive a "W" grade, which counts toward their financial aid SAP completion ratio, and will be charged 100% tuition and fees. No refunds.

HOPE considers withdrawn or dropped credit or learning support classes as attempted hours. Although you have not completed the course to earn a grade, these hours count toward the lifetime cap of hours that HOPE will pay toward a degree (127 semester hours). All hours attempted (including withdrawals) will count toward the evaluation of your GPA that will occur after you attempt 30, 60, and 90 semester hours - **this is for ALL Hope recipients** - and at the end of every spring semester - **this is for associate degree seeking students only.**

When you withdraw, the Federal Pell Grant is reduced according to the number of days in the semester you have completed. If you withdraw from SCTC, there is a possibility you will be billed for tuition and fees depending on your withdrawal date. Also the Office of Financial Aid considers 'unofficial' withdrawals when determining financial aid eligibility. If you stop attending courses and receive a grade of F due to your stop attending, then financial aid will have to recalculate your eligibility to determine what portion of your financial aid you earned. A portion of those funds may be required to be returned, leaving you with a balance. Failing to maintain SAP puts your Pell Grant and HOPE aid in jeopardy.

Students must maintain Satisfactory Academic Progress (SAP) to remain eligible for financial aid.

Additional Resources:

Foundation Scholarships

The Southern Crescent Technical College Foundation, Inc., offers scholarship opportunities to students. Scholarship funds are NOT paid directly to the student. Please read all application materials carefully—some restrictions apply. Application deadlines are posted on the applications.

For additional information on scholarships contact:

Advancement Division
(770) 229-3466
Email: scholarships@sctech.edu

Veterans Benefits

Veterans' benefits are available to qualified veterans and dependents of disabled or deceased veterans. Applicants needing information about VA Education Benefits may contact the Southern Crescent Technical College VA Certifying Official at (770) 229-3095, Mobile 6A, Griffin Campus or (706) 646-6382, Room A255, Flint River Campus or the Veterans Administration at 1-888-GIBILL (1-888-442-4551).

Vocational Rehabilitation

Vocational Rehabilitation cooperates with Southern Crescent Technical College by providing additional funds and services to students who have handicaps or disabilities. Applicants needing information should call the local Vocational Rehabilitation office.

Workforce Innovation and Opportunity Act

Workforce Innovation and Opportunity Act (WIOA) services provide assistance to students that are unemployed or underemployed. Individuals eligible for WIOA services must lack a marketable skill, be in an approved WIOA training program, and have the ability to successfully complete a training program as a full-time student. Financial assistance is available for tuition, fees, books, required equipment, tools, uniforms, required certificate exams for employment, and all other requirements that assist in successful return to the workforce. A participant may also be eligible to receive assistance with childcare needs and daily travel allowance. A WIOA Coordinator is available to assist students with individualized career counseling, budgeting, financial planning, intensive job search assistance, and vocational assessments. Interested individuals may contact WorkSource Three Rivers, WIOA Coordinator at 770-229-9799 for more information.

Economic Development

The Economic Development division at Southern Crescent Technical College offers education and training opportunities to enable participants to develop necessary skills to further their career goals.

Through business and industry support programs, Economic Development services aid in the creation and retention of jobs by supporting existing companies, employees, and new companies coming to the area. Economic Development programs also assist employers in attracting potential employees with the basic skills needed to be productive, successful workers for their companies. Programs and services are available in each service area county: Butts, Fayette, Henry, Jasper, Lamar, Pike, Spalding, Taylor, and Upson counties.

Business and Industry

Business and Industry services foster growth and development of area businesses and industries by providing high-quality consulting and customized training services that focus on continuous workforce improvement and development; coordinating state economic development programs and services for existing, expanding, and new companies; and providing job profiling and assessment services to employers. Available services include skills assessment and training for entry-level personnel, training to improve intermediate skills, and advanced or customized training in mechanical, electrical, computer, warehousing, and customer service. Consulting extends to working with company leadership to develop and implement world class business strategies, drive organizational change, select and implement best practices, and develop networks with local leaders.

Community Education

Southern Crescent Technical College develops community education courses in response to special educational demands and requests of citizens, professional and business groups, and other organizations. Students may take a variety of short, non-credit courses designed for professional growth and development, personal enrichment and/or recreation. Most programs are offered as short courses, seminars, or workshops at various times and locations that fit one's busy schedule.

Brief listing of Courses Offered through Economic Development:

Commercial Driver's License Testing

- Bus
- Passenger van
- Straight truck
- Tractor trailer

CDL and Heavy Equipment

- Commercial driving refresher course
- Commercial driving prep course
- Commercial truck driving
- Heavy equipment training
- LCV doubles training

Computers

- Intro to computers
- Intro to Windows
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word

CPR/First Aid/AED

- Certification
- Re-certification

Defensive Driving

- Insurance reduction

Drivers' Education

- 36 hour Joshua's Law

Foreign Language

- Spanish

Forklift

- OSHA certification on campus or on-site
- OSHA forklift train the trainer

Leadership

- Customer service

- High performance leadership (HPL)
- Lean/5S
- Train the trainer
- Team building

License Renewal

- Air conditioner contractor
- Commercial pesticide contractors
- Electrical contractors
- Georgia soil and water conservation
- Home inspection
- Plumbing contractors
- Real estate

Technical

- Electrical safety
- Hydraulics and pneumatics
- Motor control

Quick Start

For more than 40 years, Quick Start has provided customized workforce training free-of-charge to qualified businesses in Georgia.

Today, the program is one of the state's key assets for supporting new and expanding industries. Quick Start delivers training in classrooms, mobile labs, or directly on the plant floor, wherever it works best for a company. To ensure that all economic development personnel are prepared with the latest skills and strategies for workforce training, Quick Start also administers an ongoing program for professional development, the Certified Economic Developer Trainer program.

Georgia Retraining Tax Credits

A company's direct investment in training can be claimed as a tax credit – 50 percent of the employer's direct cost up to \$500 per employee, per approved training program. The total amount of credit cannot exceed \$1,250 per employee per year. Training programs must be approved by the Technical College System of Georgia. This tax credit can be used to offset up to 50 percent of a company's state corporate income tax liability. The credit is available to all Georgia businesses that file a Georgia income tax return. The retraining program must be for quality and productivity enhancements and certain software technologies. Unused credits can be carried forward 10 years. These credits can be combined with other tax credits.

WorkKeys

As an American College Testing (ACT) **WorkKeys®** Service Center, the Economic Development division can provide skills assessment and instructional support. Call for further information or to set up an appointment.

Refund Policy for Community Education

A refund will be given only if you notify the Community Education department at least 48 hours prior to the first day of class. Failure to attend the first day of class does not constitute cancellation of your registration.

Adult Education

Adults who desire to increase their basic skill levels in reading, mathematics, writing, or English language (ESL) may enroll in the Adult Education program at no cost. This competency-based program offers students the opportunity to increase their basic skills for self-satisfaction, to pass the General Educational Development test (GED®), to increase their skills prior to enrolling in a regular credit program of study if they have not taken the college admissions examination, or job or educational advancement including instructional support for the Georgia Work Ready Certification Program.

Applicants must be at least 18 years of age to enroll; however, special permission may also be granted to applicants aged 16 and 17 if certain requirements are met. Call the Adult Education office for more information.

Basic Education

Morning, afternoon, and evening classes are offered in the following subject areas: Reading, writing, math, science, and social studies to prepare students to take the GED exam.

Classes are held in Spalding, Upson, Butts, Fayette, Henry, Jasper, Lamar, Pike, and Taylor Counties.

There are no fees for Adult Education classes, and books are provided in the classroom at no charge.

General Educational Development Services (GED®)

Approved by the Commission on Accreditation Service Experiences, a unit of the American Council on Education, Southern Crescent Technical College has two designated test centers for the administration of the GED® test: Southern Crescent Technical College, Griffin Campus and the Flint River Campus in Thomaston. There are four sections on the GED® test. The total cost for the four-part test is \$160 or \$40 for each part.

GED testing is completed on computer in our Pearson-Vue labs in Griffin and in Thomaston. Computer-based testing provides the benefits of the use of technology that is required for post-secondary education and for many jobs. Information about GED 2014 can be obtained by contacting one of our Adult Education locations and by visiting www.ged.com.

Eligibility, requirements, and registration information are available at all Adult Education locations:
www.sctech.edu/adulteducation

To Schedule a Test:

Registration: www.ged.com

Call Center: 877-EXAM-GED or 877-392-6433

Testing scholarships are often available for students enrolled in the Adult Education program who are meeting program-specific criteria and who express a financial need.

Certified Literate Community Project (CLCP)

The Certified Literate Community Project is a community non-profit collaborative that promotes, supports, and enhances literacy efforts locally. Communities participating in the program analyze community needs, create awareness of the needs, ensure that learning opportunities are offered and evaluate progress so that the majority of citizens needing to improve their skills are able to do so within a specified time period. Networks are formed to coordinate business, church, volunteer, social service, local government and schools, media and other efforts in the community to reach, influence and support those who want to improve their education.

Participating communities with the Southern Crescent Technical College service delivery area are as follows:

- Spalding – established in 1991
- Taylor – established in 1992
- Upson – established in 1993

For more information, contact the local Adult Education office in each respective county.

English Language Programs (ELP)

English language classes are available for participants who have a primary language other than English. These classes provide assistance with speaking and understanding the English language. Classes have a primary focus on conversational English. Employment-related language skills are also available. ELP classes are available at the Southern Crescent Technical College Griffin campus, and the Adult Education locations in Fayette and Henry County.

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